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# POLKADOTS SOFTWARE

## Using Move-it 1.6

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### *Move-it User Guide*



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# Chapter 1 – Introduction

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The *Move-it User Guide* is a technical reference guide for the Move-it application.

## WHAT IS MOVE-IT?

Move-it is a software application which can be seamlessly integrated into the PrePage-it workflow, set up to work as an independent program or used in conjunction with other prepress workflows.

As an independent program, it can be used to automate file management and file conversion tasks in such a way that they are carried out “in the background” on a continual basis, with little or no user intervention. The main tasks performed by Move-it include moving files, renaming files, converting files to PDF and splitting PDFs into individual pages. In addition, Move-it offers a configurable load balancing function for your workflow, allowing jobs to be equally distributed in a multi-RIP environment.

Move-it may also be added to a PrePage-it workflow to increase both its functionality and productivity. PrePage-it is a completely scalable, prepress workflow solution, offering great flexibility and the capacity to be easily customized and fitted to your current production needs. As a PrePage-it add-on, Move-it can be placed before PrePage-it in the workflow and configured to function as a “preliminary” unit. That is, it can be set to perform tasks (moving files, renaming files, creating PDFs and splitting PDFs) on job files before sending them to PrePage-it for RIPping. Once these tasks are completed, job files may be automatically directed to an appropriate PrePage-it queue via the Load Balancing feature.

## WHAT'S INCLUDED?

The Move-it module comes in a standard software package which includes the File Mover, File Renamer and Load Balancing (see [Overview](#)). Optionally, the PDF Toolkit may be added to the standard package, which includes the features To PDF (a PDF conversion utility) and PDF Splitter.

## 1.1 Overview

The Move-it module provides two basic kinds of services: automated Tasks and Load Balancing.

## TASKS

Move-it can perform four types of automated Tasks: moving files, renaming files, creating PDFs from PostScript files and splitting PDFs into individual pages. An unlimited number of Tasks can be configured, based on one of these four types. Once configured, they will work without supervision, around the clock. Tasks scan the hard disk for incoming job files and once detected, process them and output them to a location of your choice.

Summarized below are the four types of Tasks performed by Move-it:

- **File Mover:** Moves files from an input folder to a location of your choice.
- **File Renamer:** Renames files according to a pre-determined (by the user) format and outputs them to a location of your choice.
- **To PDF:** Generates PDF files from PostScript files and outputs them to a location of your choice. Also reformats existing PDF files.
- **PDF Splitter:** Splits PDF files into individual PDF page files and outputs them to a location of your choice.

## TASKS: COMMON FEATURES

This section describes the features that all Move-it Tasks have in common.

All Tasks work on the basis of **Input Folders**, also known as watched folders or hot folders, which are continually monitored for incoming job files.

Incoming files can be chosen selectively through the **Input Filtering** feature. Each Task can be customized with an input filter which allows certain types of files to be processed while blocking out other types. Input filters are defined by filtering criteria that is specified by the user.

All Tasks must have some way of outputting their work. A variety of choices exist for outputting Tasks: you can output job files to regular **Output Folders**; have them automatically sent to an FTP folder on a specified FTP site; have files automatically processed by two or more consecutive Tasks by using the **Next Task** feature; send output files to a PrePage-it queue via a **Load Balancing** folder, or automatically clean up specific types of files that are no longer necessary by sending them directly to the **Trash**.

## LOAD BALANCING

**Load Balancing** is a feature that directs the flow of traffic in a PrePage-it workflow, especially in a multi-server configuration. More specifically, it manages the flow of jobs by directing them to the next available PrePage-it queue on the network. In such a setup, you send your job files to a single input folder. From there, Move-it automatically determines which queue is free and sends the job file there.

## LOAD BALANCING: A TYPICAL SETUP

The following is an example of a typical load balancing setup.

A typical setup would be a multi-server PrePage-it configuration with, let's say, three PrePage-it servers on a network. Each server is a separate pre-RIPping station, such that if one station is tied up with a job that is being processed, one of the other servers is free to receive new, incoming jobs. In this setup, each of the three PrePage-it servers contain the same identical PrePage-it queues. For example, each server contains a composite queue called Pages1200Comp.

In order for load balancing to work, you have to associate the three identical queues (say, Pages1200Comp) to a common load balancing Input Folder. Then, as files are sent to the input folder, Move-it detects, divides and evenly distributes the job files among the three Prepage-it queues. In other words, Move-it finds an appropriate queue that is currently free and sends the job there. This both automates your multi-server configuration and maximizes its throughput.

## 1.2 Installation

Installing Move-it is quick and simple. Take note, however, that if you intend to use the Load Balancing feature, PrePage-it should also be installed (see *PrePage-it Server Guide* for details).

The Move-it module comes in a standard software package which includes the File Mover, File Renamer and Load Balancing. If you purchased the PDF Toolkit (optional), your software package will also include the To PDF and PDF Splitter features.

Summarized below are the steps for installing Move-it on a Windows system.

1. Double-click the installation file provided to you by your Move-it dealer.

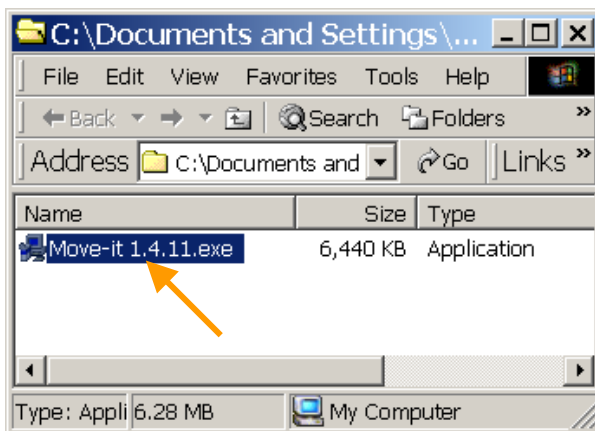


Figure 1 - Move-it installation file

2. Click **Next** at the **Welcome** screen.

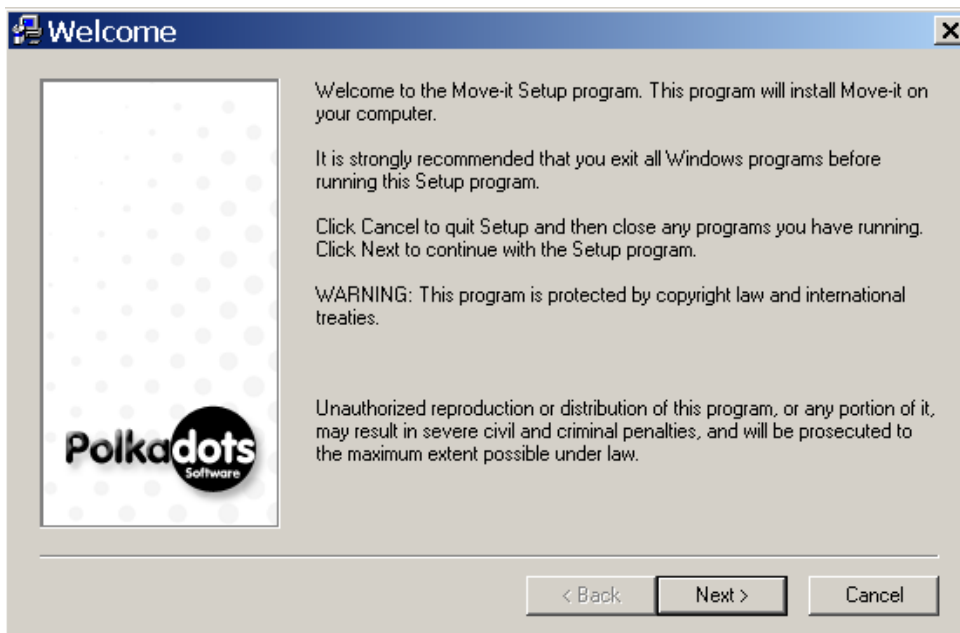


Figure 2 - Move-it installation-Welcome screen

3. If necessary, choose a different installation directory by clicking the **Browse** button. Then click **Next**.

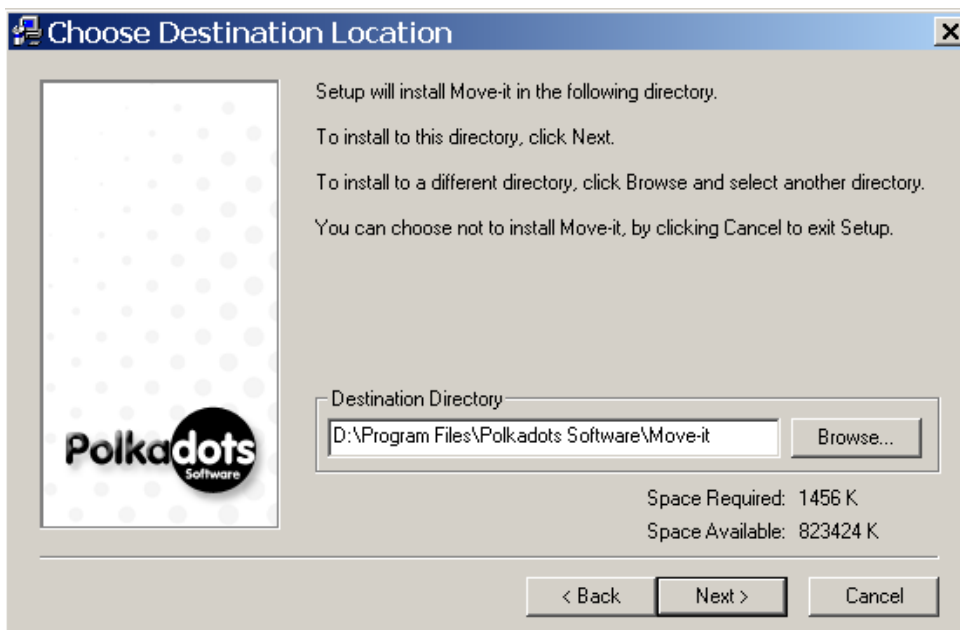


Figure 3 - Move-it installation directory

4. Select the components you want to install by clicking in the corresponding checkboxes, then click **Next**.

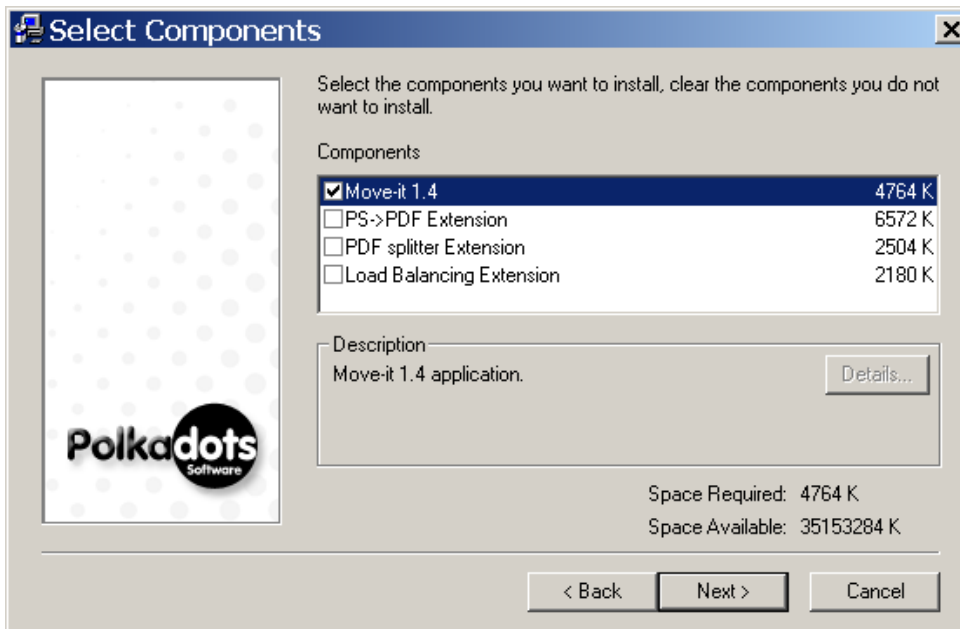


Figure 4 - Select installation components

## Reminder

The To PDF Extension and the PDF Splitter Extension will not work if you have not purchased the PDF Toolkit (optional).

- Click **Next** at the **Ready To Install** screen.

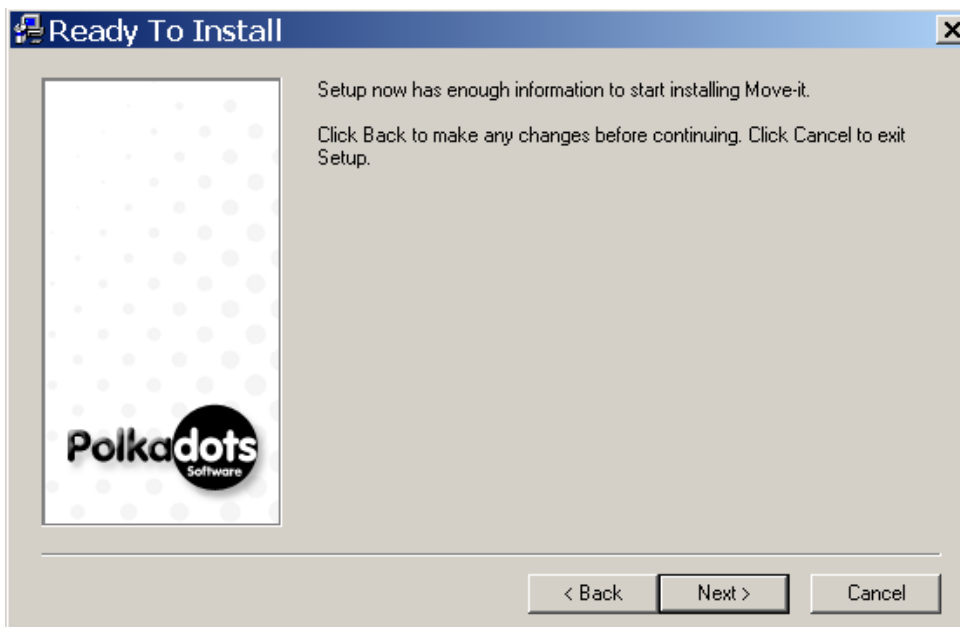


Figure 5 - Move-it installation-Ready To Install

- When the installation is completed, you will see the **Finished** screen. Click the **Close** button to close the window.

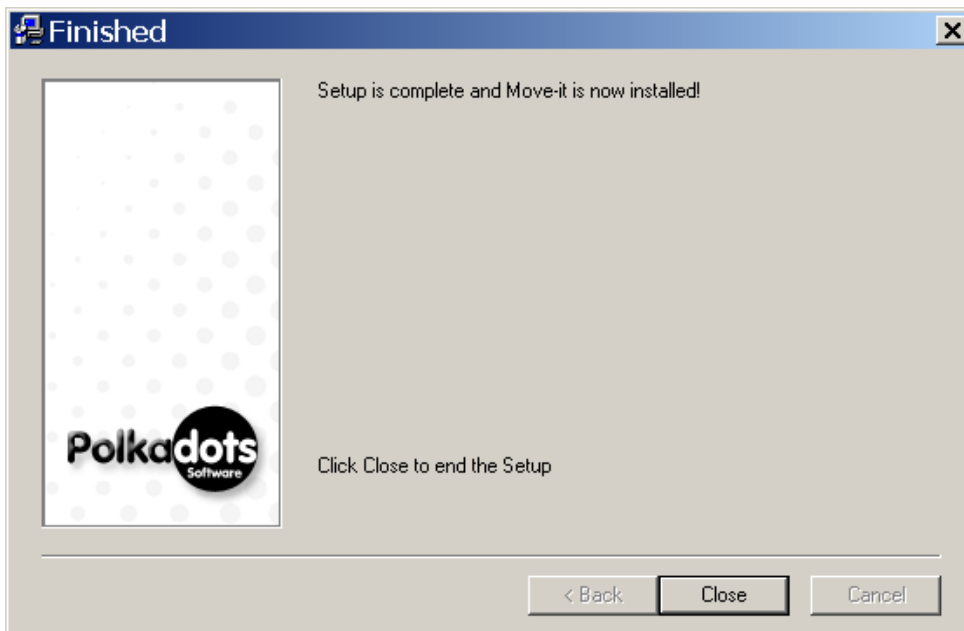


Figure 6 - Move-it installation-Finished

### 1.3 Move-it user interface

Once Move-it is installed, it can be launched from the Windows **Start** menu by clicking **Start > Programs > Polkadots Software > Move-it**.

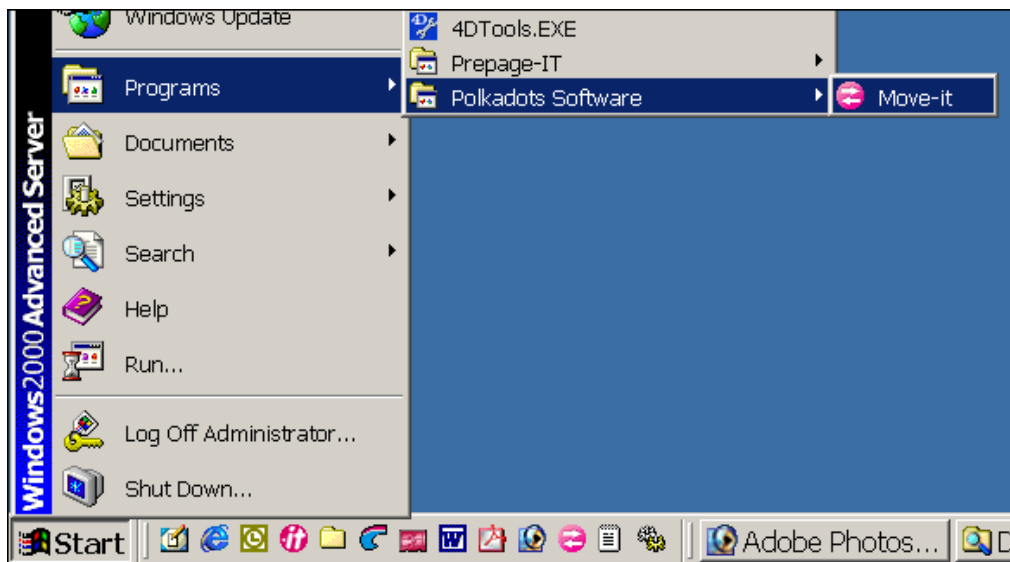


Figure 7 – Launching Move-it

The Move-it application has a simple, clear user interface, as shown in Figure 8, below.

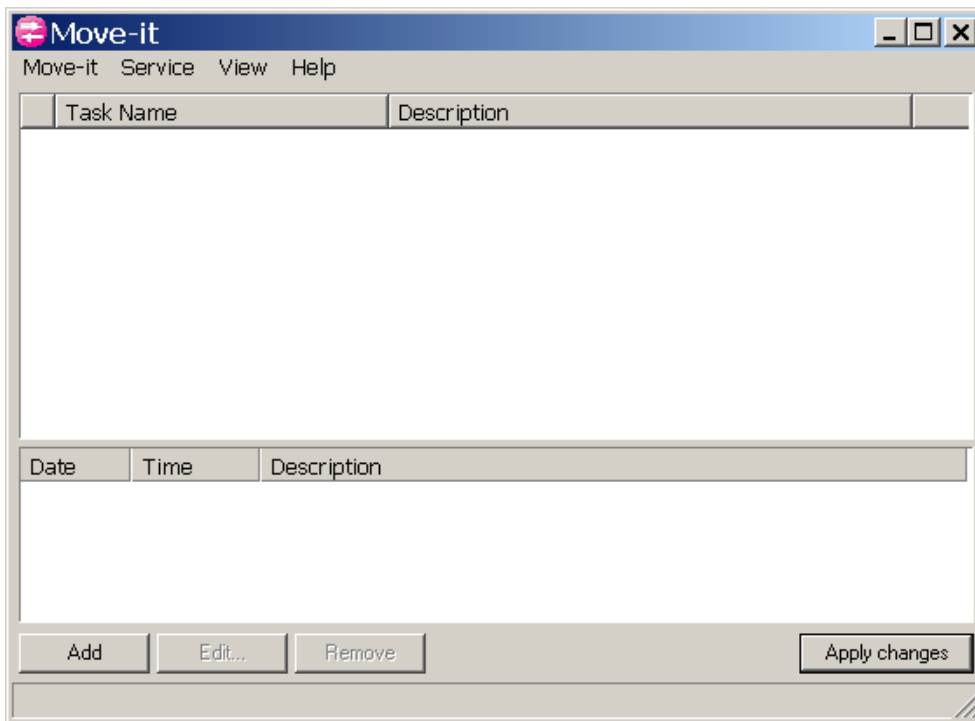


Figure 8 - Move-it User Interface

## 1.4 Folder access

Move-it must be able to access certain folders in order to perform its tasks. Specifically, it must have access to the **Temporary** and **Error** folders, as well as all **Input**, **Output** and **Load Balancing** folders. Each of these folders are explained in detail in the following chapters. This section explains how to make folders accessible to the Move-it application.

By default, Move-it should be able to access its folders (**Temporary**, **Input**, **Output**, etc.). If it cannot, you will receive error messages such as “A valid temporary folder must be specified”, “Unable to monitor folder *Folder Name*”, etc. When Move-it cannot access required folders, you must verify and if necessary, re-configure the **Move-it Services** and/or the **Security Permissions** of the folders in question.

This section describes a sample configuration where the **Move-it Services** access the Move-it folders using the **Local System** account, although you may configure your setup with a different account. Regardless the account used, the **Move-it Services** must always be set to log on with the same account that is used to set the folder’s **Security Permissions**.

### Move-it Services

Move-it has two services working in the background: the **Move-it** service and the **Prepage-it Load Balancing** service. In our example, we will configure Move-it services and folders using the **Local System** account. After these two services are set to log on with the **Local System** account and they are started, we will be able to access the required folders.

The following procedure describes how to verify the correct configuration of the Move-it services and if necessary, how to re-configure the services.

1. Open the **Services** window by clicking **Start > Programs > Administrative Tools > Services**. A list of Windows Services will be displayed.

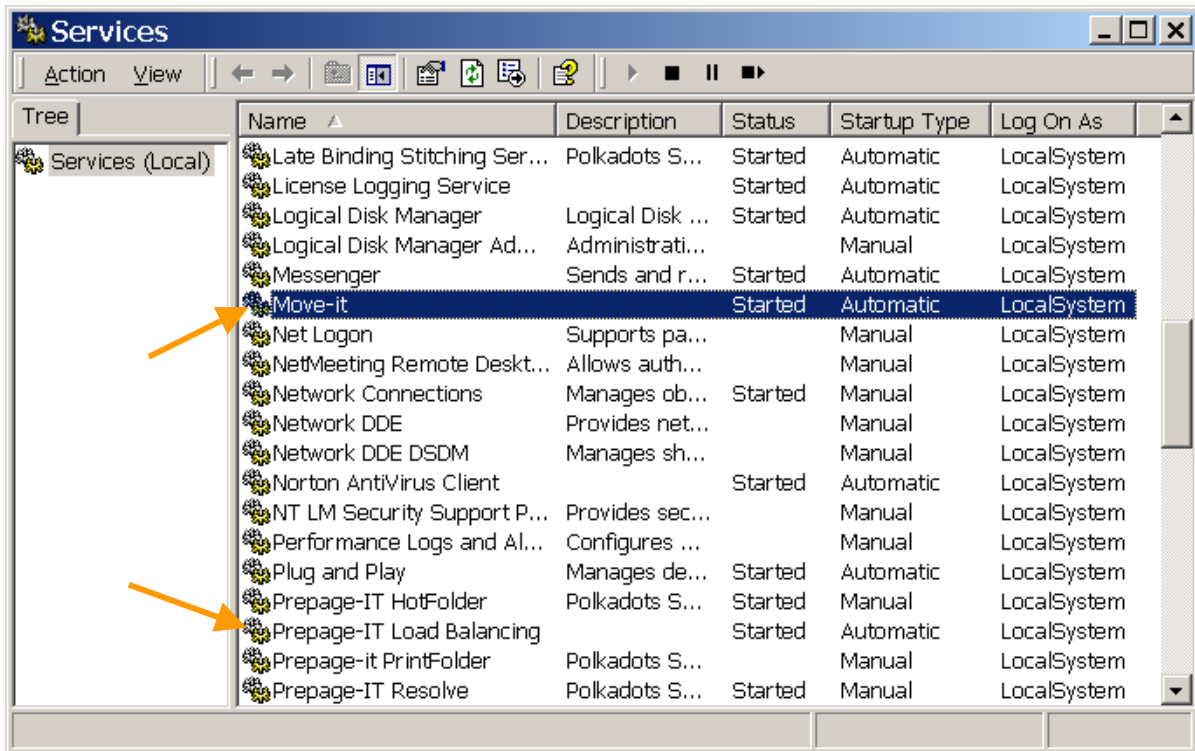


Figure 9 – Services window

2. Locate the Move-it services and verify that they specify:

- **Status:** Started
- **Log On As:** LocalSystem

*If the services are not configured as indicated in step 2, then continue this procedure to re-configure them.*

3. To log on with the Local System account:
  - a. Right-click on a Move-it service, click **Properties** to open the **Properties** dialog box, then go to the **Log On** tab. The resulting dialog box is shown below.

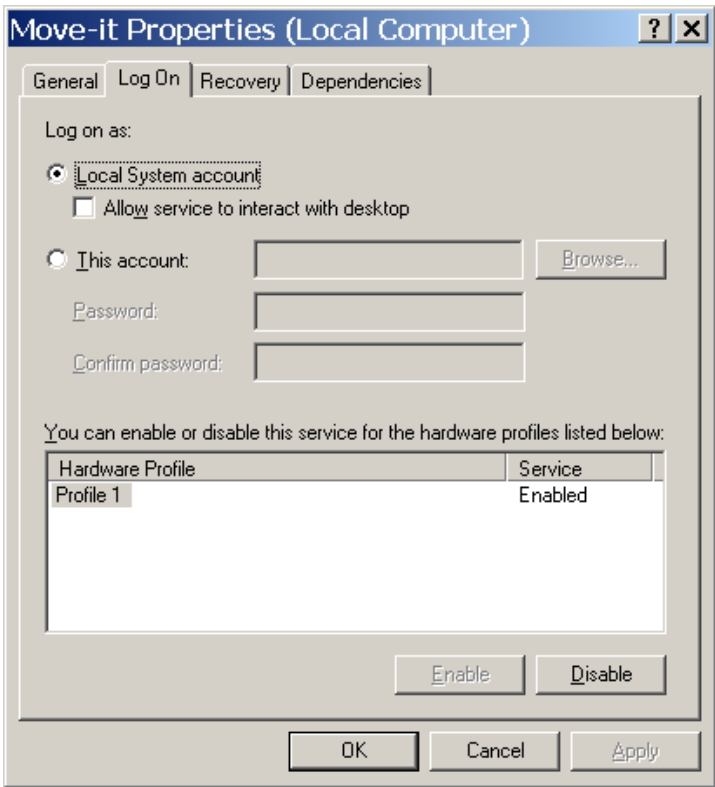


Figure 10 – Service properties - Log on

- b. Select the option **Local System account** and click **OK**.
4. To start the service: right-click on a Move-it service, then select **Start** or **Restart**.

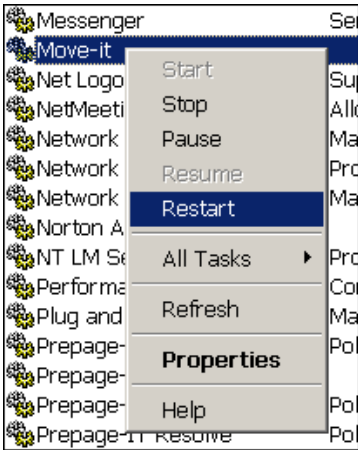


Figure 11 – Restart Service

## Folder Permissions

As mentioned earlier, Move-it must be able to access the Temporary and Error folders, as well as all Input, Output and Load Balancing folders. To do so, appropriate Security Permissions must be set for all these folders. Specifically, the System user within each folder must be given the following permissions:

| Folder Permissions |              |
|--------------------|--------------|
| Folder             | Permission   |
| Temporary          | Full Control |
| Error              | Full Control |
| Input              | Full Control |
| Output             | Modify       |
| Load Balancing     | Full Control |

Table 1 - Folder Permissions

### Setting security permissions

To set folder security permissions in Windows NT/2000:

1. Right-click on a folder, choose **Properties** from the contextual menu, then go to the **Security** tab. The **Properties** dialog box for a folder called **MoveitErr** is shown in the figure below.

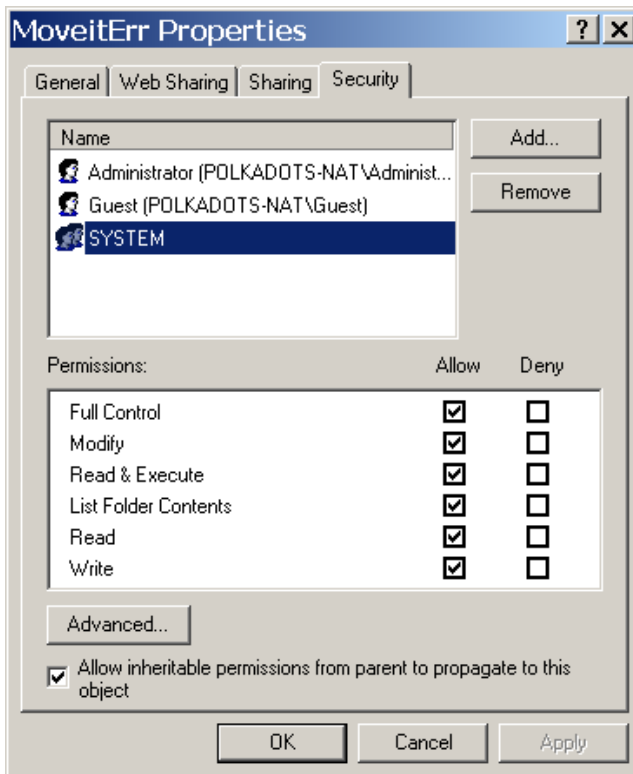


Figure 12 – Setting folder permissions

2. If the **SYSTEM** account is not listed, click the **Add** button within the **Properties** dialog box and select it from the dropdown list that appears.

3. With the SYSTEM account selected, set the appropriate permissions by clicking the **Allow Full Control** or **Allow Modify** checkbox.

**Tip**

You can avoid setting security permissions one folder at a time by creating a parent folder with Full Control permission. By default, sub-folders created inside the parent folder will inherit the same permissions. Consult your *Windows NT/2000 User Guide* for details.

# Chapter 2 – Task Basics

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## 2.1 What is a Move-it Task?

The Move-it application is based on the notion of **Tasks**. A **Move-it Task** does just what its name implies: it automatically performs a task that has been pre-defined by the user. The types of tasks Move-it can perform include moving files, renaming files, splitting PDF files into individual pages and converting files to PDF.

A Move-it Task is configured once and works automatically afterwards. Continuously working “in the background”, it constantly scans **Input folders** for the arrival of new input files. When new files are detected, they are processed according to the criteria you’ve defined and then output to a location of your choice.

In general, the workflow of Move-it Tasks always includes an input (i.e. **Input folder**), a specified task (**File Mover**, **File Renamer**, **PDF Splitter**, **To PDF**) and some kind of output (**Output Folder**, **Load Balancing Folder**, **FTP Folder**, **Next Task**, **Trash**).

## 2.2 Types of tasks

Move-it allows for the creation of four different types of tasks:

- File Mover
- PDF Splitter
- To PDF
- File Renamer

### **File Mover**

The **File Mover** task automatically moves files from one folder to another folder. The **Input folder** is continually scanned, and as soon as a file is detected inside it, the file is sent to the **Output folder** (other output options are also available – see [Outputs](#) on page 14 for details). All tasks allow you to activate a filter which either includes or excludes certain types of files. For example, you may

choose to only include .eps files (i.e. only move .eps files) or to exclude .tif files (i.e. move all files except .tif files). Please refer to section [3.3 Input Filtering](#), on page 29, for details.

## PDF Splitter

The PDF Splitter task automatically processes .pdf files that it finds in the Input folder. It will split each PDF file into individual PDF page files and output them to the location of your choice. You can set a Naming template to determine how each page file should be named.

## To PDF

The To PDF task automatically converts all PostScript (.ps and .eps) files found in the Input folder into .pdf files. The files are converted according to a set of guidelines that are either pre-set (i.e. included with Move-it) or created from scratch by the user. The PDF file is then output to the location of your choice.

In addition, this tool can also accept a .pdf file as input, allowing you to change a PDF file from one format (i.e. resolution, thumbnails, compatibility, fonts, etc.) to another.

## File Renamer

The File Renamer task renames all files found in the Input folder and outputs them to the location of your choice. The files are renamed according to naming templates which you define, one for the input files (Input template) and one for the output files (Output template). The input filename may either be extracted from a PostScript comment or directly from the filename itself. Like all tasks, you may activate a filter which will either include or exclude certain types of files. For example, you may define a filter to rename only the .tif files found in the Input folder.

# 2.3 Inputs and Outputs

All Inputs and Outputs in your Move-it application exist as separate extensions and are listed in the **Move-it Options** dialog box (see [Extensions](#) on page 16). The Inputs and Outputs represent the different methods and locations that you can use to input and output files.

## Input folders

All files are input into Move-it via an Input folder which is scanned by Move-it. Each Task is defined with its own Input folder. When Move-it detects a file inside an Input folder, it processes the file according to the associated Task's configuration.

Input folders can be customized in variety of ways. At the very least, all Input Folders must be defined as either being in Drop mode or Monitored mode, and they must all be scanned either “continuously” (Real-time monitoring) or periodically (Periodic monitoring).

See section [3.2 Input folder](#) on page 26 for details on Input Folders.

## Outputs

A variety of options are available for outputting files from Move-it, as summarized below.

### Output Folder

You may send outgoing files to any **Output Folder** of your choice.

### Load Balancing Folder

If your system is set up with **Load Balancing**, you may send output files to a PrePage-it queue via a **Load Balancing Folder**. All files received in this folder are automatically sent to the first available PrePage-it queue in your workflow, according to parameters defined in the **Load Balancing** dialog box (see the chapter on [Load Balancing](#) on page 69 for complete details). This helps speed up the processing of your files by increasing the throughput of your workflow, making the most effective use of your system.

### FTP Folder

You have the option of outputting your files to an **FTP Folder**, which relays your files to an ftp site of your choice. You configure the **FTP Folder** beforehand by providing the ftp's host name, username, password, etc.

### Next Task

You may choose to send an output file from one Move-it Task to be processed by another Move-it Task. In doing this, you are chaining together two (or more) tasks. For example, you may set up a situation where files are renamed in the first task and sent to a PrePage-it queue (via the **Load Balancing** folder) in the second task.

### Trash

You have the option of deleting your files by specifying the **Trash** bin as your output. You may use this **Output** to systematically clear certain types of files that may accumulate over time. To specify which types of files you want to trash, use [Input Filtering](#) (see page 29). Note that, unlike using an **Error Folder**, which collects files containing errors, using the **Trash** deletes all specified files, whether or not they contain errors.

## 2.4 Applying changes

Figure 8 on page 7 displays a button in the bottom-right corner of Move-it's main window called **Apply Changes**. Clicking this button instantly activates any configuration changes that you've made within the Move-it module. If you do not apply the changes yourself, they are automatically saved when the Move-it application closes. However, if you need to process files immediately after making configuration changes, then you must click the **Apply Changes** button.

## 2.5 Setting Task Options

Before setting up Tasks, you will need to configure some general Task Options that apply to all tasks.

To configure Move-it's task options, click the **Move-it** menu, followed by the **Options** menu item. The **Move-it Options** dialog box will appear, as shown in Figure 13.

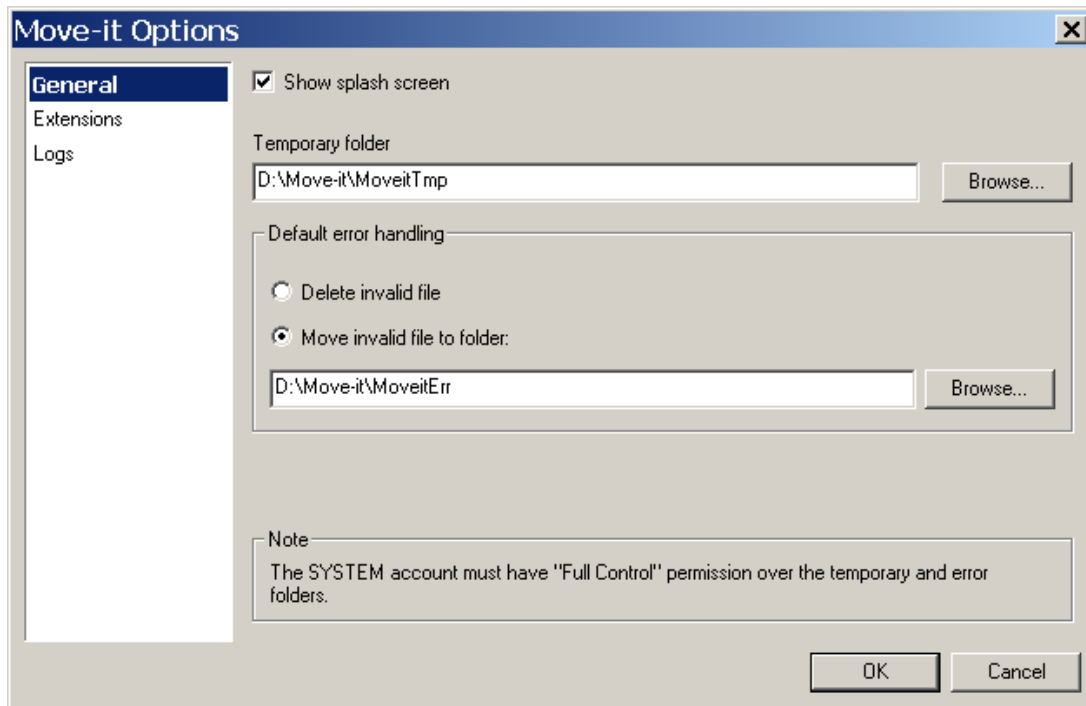


Figure 13 - Move-it Options-General

### Note

The settings that are set in the **Move-it Options** dialog box only apply to Tasks. They do not, in any way, affect Load Balancing.

From the dialog box shown above, you can see that there are three categories of options listed in the top-left corner: General, Extensions and Logs.

### General options

The General options consist of two main settings: the Temporary folder and the Default Error Handling.

#### Show splash screen

Check this option if you want to see the splash screen when Move-it is launched.

#### Temporary folder

The Temporary folder is the folder that Move-it uses to place temporary files while it is processing tasks. You may select or create any folder, provided it is on a partition which has a sufficient

amount of free space available. The amount of space required will vary, depending on the size and the number of files that you want Move-it to process.

The Temporary folder is essential to Move-it's processing work and must always be specified.

Specify a temporary folder in one of the ways listed below:

- type it's directory path in the **Temporary Folder** text box
- or-*
- click the **Browse** button and select a folder (or create a new folder, if desired)

### Default error handling

When a file that is being processed by Move-it causes an error, Move-it will either delete the file or send it to an error folder, depending on what you specify for this option. This default setting applies to all files processed by Move-it, unless you set the Custom Error Handling option within a given Task, which overrides the default setting (see [On Error \(Error Handling\)](#) on page 25 for details).

There are several types of errors and reasons why they occur. One common reason is input files that are not of the right type. Some specific examples are:

- an .eps file is sent to a Input folder for a Task that is configured to accept (i.e. Include) only .tif files
- a .ps file is sent to a Input folder for a Task where postscript files have been specified as Excluded
- a TIFF file has been input into a PDF Splitter task, which can only accept .pdf files as input.

Specify a Default error handling option by choosing either (i) **Delete invalid file** or (ii) **Move invalid file** (to an error folder). Choosing the second option will oblige you to select an Error folder (and create one, if necessary).

### Important

Move-it must be able to access the temporary and error folders that you specify. Please refer to the section [1.4 Folder access](#) on page 7.

### Extensions

Clicking the **Extensions** category in the **Move-it Options** dialog box displays a list of all the extensions that are included in your version of Move-it. A sample dialog box is shown in Figure 14, below.

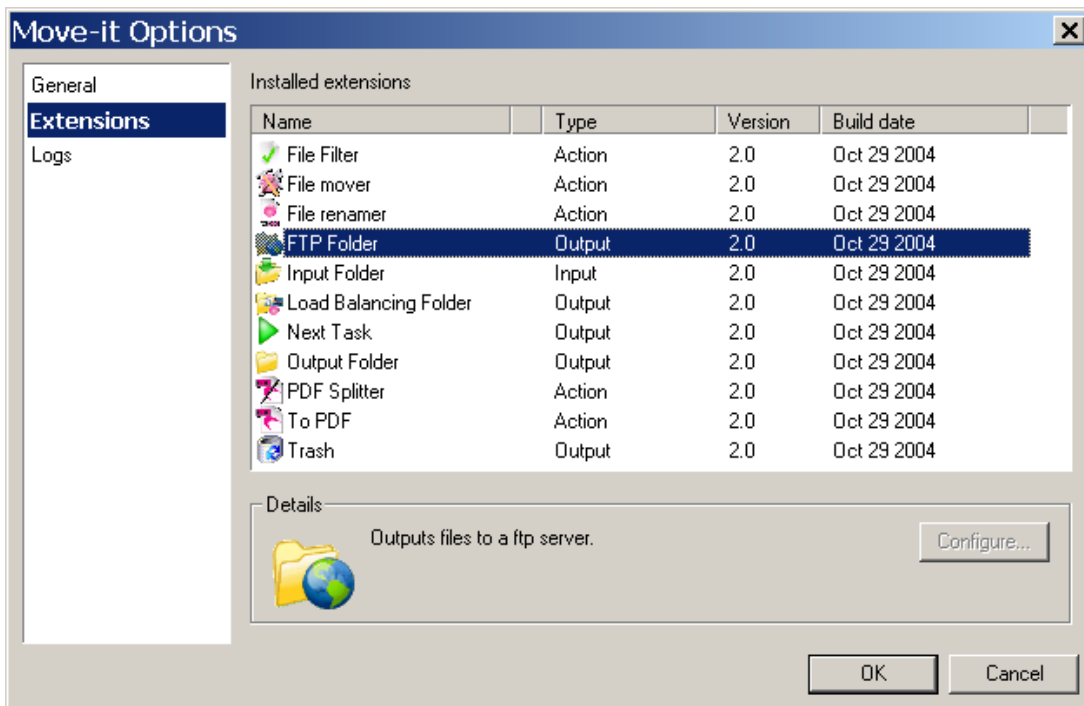


Figure 14 - Move-it Options-Extensions

All Move-it Tasks, Inputs and Outputs exist as separate extensions. In addition to listing each extension's Name, the dialog box also displays their Type, Version and Build date. Also, when you click on an extension, a brief description of it appears at the bottom of the dialog box.

### Note

If the list displays an extension which you are not licensed to have, it will appear with a **Lock** icon next to it.

### Logs

Move-it keeps a log of the events that occur while the application is running (refer to the section [2.9 Move-it Log](#) on page 22). The Logs option determines the number of days a log file will be kept.

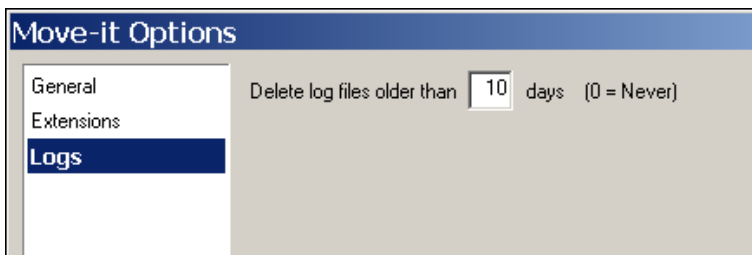


Figure 15 - Move-it Options-Logs

Generally, you set a number greater than 0. Setting this option to 0 means all log files will be kept for as long as the number remains at 0. When this is the case, you may want to do a clean up of old log files from time to time (e.g. every six months or once a year).

To clean up old log files:

Go to the **Logs** subfolder inside the installation directory (by default, C:\Program Files\Polkadots Software\Move-it\Logs) and delete the old log files that you no longer need.

## 2.6 Creating a new Task

The procedure for creating or defining a new task is described below.

1. Click the **Add** button near the bottom-left corner of Move-it's main window. As a result, the **New Task** dialog box will appear.

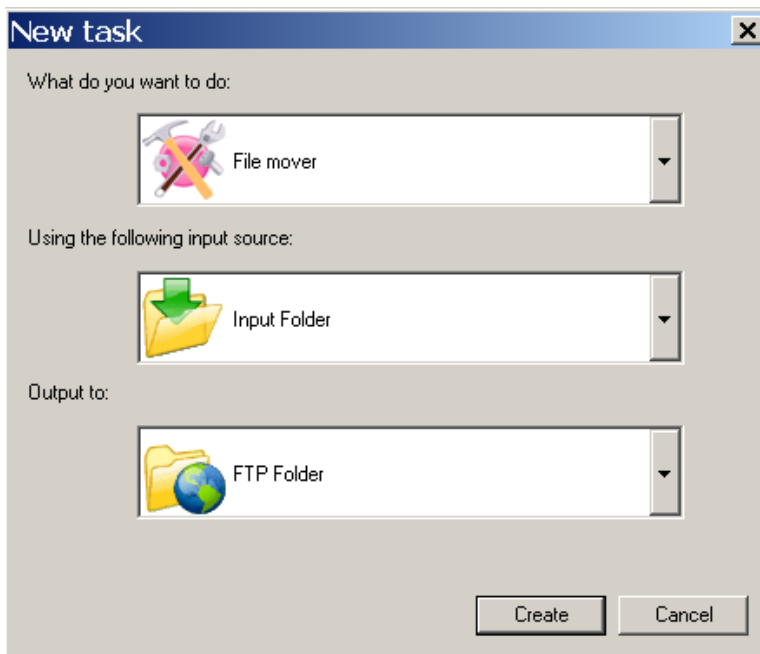


Figure 16 – New Task dialog box

2. Select the type of Task that you want to define from the dropdown list (**What do you want to do**) and the type of Output desired from the **Output to** list. Next, click the **Create** button. This will display the **Task Properties** dialog box.

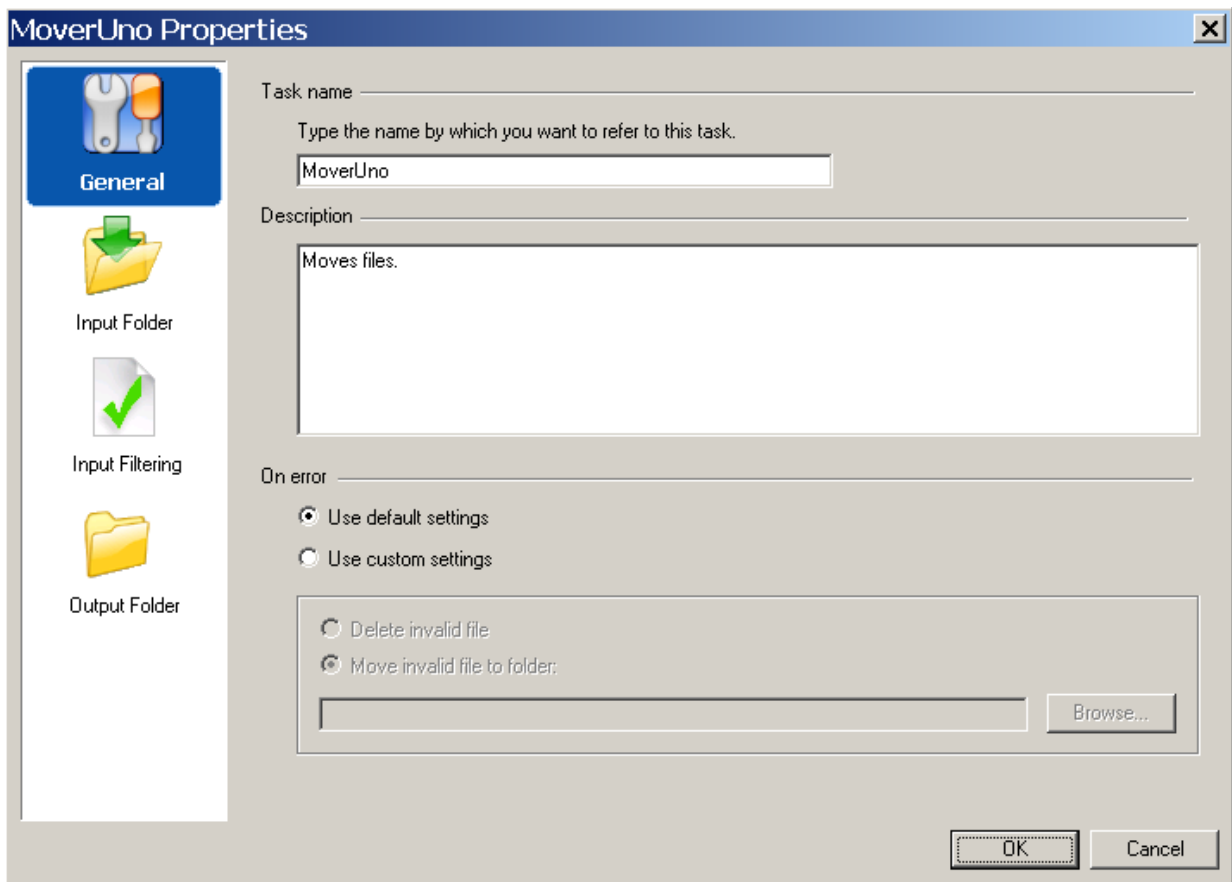


Figure 17 – Task Properties dialog box

## Note

The categories shown along the left column in the **Task Properties** dialog box (e.g. **General**, **Input Folder**, **Input Filtering**, etc.) will vary depending on the type of Task and Output selected.

3. For each category of Task properties (i.e. **General**, **Input Folder**, **Input Filtering**, **Output Folder**, etc.), provide the information necessary to configure it as desired. These properties are described in detail in the chapter [Task Properties](#), starting on page 24.
4. Once the properties have been defined for a Task, click the **OK** button to close the dialog box. The new Task will appear in the task list shown in Move-it's main window.

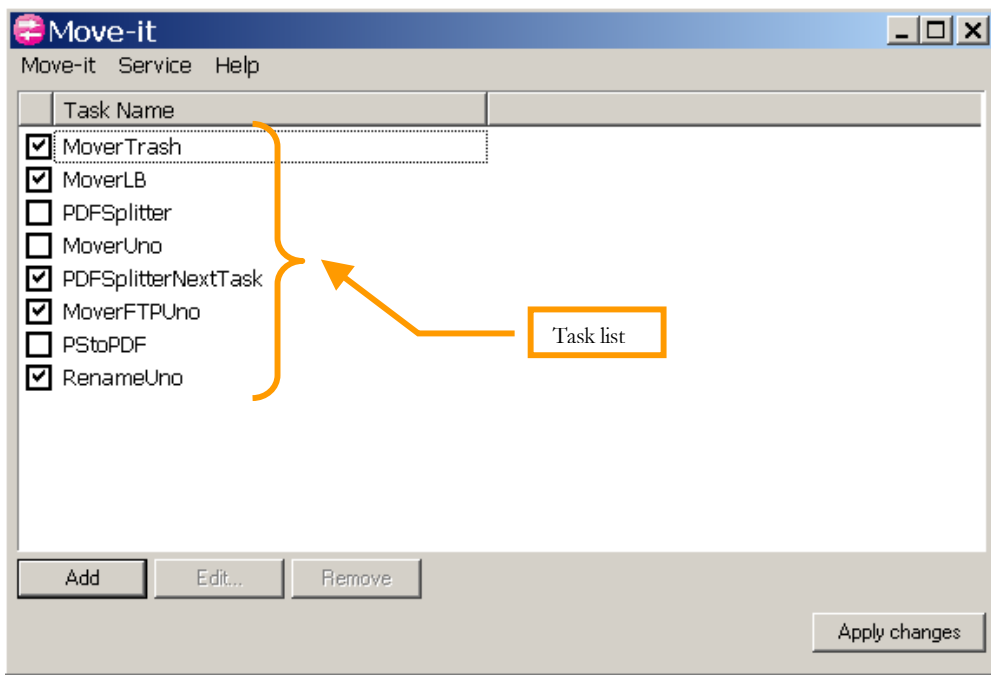


Figure 18 – Task list

- Next, click the **Apply changes** button (see Figure 18) in order to save and activate the Task.

Unless specified otherwise, the new Task will begin to work immediately, detecting files in the Input folder and processing them according to what you've specified in the **Task Properties** dialog box.

## 2.7 Editing and removing Tasks

### Editing a Task

After a Task has been saved, it can be modified at any time. A Task and its properties can be edited in one of the following ways:

- select the desired Task from the Task list in Move-it's main window, then click the **Edit** button located in the bottom-left corner (refer to Figure 18 on p.20)

**-or-**

- double-click directly on the desired Task

Either way, the **Task Properties** dialog box will appear, allowing you to modify the Task in question. The next chapter describes [Task Properties](#) in detail (see p. 24).

### Removing a Task

A Task can be removed from Move-it at any time by simply selecting it from the Task list in the main window and clicking the **Remove** button.

## 2.8 Task activation

### The Move-it Service

The Move-it application runs as a Windows Service. By default, the Windows Service is set to run continuously, allowing tasks to perform their normal operations and Input Folders to scan and detect new input files. If, for any reason, the Move-it Service stops running, all tasks will cease to function.

It is possible to control the Move-it Service manually, if the need should arise. In fact, the **Service** menu allows you to **Start**, **Stop**, **Pause** or **Restart** the Move-it Service.

Please note that these commands apply to Move-it Tasks only and do not affect the Load Balancing feature, which runs as a separate Service. For detailed coverage of this topic, refer to the chapter [Load Balancing](#), starting on page 69.

### Activating Tasks

Move-it Tasks can be activated or de-activated individually. A de-activated task ceases to function i.e. it stops monitoring the Input Folder and stops processing and outputting files.

You may need to de-activate a task if you are re-configuring or testing it and don't want any files to be accidentally processed. You may also want to de-activate a task in some situations where you have set up two tasks that share the same Input Folder.

Tasks can be activated or de-activated by clicking in the corresponding checkbox, as shown below.

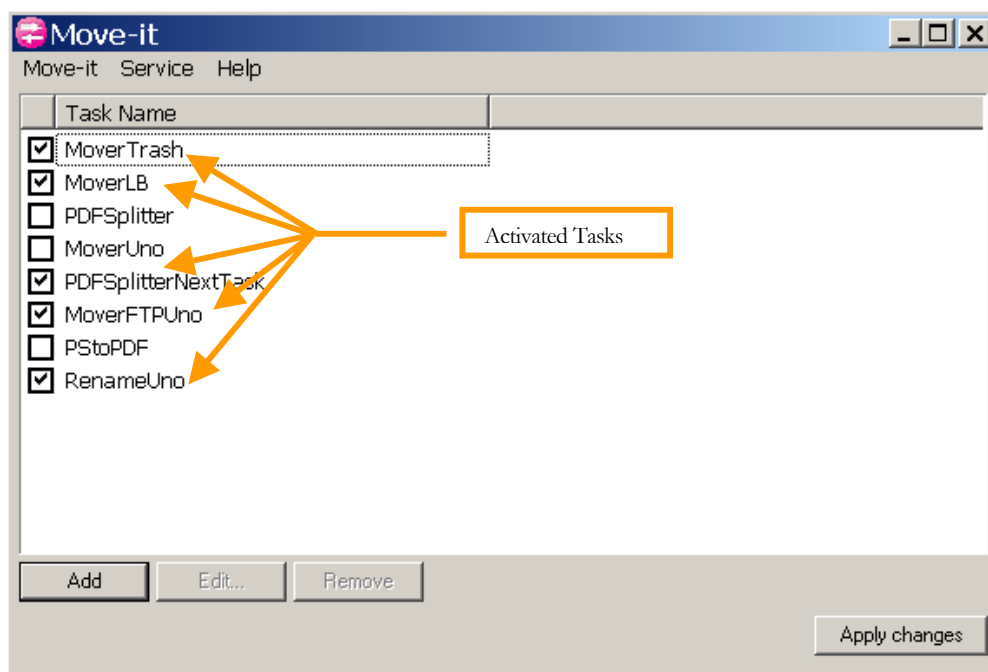


Figure 19 – Tasks - activated/de-activated

## 2.9 Move-it Log

Move-it keeps a log of events that occur while the application is running. The log is designed as a troubleshooting aid and shows events such as error messages, unusual activity, whether the **Move-it Service** is started or stopped, etc.

A separate log file is created for each day. The log file from the current day can be viewed in the main **Move-it** window. Logs from previous days can be viewed by locating and opening the pertinent file directly, as explained in the section [Viewing previous logs](#) on page 22.

Logs are kept for a duration of “x” number of days, where x is a number that can be set in the **Move-it Options** (see [Logs](#) on p. 17).

### Viewing today's log

To display the current day's log, click **View > Log Window**. The logged events will be displayed in the lower part of the main **Move-it** window.

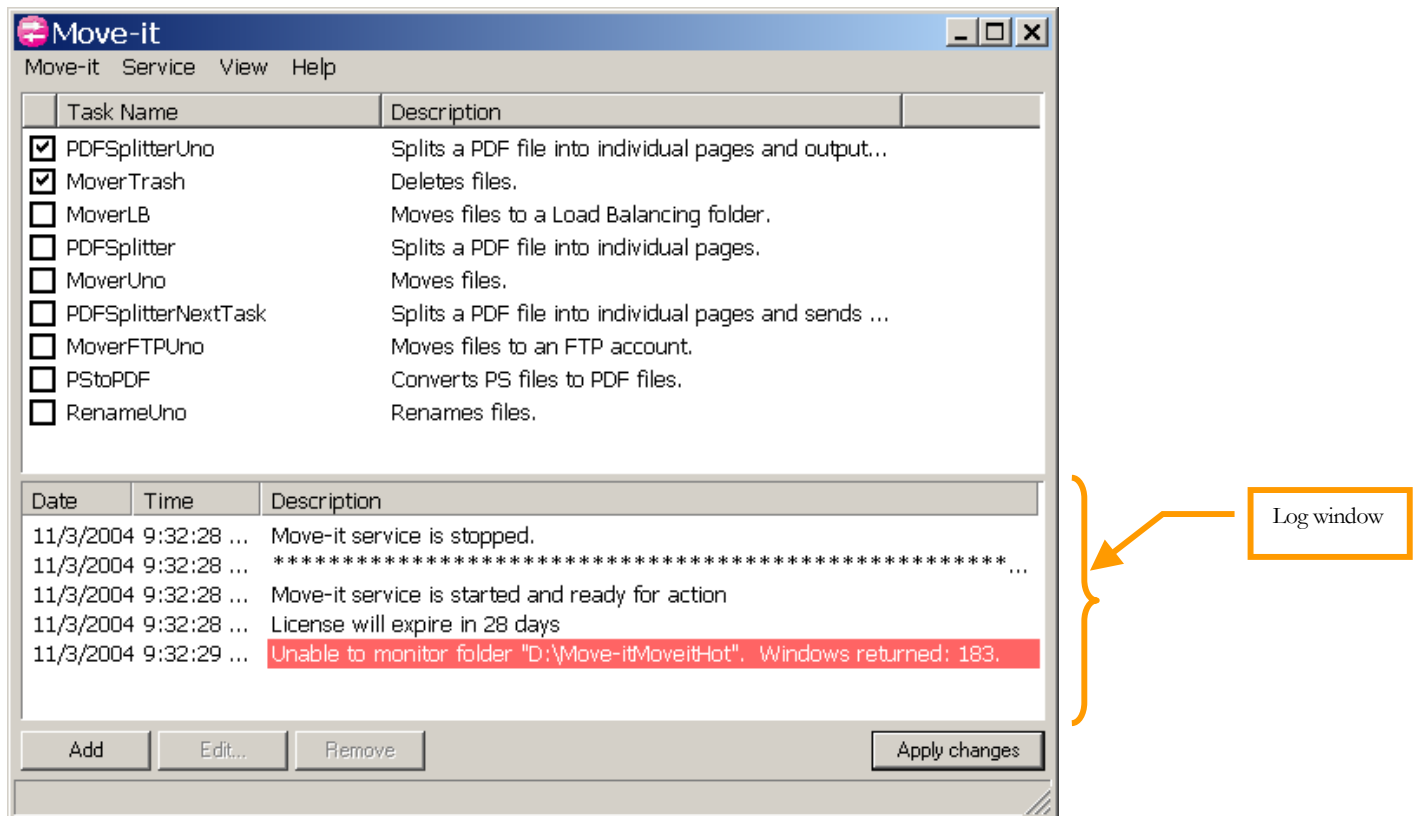


Figure 20 – Log window sample

### Viewing previous logs

If you've set the **Logs** option to preserve your logs from previous days (see [Logs](#) on p. 17), the logs are saved as text files in the **Logs** subfolder found inside the installation directory. For example, if you've installed **Move-it** in the default directory, the log files are found in

C:\Program Files\Polkadots Software\Move-it\Logs. The desired log file can be easily distinguished by its filename, *date.log*. For example, the log file for November 2, 2004 would be called 110204.log.

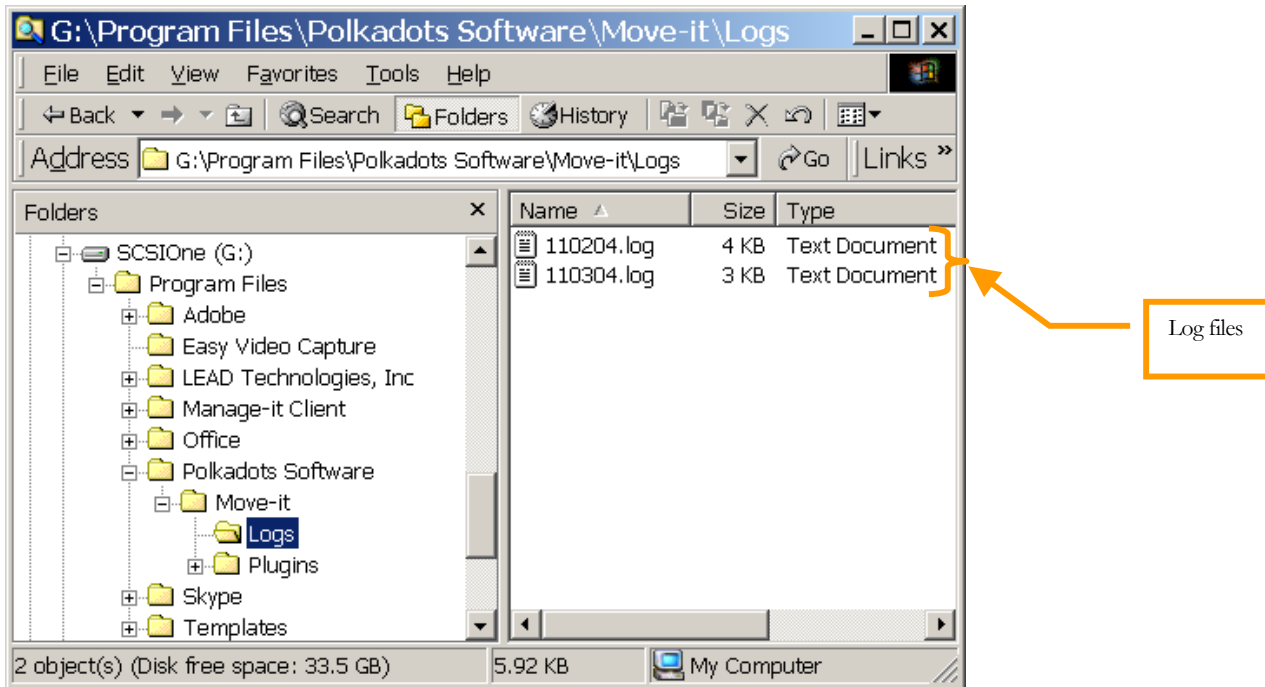


Figure 21 – Previous log files

To view the log from a previous day, locate the pertinent file using the Windows Explorer or Search tool, then open it by double-clicking it. A sample log file is shown below.

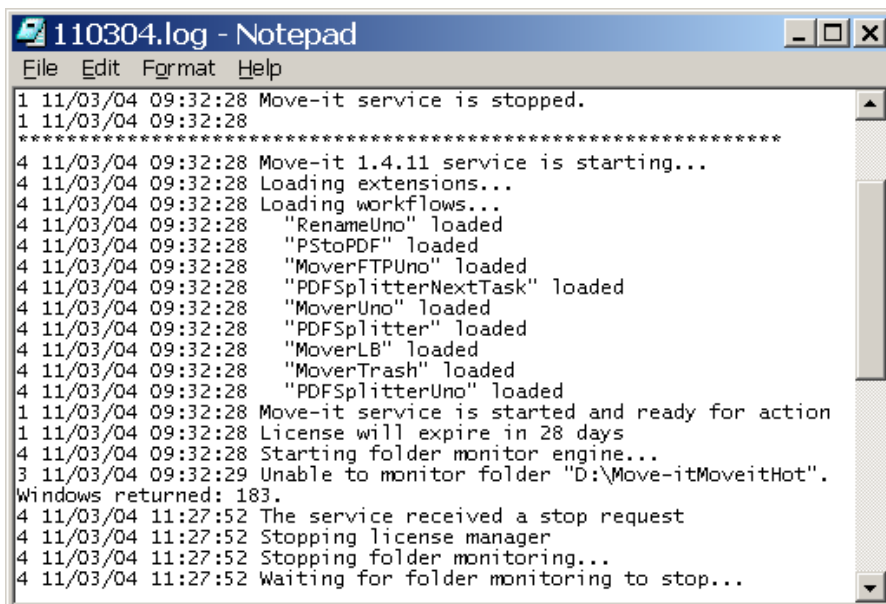


Figure 22 – Sample log file

## Chapter 3 – Task Properties

This chapter describes the properties which define the behavior of a Task. Task properties are divided into categories such as **General**, **Input Folder**, **Input Filtering**, **Output Folder**, **PDF Splitter**, **File Renamer**, etc. No one Task contains all these categories. Rather, Move-it decides which categories to include in a particular Task according to the type of Task and the type of Output specified. However, all Tasks include at least the **General**, **Input Folder** and **Input Filtering** categories.

### 3.1 General properties

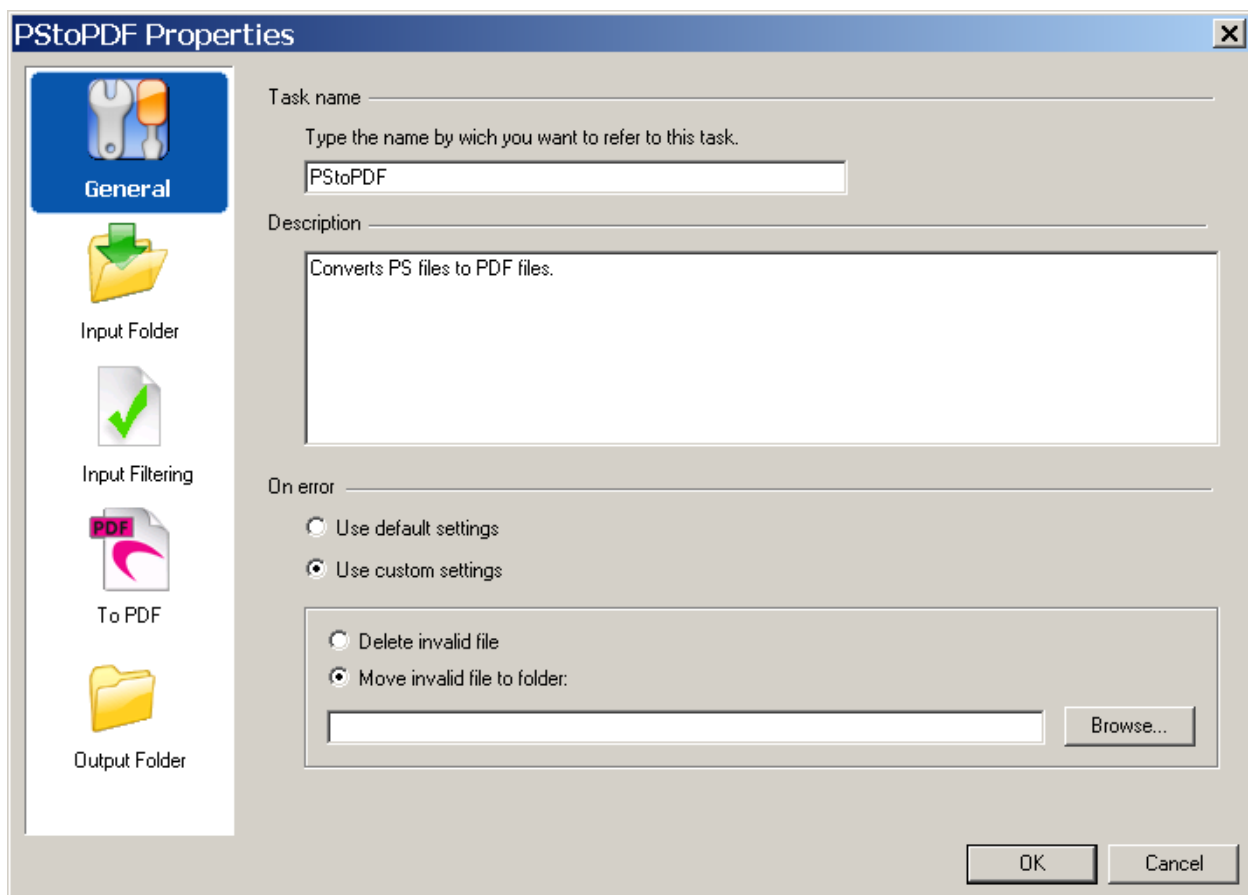


Figure 23 – Task Properties - General

Figure 23 shows a task's **General** properties, which include the **Task Name**, **Task Description** and **On Error** (Error Handling) options.

### **Task name**

Type the name that you want to give to a Task.

### **Task Description**

Optionally, type a description of what this Task does, what distinguishes it from the other Tasks, or any pertinent information that will serve as a reference for anyone who wants to use this Task.

### **On Error (Error Handling)**

Specify how this Task should handle files with errors. You may either choose to **Use default settings** or to **Use custom settings**.

**Use default settings** will act on files with errors according to the application's default settings, which are specified in the **Move-it Options** dialog box. See [Default error handling](#) on page 16 for details.

**Use custom settings** allows you to override Move-it's defaults by customizing how a particular Task handles files with errors. When customizing error handling for a Task, the choices are exactly the same as when you set the application's **Default Error Handling**. To better understand these choices, refer to the section [Default error handling](#) on page 16.

## 3.2 Input folder

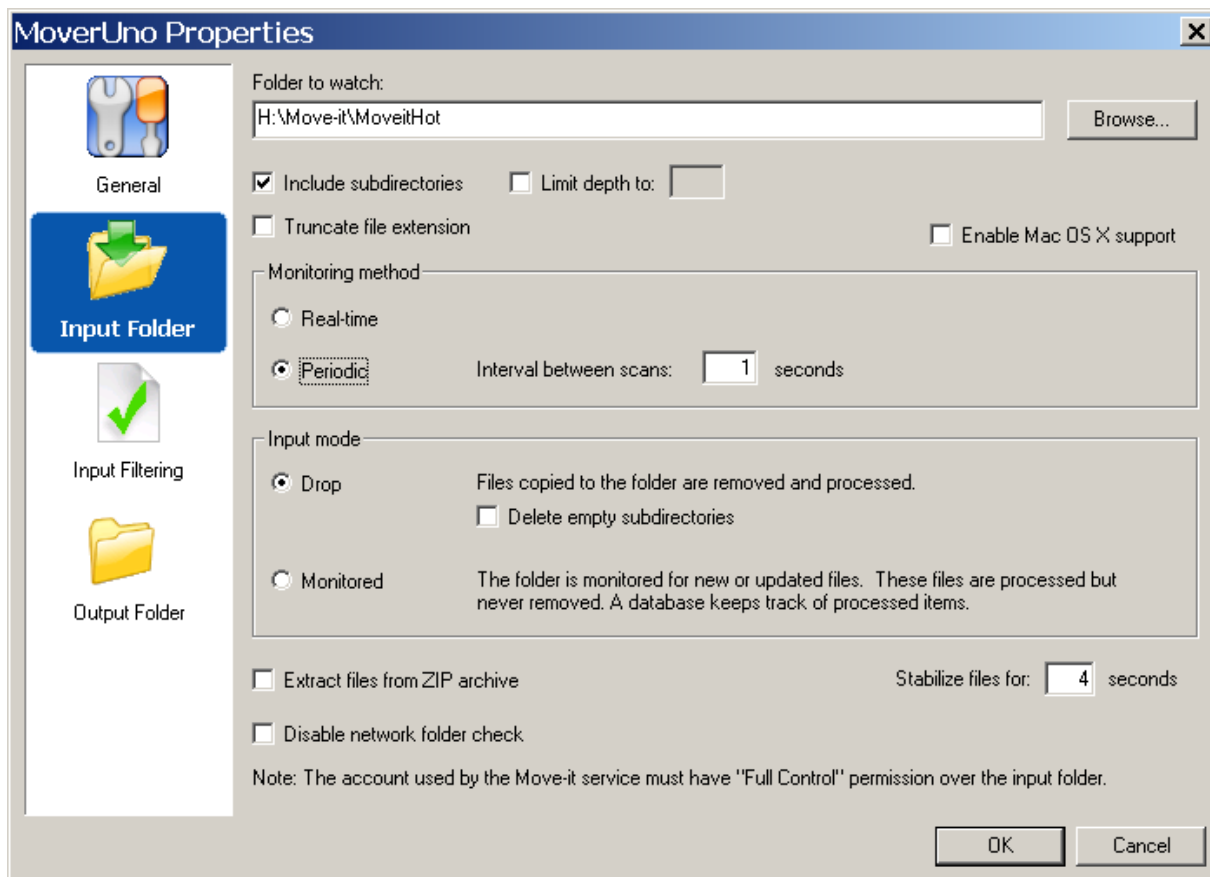


Figure 24 – Task Properties - Input Folder

Each Task is configured with its own Input folder. Figure 24 illustrates the **Input Folder** properties, which consist mainly of specifying the name and path of the Input folder (**Folder to watch**), along with the Monitoring method and Input Mode.

### Folder to watch (Input folder)

Click **Browse** to select a folder (or create a new one) to serve as the input folder or “watched” folder. This folder will be monitored by Move-it and each time a file is detected, it will be processed according to the corresponding Task’s configuration. All files found in the input folder will be processed, whether they were copied there by a user directly or sent there by another task.

You may choose a different input folder for each task or in some cases, you may find it useful to have a common input folder for several tasks.

### Common Input folder

A common input folder means choosing the same input folder for two or more Tasks. When you send a job file to a common input folder, the original file will be processed by every associated Task. This differs from the **Next Task** option (see section [3.10 Next Task](#) on page 68) in the following way: in the **Next Task** workflow, it is the output file from the first Task that is fed to

the second Task. With a common input folder, it is the *original* input file that is re-fed into each Task.

If a job file is not picked up by any of the Tasks (for e.g., if it is filtered out), then it will be treated as an invalid or excluded file.

### **Include subdirectories**

If the input folder you choose has subdirectories (i.e. subfolders) and you would like them to be monitored also, then check this option.

By default, this option will cause Move-it to scan all existing subdirectories and to process all files found. However, you may also limit the number of levels of subdirectories that Move-it will monitor. To do so, place a checkmark in the **Limit depth to** checkbox and enter a number representing the number of levels you want Move-it to monitor.

### **Truncate file extension**

Enable this feature to remove the filename extension, including the period, from an incoming file. For e.g., an input file called **AdJob.ps** will be reduced to **AdJob** . Take note that the truncation occurs before other types of “filename processing”, i.e. before the Input Filter’s [Filtering by Filename](#) (see p. 30), the Renamer’s [Input Template](#) (see p. 34) and the PDF Splitter’s [Input Template](#) (see p. 42).

### **Enable Mac OS X support**

Select **Enable Mac OS X support** when you copy files from a Mac OS X machine to a Move-it Input Folder on a PC.

## **Monitoring method**

Choose the folder-monitoring method which best suits your workflow.

### **Real-time**

Real-time monitoring works like any standard hot folder, i.e., an input folder is monitored on a “continual basis” and processes a job as soon as it arrives. More precisely, Move-it waits for a change to occur in the input folder (such as a new job arriving) and then reacts by processing the job.

### **Periodic**

Periodic monitoring scans an input folder at regular intervals (for e.g., every 30 seconds). If any new jobs are detected, they are processed.

When you choose this option, specify the interval of scanning, in seconds. For example, **Interval between scans: 60 seconds**.

## **Input Mode**

An input folder must be set to work either in Drop mode or Monitored mode.

**Drop mode**

In Drop mode, once a file is processed and sent to its output location, it is deleted from the input folder.

**Delete empty subdirectories** can only be selected when you've activated the [Include subdirectories](#) option (see p. 27). After a file is processed, if there are empty subdirectories that remain inside the Input Folder, this option will remove the empty subdirectories.

**Monitored mode**

In Monitored mode, after a file is processed and sent to its output location, a copy of the original file is kept in the input folder. Choose this mode when you want to keep the original file(s), for example, if you're monitoring PrePage-it Final Pages folders.

Job files that have been processed and kept in the input folder are re-processed under one of the following conditions:

- when a file is removed from the Monitored folder and then put back
- when a file is updated (hence containing a newer date/time stamp) and then copied back to the Monitored folder

Note that if the Move-it application is closed and restarted, or if the Move-it Service is stopped and restarted, the file will not be re-processed.

**Extract files from ZIP archive**

Selecting this feature allows a Move-it task to accept a compressed zip file as input. When a ZIP file archive arrives, the compressed file(s) are extracted and then processed like any other file. All standard ZIP formats are supported.

**Stabilization time**

The **Stabilization time** can be customized to ensure that all incoming files are stable before Move-it processes them. Typical situations requiring a change in stabilization time is when incoming files are extremely large or are supplied too slowly (such as when they're copied to a Move-it Input Folder over a slow network connection).

**Note**

The **Stabilization time** setting should only be changed if you have trouble processing files and you suspect it is related to the stabilization time. If in doubt, contact a Move-it support specialist.

A file is considered to be stable when it has not changed in the last  $x$  seconds, where  $x$  is the **Stabilization time**. For example, if a large file is copied to a Move-it Input Folder over a slow network connection, the file will not be ready to be processed until it has been completely copied or

downloaded into the Input Folder. As a file downloads, it will continue to grow in size until it has been completely copied, at which time it will stabilize. If the stabilization value is kept at its default of 4 seconds, when Move-it detects that a file has not changed in the last 4 seconds, it will begin processing it.

### 3.3 Input Filtering

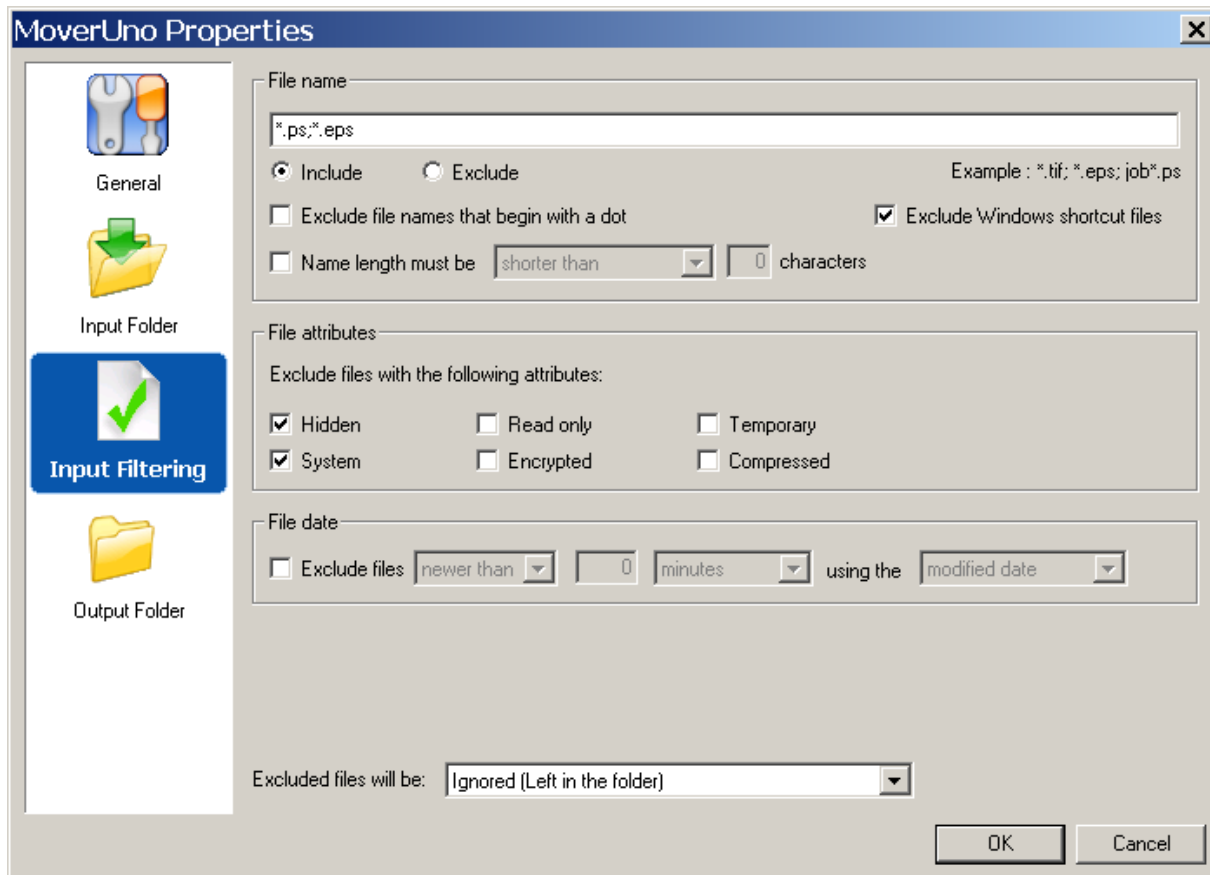


Figure 25 – Task Properties - Input Filtering

Figure 25 depicts the **Input Filter** properties. The Input Filter is included in every task and allows certain types of files to be processed while blocking out other types. A variety of filtering criteria is available to the user when defining an input filter, including filename, filename length, file attributes and file date.

If a file corresponds to the specified filtering criteria, it is processed. Files that do not match the input filter are treated according to what is specified in the **Excluded files will be** box (see [Excluded files](#) on page 32 for details).

If no Input Filtering options are specified, then all valid files will be processed.

## Filtering by Filename

Files can be filtered according to their filename extensions or any other part of the filename by typing a filtering criteria in the **File name** box.

### Filtering file types

To filter one or more specific file types (i.e. files that have a common filename extension, such as .pdf or .tif), use the following syntax: \*.xxx , where xxx is the 3-letter filename extension. You may specify as many file types as required by placing a semi-colon ";" between each type. For example, if you want to process only postscript and pdf files, type the following: \*.ps;\*.pdf .

### Filtering similar filenames

To filter filenames that begin with the same characters, or with at least some common characters in their filenames, use the asterisk "\*" and/or the question mark "?" to build the filter. A question mark represents a single random character within the filename to be filtered, whereas an asterisk represents any number of random, but consecutive characters within the filename.

In addition to the asterisk and the question mark, you may also include some "literal" characters in the filter. Literal characters refers to characters which you know are included in *all* the filenames that you want to filter. For example, if you know that all the files you want to filter contain the letters JulyAd as part of their filenames, then type JulyAd directly into the **File name** text box (see Figure 25 on page 29).

### Include vs. exclude

By default, the **Include** radio button is checked. This indicates that only the filenames specified in the **File name** text box should be processed.

Clicking the **Exclude** option will instruct Move-it to include all filenames *except* the ones you type in the **File name** text box. For example, if you indicate \*.ps;\*.pdf with the **Exclude** option checked, then all files except postscript and pdf files will be processed.

### Exclude filenames that begin with a dot

When this option is checked, all files whose names begin with a dot will be handled according to your specification for excluded files (see [Excluded files](#) on page 32 for details).

### Exclude Windows shortcut files

This option is enabled by default, which prevents Windows shortcut files (.LNK) from being processed.

### Examples: Filtering by filename

As an example, specifying a filter such as Mag\*199?.pdf will filter all the input job files that:

- begin with the characters Mag
- are then followed by any number of random characters
- are then followed by the characters 199

- are then followed by one random character
- are finally followed by the characters .pdf

Following are some sample filenames of files that would be filtered from Mag\*199?.pdf :

- MagBRASIL1998.pdf
- MagUSA1994.pdf
- MagITALY1997.pdf
- MagAd1992.pdf
- Mag1999.pdf

### Other filtering criteria

In addition to filtering incoming files according to their filename, they can also be filtered by name length, file attributes and file date.

#### Name length

Use the name length option to filter files that have filenames greater than or shorter than a specified number of characters, for e.g., “greater than 5 characters”.

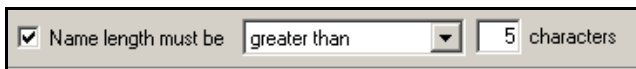


Figure 26 – Input Filtering - Name length

#### File attributes

You may *exclude* files containing one or more of the Windows attributes listed below by checking the appropriate check box.

- Hidden
- System
- Read-only
- Encrypted
- Temporary
- Compressed

The **Temporary** or **System** attributes are given to some files/folders that are created by the Windows OS or by a software application. Generally, these files should not be deleted or edited.

The other attributes in the list above can be set by a user.

Please consult your Windows documentation for more information about these file attributes.

### File date

Using this option, you can *exclude* files that are older or newer than a specified amount of time, for e.g., “older than 14 days”. Time may be specified in minutes, hours, days, weeks, months or years. The length of time can be measured either according to the date the file is created or the last time it was modified.

### Excluded files

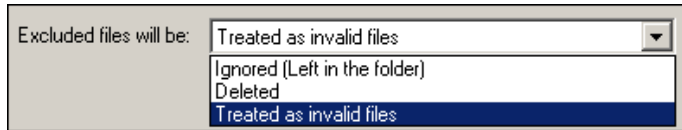


Figure 27 – Input Filtering – Excluded files

If a file does not match the filtering criteria, you may choose to handle it in one of the following ways.

#### Ignored (Left in the folder)

The **Ignored** option will leave excluded files in the Input Folder.

#### Deleted

The **Deleted** option will delete all excluded files.

#### Treated as invalid files

This option will handle excluded files according to the Default or Custom Error Handling option you’ve specified (see [Default error handling](#) on page 16 for more information).

## 3.4 File Renamer

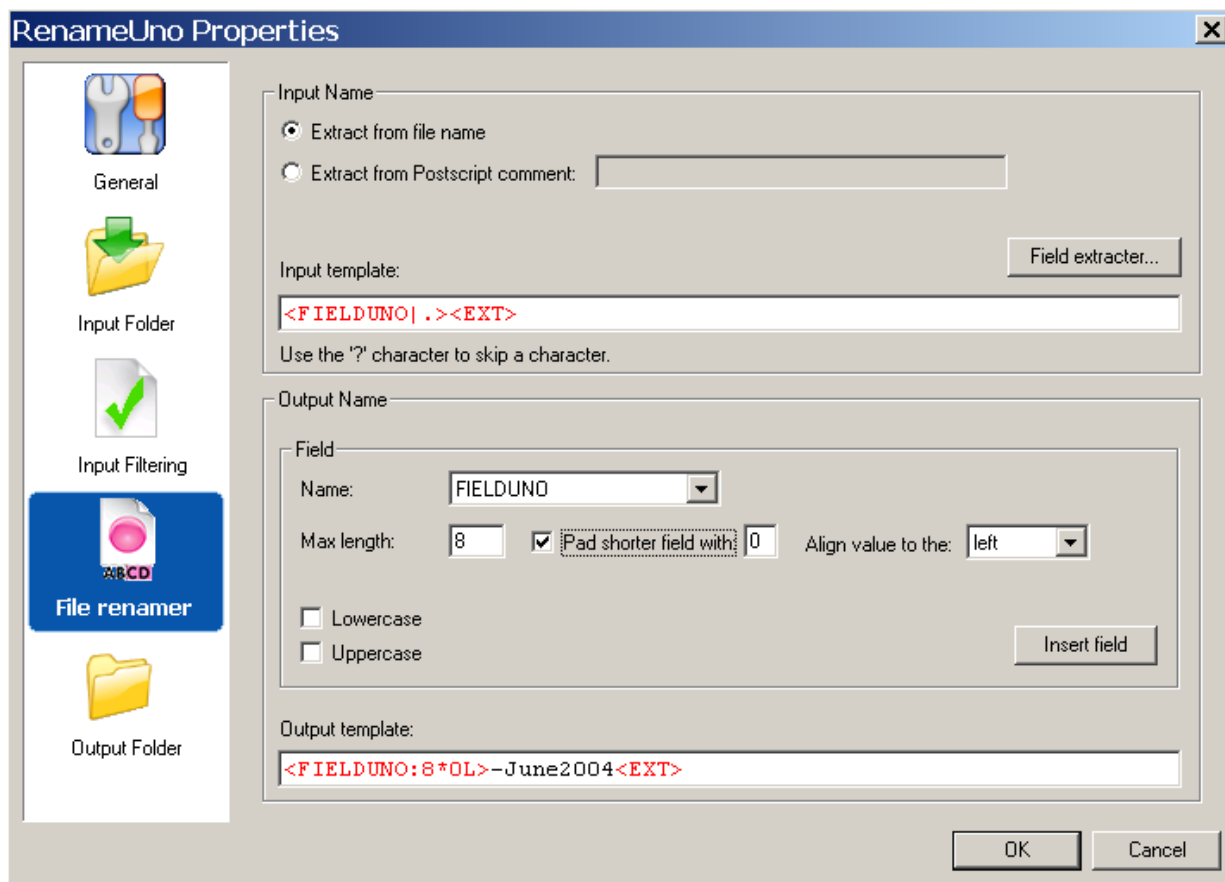


Figure 28 – Task Properties - File Renamer

Figure 28 illustrates the **File Renamer** properties. A File Renamer task will systematically rename every file it detects in the Input Folder. The files will be renamed according to the way the **File Renamer** properties are configured.

The File Renamer provides a considerable amount of flexibility in the way files are renamed. To rename files, Move-it needs to know: (i) the original filename, (ii) what part of the original filename you want to keep, and (iii) whether you want to add anything else to the filename. This section summarizes the details involved in configuring the **File Renamer** properties.

### Input Name

Indicate what Input Name you want Move-it to rename by checking either the **Extract from file name** or the **Extract from Postscript comment** option.

#### Extract from file name

This option instructs Move-it to consider the actual filename as the Input Name.

#### Extract from PostScript comment

This option instructs Move-it to search the postscript code for a specific comment and when found, to extract from it the Input Name.

PostScript code usually contains “comment” lines, which can be recognized because they begin with either one or two percentage signs, “%” or “%%” . Comment lines contain information about the postscript file. For example, the **Title** comment contains the title or name of a given file. Typically, the **Title** comment line would look something like this: `%%Title: (title name)` , where *title name* is the name of the file. Therefore, if you specified that Move-it extract the Input Name from the **Title** comment, Move-it will search the postscript code and extract the *title name* from the **Title** comment line. So, for example, if Move-it found a **Title** line such as `%%Title: (ColorBrochure)` from the PostScript code of a particular file, it would extract **ColorBrochure** as the Input Name.

To extract an Input Name from a postscript comment, type the comment directly in the **Extract from Postscript comment** text box. For example, if you wish to extract the **Title** comment, type two percentage signs followed by the word “Title”, `%%Title` , directly into the text box.

## Input Template

Once the Input Name of a file has been extracted, we use an Input template to identify the different parts of the name. This helps us to be able to clearly specify how we want a file to be renamed.

The Input template provides a way of breaking up the Input Name into several distinct pieces, called Fields. Each Field represents a different part of the Input Name. Once Fields are defined in the Input template, these same Fields can be used to build the [Output Template](#) (see p. 37), which will determine how a file will be renamed.

## Defining a Field

As mentioned above, a Field refers to one segment of a filename. In order to define a Field, click the **Field extractor** button. The **New Field** dialog box will open, which helps you define new Fields.

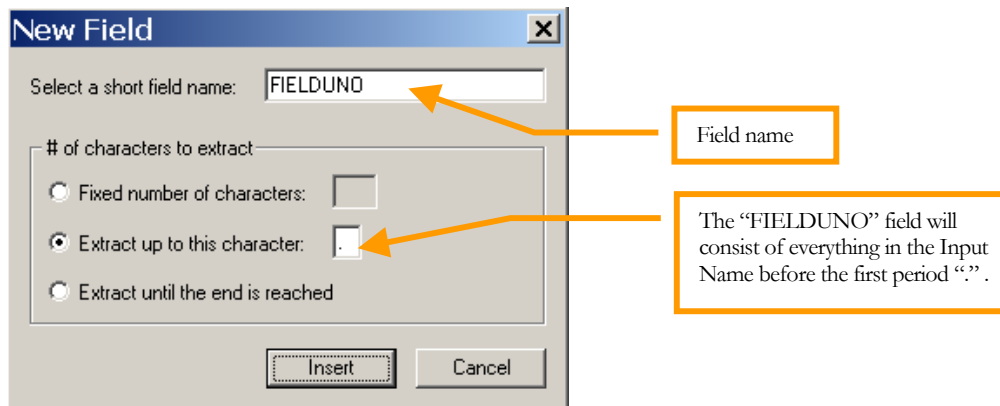


Figure 29 – New Field dialog box

You define a Field by giving it a name and indicating how long the Field is, or in other words, “where should the Field end?”. In the example illustrated in Figure 29, a new Field is given the name **FIELDUNO** and is defined to be everything until the period “.” is reached. As a result, when Move-it begins processing an incoming PDF file, it analyses the filename, extracts the segment of the filename before the period and calls this segment (or field) **FIELDUNO**.

**# of characters to extract**

You may define the length of a Field in one of the three following ways:

Choose the **Fixed number of characters** option if you know exactly how many characters should be included in a Field. Specify the exact number by entering it in the text box.

Use the **Extract up to this character** option when you want to define a Field which should include everything up to (but not including) a specified character, for e.g., a period "." or a dash "-". The specified character marks the end of the Field.

The **Extract until the end is reached** option defines a Field consisting of everything until the end of the Input Name.

Once a Field is defined, click the **Insert** button to add it to the Input template.

**Building the Input template**

The Input template is built by combining previously defined fields, placing them in the correct order, and optionally adding literal characters (e.g. .pdf) or the question mark character "?".

## FIELDS

Fields are automatically added to the **Input template** text box when you define them. If they are not in the correct order, you may re-arrange them by selecting any field and either (i) dragging the desired field or (ii) performing a cut (CTRL+X) and paste (CTRL+V).

## LITERAL TEXT

If you are certain that an incoming filename will contain specific characters, such as .pdf, you can type these directly into the **Input template** text box. Note, however, that if an incoming filename does not include the specified literal character(s), an error will occur.

## QUESTION MARK "?"

If you expect an incoming filename to contain a character which you don't want to include in any field, insert a question mark "?" at the appropriate location in the **Input template**. The question mark "?" will cause Move-it to ignore or "skip" one character before extracting the next field. Question marks are typically used for parts of a filename (i.e. one or more characters) that don't need to be included in the output filename.

One question mark must be inserted for each character that should be ignored or "skipped". Question marks may be placed anywhere outside of a Field, that is, anywhere outside the angle brackets, "<" and ">".

**Example: Input Template**

Let's look at an example of an input template: how the fields are defined, how the input template is assembled and how it deals with input files when they are detected.

Our sample input template is the following: <FIELDUNO|.><EXT> , as shown in Figure 30.

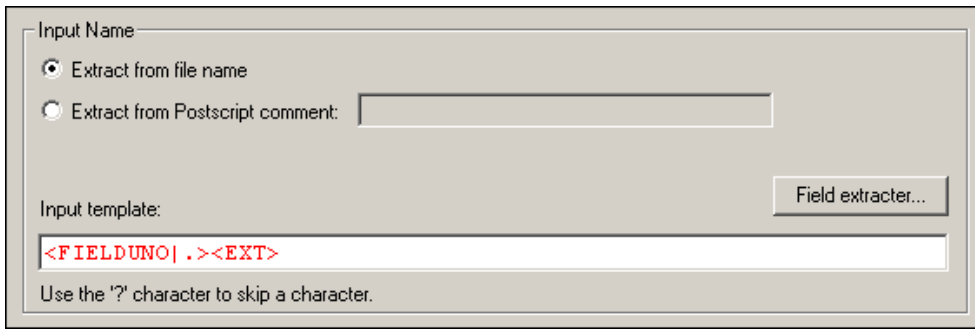


Figure 30 – Sample Input template

The template consists of two fields, `<FIELDUNO|. >` and `<EXT>`.

To define the first field, we clicked on the **Field extractor** button in the **File Renamer** properties dialog box (see Figure 28 on page 33). The field was given the name **FIELDUNO** and defined to be everything until the period "." is reached.

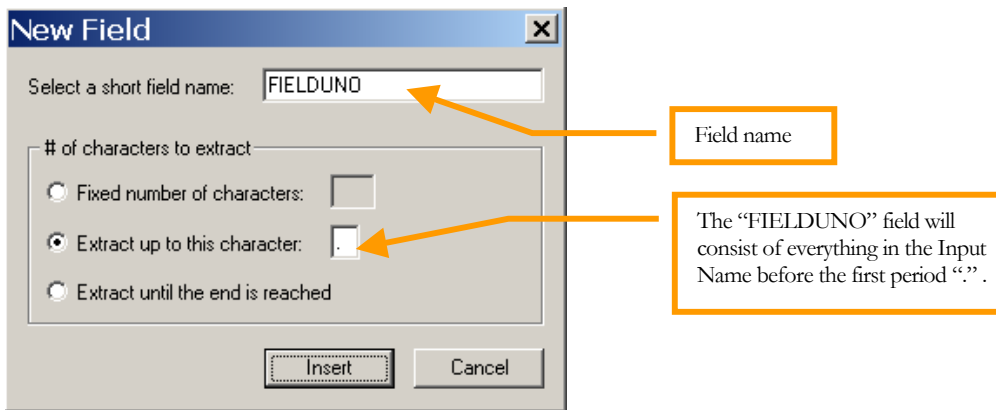


Figure 31 – New Field-FIELDUNO

When we clicked the **Insert** button, Move-it inserted the corresponding code into the **Input template** text box, `<FIELDUNO|. >`.

To define the second field, we specified the following parameters in the **New Field** dialog box: the field was given the name **EXT** and defined to be everything until the end of the input name is reached. Therefore, the **EXT** field will extract from an incoming filename all characters after the **FIELDUNO** field, until the end of the filename.

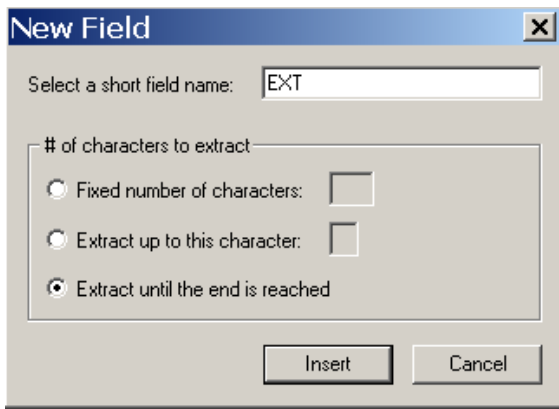


Figure 32 – New Field-EXT

When we clicked the **Insert** button, the code <EXT> was inserted into the **Input template** text box.

Now that the input template is built, let's see how it extracts these two fields from incoming files. The following table shows some examples of input names and the corresponding fields that were extracted from them, based on the input template <FIELDUNO|.><EXT> .

| <b>Input Template Sample</b> |  |   |
|------------------------------|--|---|
| <b>Input Name</b>            | <b>1<sup>st</sup> Field<br/>&lt;FIELDUNO .&gt;</b> | <b>2<sup>nd</sup> Field<br/>&lt;EXT&gt;</b> |
| PosterAd.pdf                 | PosterAd   | .pdf  |
| MM205Sample.tif              | MM205Sample  | .tif  |
| London.Times.ps              | London   | .Times.ps                                   |
| JP.General-Sales.eps         | JP   | .General-Sales.eps                          |

Table 2 – Input Template sample

## Output Template

Building the **Output Template** means specifying how a file will be renamed. An **Output Template** is created by inserting previously defined **Fields**, customizing them with [Field options](#) (see p. 38) if necessary, and optionally adding literal text.

### Note

An **Output template** must be specified for every **File Renamer** task, otherwise Move-it will generate an error when you attempt to process a job.

### Adding Fields

Any Fields that were created for the Input template may be used to build the Output template. All available fields are automatically listed in the **Field Name** dropdown list within the **Output Name** frame. Fields can be added in any order desired and they may also be customized with certain options, as explained in the [Field options](#) section (see p. 38).

To add a Field to the Output template:

1. Select the desired Field from the **Field Name** dropdown list (see Figure 28 on page 33).
2. If required, customize the Field (see [Field options](#) on p. 38).
3. Click the **Insert field** button.

### Adding literal text

Optionally, you may add literal text to an Output template. Any literal text characters included in the Output template are automatically included in the output filename as is. Literal text may be placed anywhere outside of a field, that is, anywhere outside the angle brackets, "<" and ">". Turn to [Example: Output Template](#) on page 39 to see an example of literal text.

#### Warning

The following characters cannot be used when inserting literal text into an Output template: \ / : \* ? " < > |

### Field options

Fields going into an Output template may be customized in two areas: (i) the field length, and (ii) automatic lowercase or uppercase.

#### Reminder

When adding a customized field to the Naming template, remember to specify the desired field option(s) before you click the **Insert field** button.

### Field length

The following options can be set regarding the Field length: Max length, Pad shorter field and Align value.

#### MAX LENGTH

You may limit the length of a field to the number of characters specified in the **Max length** text box. For example, if the Max length is specified as 8, all characters after the eighth one will be discarded.

**Note**

Max length is the maximum number of characters in a given Field, not for the entire filename.

## PAD SHORTER FIELD

If a field is shorter than the **Max length** specified, you may choose to pad the field with a specified character. Typically, this is used to pad a numeric field which should always have the same number of digits. For example, a page number field padded with 0's and whose **Max length** is 3 may yield results such as 008, 009, 010, 011, etc. The same page number field without padding would yield 8, 9, 10, 11, etc.

To pad a field, first check the **Pad shorter field with** checkbox, then type the character that you would like to use as padding. The padding character will be repeated as many times as necessary to reach the maximum field length specified.

## ALIGN VALUE

When a field is padded with a character, you have the choice of adding the padding character(s) to the right or the left of the field. Here, the term **value** refers to the field. Therefore, if you choose to **Align value** (i.e. field) to the **right**, then the padding character will be placed to the *left* of the field (e.g. 008, 009, 010). If you **Align value** to the **left**, then the padding character will be placed to the *right* of the field (e.g. 800, 900, 100).

**Letter case**

The **Lowercase** or **Uppercase** options permit you to specify whether the characters in a field will be lowercase or uppercase when a filename is generated. If neither the **Lowercase** or **Uppercase** checkbox is selected, the field will be output as is.

**Example: Output Template**

In this section, we'll look at an example of an output template, including how it's created and how it renames files.

A sample output template is shown in Figure 33, below: <FIELDUNO:8\*0L>-June2004<EXT> .

Output Name

Field

Name: FIELDUNO

Max length: 8

☒ Pad shorter field with: 0

Align value to the: left

☐ Lowercase

☐ Uppercase

Insert field

Output template:

<FIELDUNO:8\*OL>-June2004<EXT>

Figure 33 – Sample Output template-a

The template consists of two previously defined fields, <FIELDUNO> and <EXT> , and one string of literal text in between the two fields, -June2004 .

The first field, <FIELDUNO:8\*OL> , was created by selecting the following field options:

- **Name:** FIELDUNO
- **Max length:** 8
- **Pad shorter field with:** 0
- **Align value to the:** left

When the **Insert field** button is clicked, Move-it automatically inserts the appropriate code into the **Output template** text box.

The second field, <EXT> , was inserted into the output template without selecting any field options.

Output Name

Field

Name: EXT

Max length:

☐ Pad shorter field with:

Align value to the: left

☐ Lowercase

☐ Uppercase

Insert field

Output template:

<FIELDUNO:8\*OL>-June2004<EXT>

Figure 34 – Sample Output template-b

The literal text, -June2004, was typed directly into the **Output template** text box.

Move-it uses the resulting template to rename job files. The following table shows some examples of how files are renamed by Move-it, using the output template <FIELDUNO:8\*0L>-June2004<EXT> .

| <b>Output Template Sample</b> |  |   |  |
|-------------------------------|--|---|--|
| <b>Input Name</b>             | <b>1<sup>st</sup> Field<br/>&lt;FIELDUNO .&gt;</b> | <b>2<sup>nd</sup> Field<br/>&lt;EXT&gt;</b> | <b>Output Name<br/>&lt;FIELDUNO:8*0L&gt;-June2004&lt;EXT&gt;</b> |
| PosterAd.pdf                  | PosterAd   | .pdf  | PosterAd-June2004.pdf  |
| MM205Sample.tif               | MM205Sample  | .tif  | MM205Sam-June2004.tif  |
| London.Times.ps               | London   | .Times.ps                                   | London00-June2004.Times.ps                                       |
| JP.General-Sales.eps          | JP   | .General-Sales.eps                          | JP000000-June2004.General-Sales.eps                              |

Table 3 – Output Template samples

## 3.5 PDF Splitter

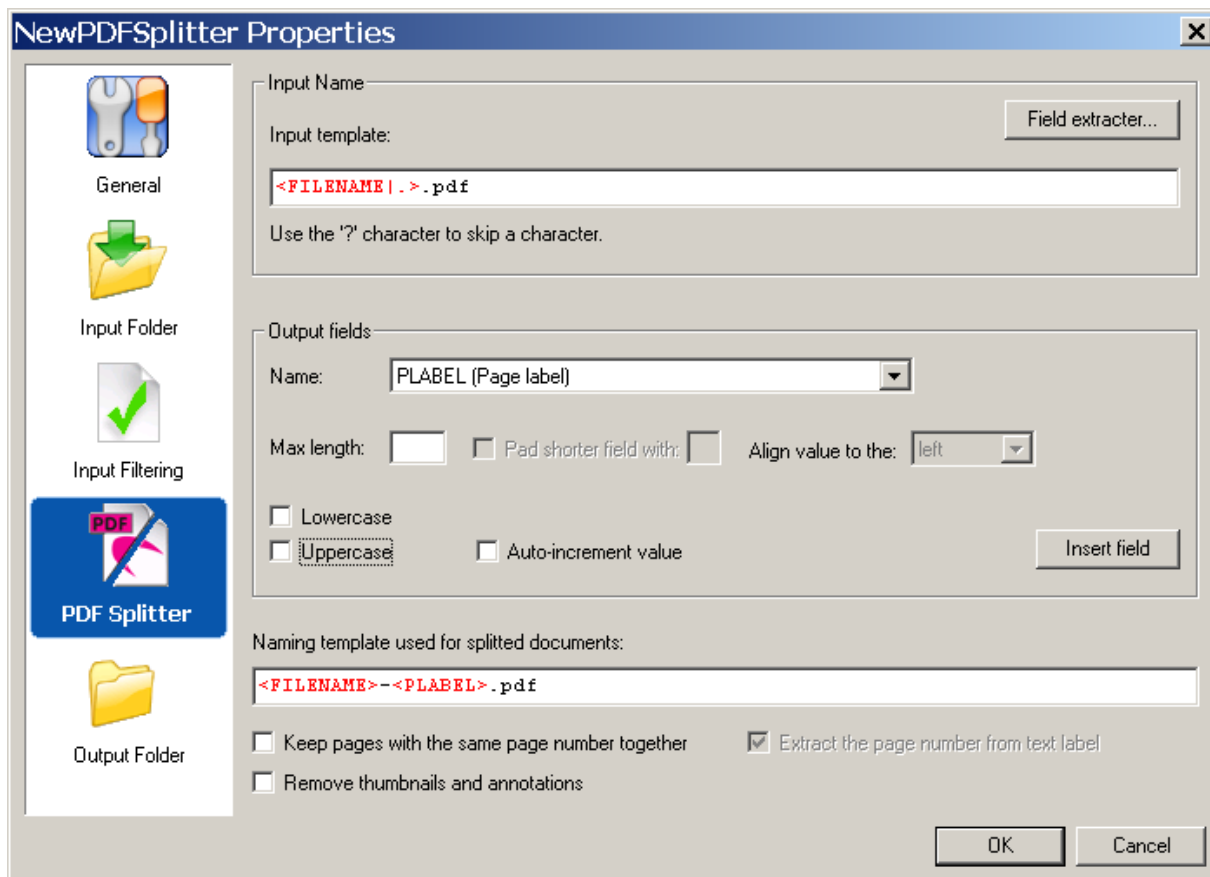


Figure 35 – Task Properties - PDF Splitter

Figure 35 illustrates the **PDF Splitter** properties. A **PDF Splitter** task automatically processes .pdf files that it finds in the **Input folder**. Specifically, it splits each .pdf file into individual .pdf page files and outputs them to the location of your choice.

The **PDF Splitter** properties also allow you to configure how the individual .pdf page files should be named by specifying a **Naming template**.

### Input Template

We use an **Input template** to identify the different parts of the filename for an incoming PDF. This helps us to clearly specify how we want the split PDF pages to be named.

The **Input template** lets you break up the filename for an incoming PDF (i.e. **Input Name**) into several distinct pieces, called **Fields**. Each **Field** represents a different part of the **Input Name**. Once fields are defined in the **Input template**, these same fields can be used to build the [Naming Template](#) (see p. 45). Essentially, you can extract specific parts of the **Input Name** and then re-insert them into the output filename, hence determining the filenames of the split PDF page files.

## Defining a Field

As mentioned above, a **Field** refers to one segment of a filename. To help you define a new field, click the **Field extractor** button. The **New Field** dialog box will open, as shown below.

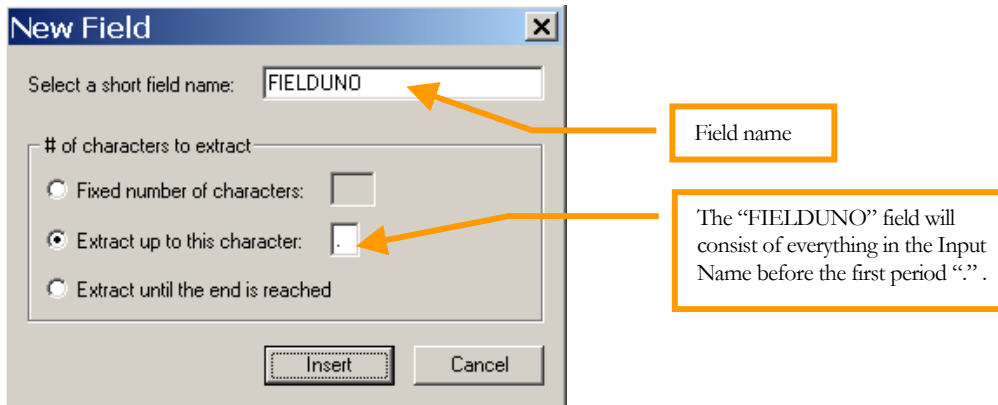


Figure 36 – New Field dialog box

You define a field by giving it a name and indicating how long the field is, or in other words, “where should the field end?”. In the example illustrated in Figure 36, a new field is given the name **FIELDUNO** and is defined to be everything until the period “.” is reached. As a result, when Move-it begins processing an incoming PDF file, it analyses the filename, extracts the segment of the filename before a period is reached and calls this segment (or field) **FIELDUNO**.

### # of characters to extract

You may define the length of a field in one of the three following ways:

Choose the **Fixed number of characters** option if you know exactly how many characters should be included in a field. Specify the exact number by entering it in the text box.

Use the **Extract up to this character** option when you want to define a field which should include everything up to (but not including) a specified character, for e.g., a period “.” or a dash “-”. The specified character marks the end of the field.

The **Extract until the end is reached** option defines a field consisting of everything until the end of the Input Name.

Once a field is defined, click the **Insert** button to add it to the **Input template**.

### Building the Input template

The **Input template** is built by combining previously defined fields, placing them in the correct order, and optionally adding literal characters (e.g. **.pdf**) or the question mark character “?”.

#### FIELDS

Fields are automatically added to the **Input template** text box when you define them. If they are not in the correct order, you may re-arrange them by selecting any field and either (i) dragging the desired field or (ii) performing a cut (CTRL+X) and paste (CTRL+V).

## LITERAL TEXT

If you are certain that an incoming filename will contain specific characters, such as .pdf, you can type these directly into the **Input template** text box. Note, however, that if an incoming filename does not include the specified literal character(s), an error will occur.

## QUESTION MARK “?”

If you expect an incoming filename to contain a character which you don’t want to include in any field, insert a question mark “?” at the appropriate location in the **Input template**. The question mark “?” will cause Move-it to ignore or “skip” one character before extracting the next field. Question marks are typically used for parts of a filename (i.e. one or more characters) that don’t need to be included in the output filename.

One question mark must be inserted for each character that should be ignored or “skipped”. Question marks may be placed anywhere outside of a **Field**, that is, anywhere outside the angle brackets, “<” and “>”.

**Example: Input Template**

As an example, we’ve created the following sample input template: <FIELDUNO|. >.<EXT> , as shown in Figure 37.



Figure 37 – Sample Input template

The template consists of two fields, <FIELDUNO|. > and <EXT> .

To define the first field, we clicked on the **Field extractor** button in the **PDF Splitter** properties dialog box (see Figure 35 on page 42). The field was given the name **FIELDUNO** and defined to be everything until the period “.” is reached.

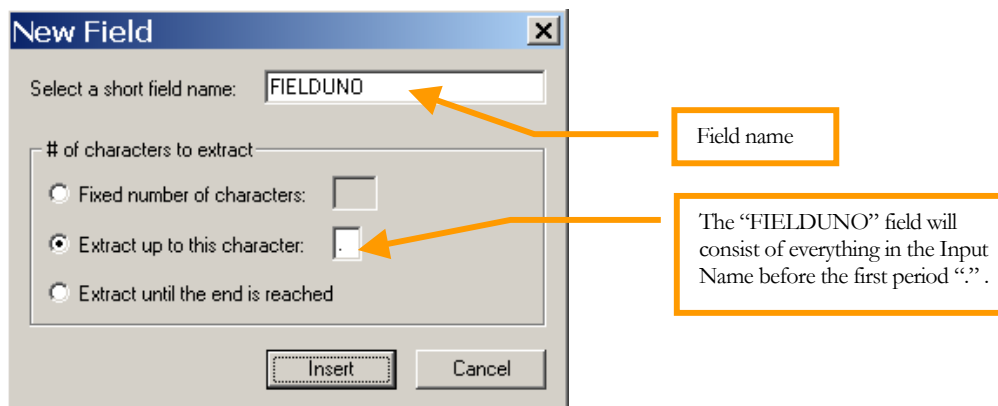


Figure 38 – New Field-FIELDUNO

When we clicked the **Insert** button, Move-it inserted the corresponding code into the **Input template** text box, <FIELDUNO|.> .

To define the second field, we specified the following parameters in the **New Field** dialog box: the field was given the name **EXT** and defined to be everything until the end of the input name is reached. Therefore, the **EXT** field will extract from an incoming filename all characters after the **FIELDUNO** field, until the end of the filename.

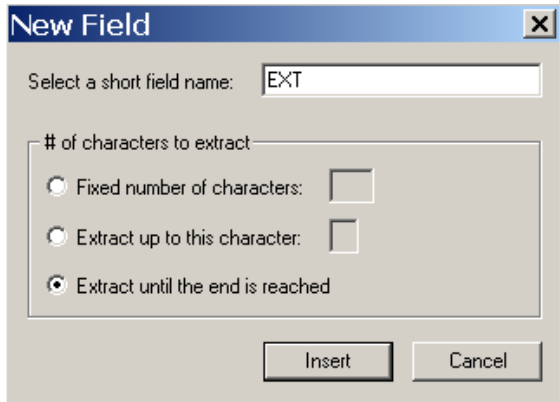


Figure 39 – New Field-EXT

When we clicked the **Insert** button, the code <EXT> was inserted into the **Input template** text box.

Now that the input template is built, let's see how it extracts these two fields from incoming files. The following table shows some examples of input names and the corresponding fields that were extracted from them, based on the input template <FIELDUNO|.><EXT> .

| <b>Input Template Sample</b> |  |   |
|------------------------------|--|---|
| <b>Input Name</b>            | <b>1<sup>st</sup> Field<br/>&lt;FIELDUNO .&gt;</b> | <b>2<sup>nd</sup> Field<br/>&lt;EXT&gt;</b> |
| PosterAd.pdf                 | PosterAd   | .pdf  |
| MM205Sample.tif              | MM205Sample  | .tif  |
| London.Times.ps              | London   | .Times.ps                                   |
| JP.General-Sales.eps         | JP   | .General-Sales.eps                          |

Table 4 – Input Template sample

## Naming Template

Building the **Naming Template** means specifying how the split PDF files will be named. The **Naming Template** is created by inserting previously defined **Fields**, customizing them with [Field options](#) (see p. 49) if necessary, and optionally adding **literal text**. The fields may either be user-defined fields,

that were previously defined by you in the [Input Template](#) (see p. 42), or fields that are already pre-defined in the Move-it application, as described next.

### Note

A Naming template must be specified for every PDF Splitter task, otherwise Move-it will generate an error when you attempt to process a job.

### Pre-defined fields

Two pre-defined fields are listed by default in the PDF Splitter's **Name** list, **PLABEL** and **PINDEX**.

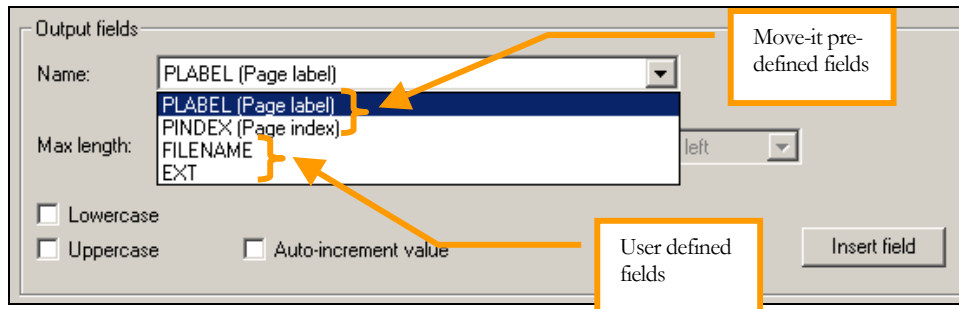


Figure 40 – PDF Splitter Output fields

### WHAT IS PLABEL AND PINDEX?

The **PINDEX** (or page index) and **PLABEL** (or page label) are both ways of identifying a page within a PDF file.

**PINDEX:** The page index is what you would normally refer to as a page number in most applications. Every PDF page has an index, which is typically displayed at the bottom of the Acrobat Reader window (see Figure 41 and Figure 42). The index always numbers pages as 1, 2, 3, etc., whether the PDF is composite or pre-separated.

**PLABEL:** The page label is another way of identifying a PDF page with a prefix and number. Often, pre-separated PDF pages contain page labels such as **Cyan:2**, **Magenta:2**, **Yellow:2**, etc., where **Cyan:2** is the Cyan separation of page 2, **Magenta:2** is the Magenta separation of page 2, and so on. Composite PDFs, on the other hand, often have page labels and indexes that are identical.

It is important to be aware that some PDF page labels only include the prefix or only the number, while some PDF files do not contain any labels at all. Ultimately, whether and what type of page labels are included in a PDF depends on a number of factors, including which application generated the PDF.

If a PDF page has a label, it is typically displayed at the bottom of the Acrobat Reader window and also in the **Pages** or **Thumbnails** tab of Adobe Acrobat (see Figure 41 and Figure 42).

**Warning**

Every Naming template must include either the PLABEL or PINDEX field. Otherwise, the split PDF pages from one job will all have the same filename and will therefore overwrite each other as they're being produced.

The following figures show examples of typical page labels and indexes in a pre-separated PDF (Figure 41) and a composite PDF file (Figure 42). Note that in the pre-separated PDF, index 7 (the 7<sup>th</sup> page of the PDF file) is actually the **Yellow** separation of the “second page” (the 2<sup>nd</sup> page of the original composite file).

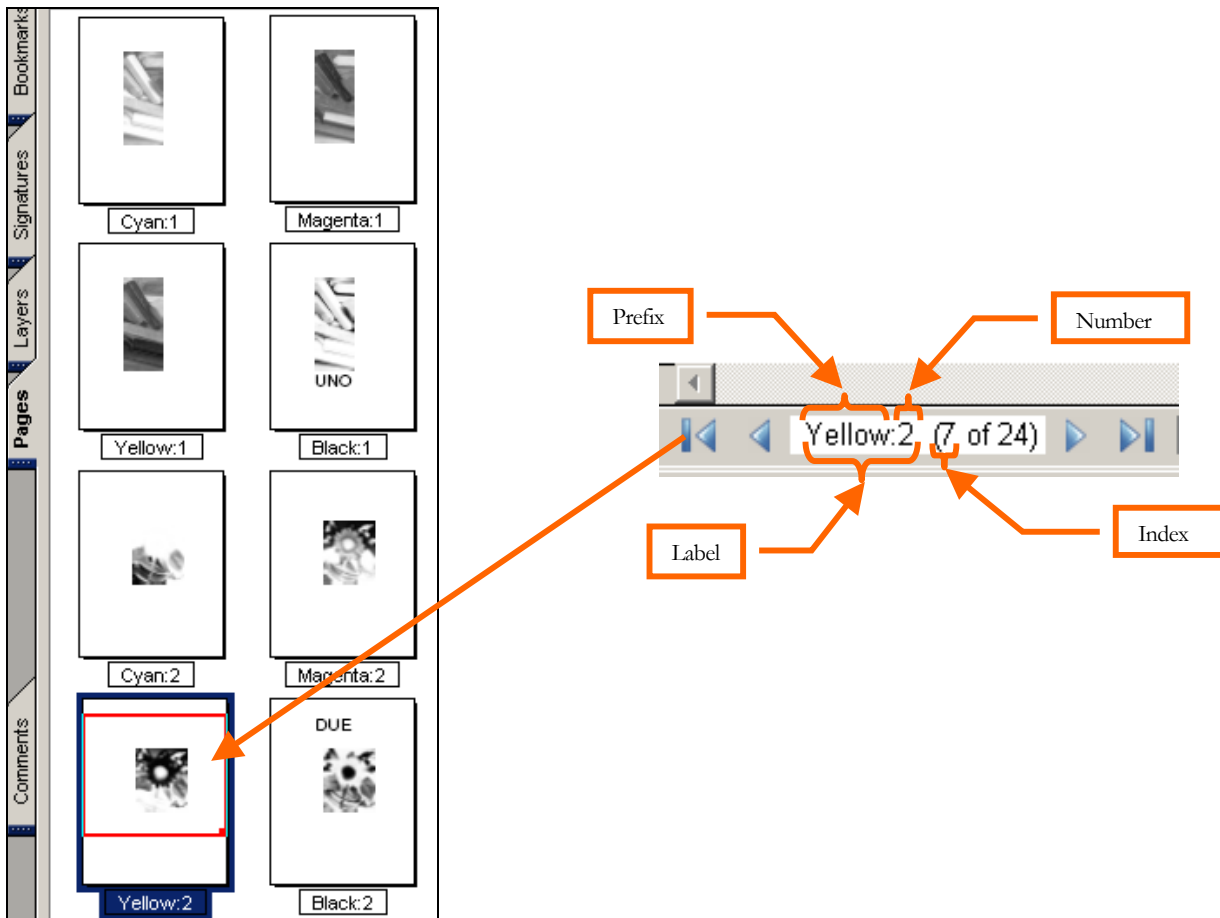


Figure 41 – sample pre-separated PDF labels

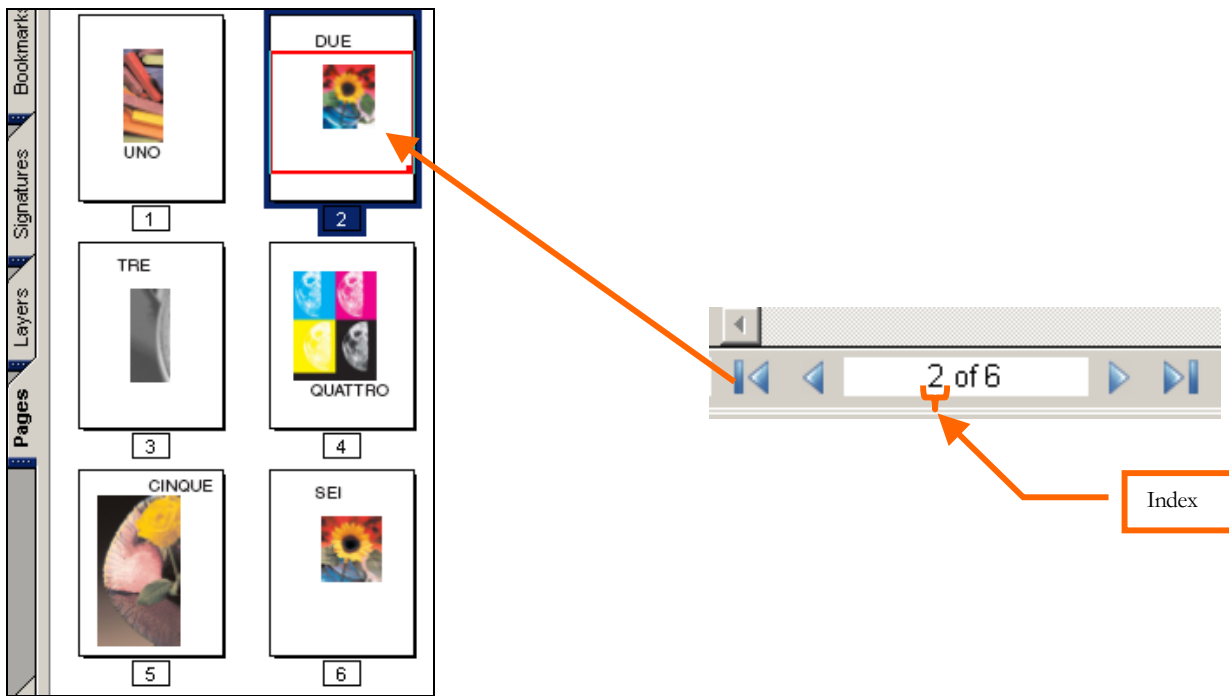


Figure 42 – sample composite PDF labels

### Reminder

Depending on how the original PDF was generated and how it is split, when you add the PLABEL field into a Naming template, Move-it will either add the entire page label, only the prefix, only the number or nothing at all.

### Adding Fields

As mentioned earlier, the Naming template can be built with any combination of user-defined fields and pre-defined fields. The only condition is that every Naming template must include either the PLABEL or PINDEX field (see [Warning](#) on p. 47).

All available fields are automatically listed in the **Name** text box within the **Output fields** frame (see Figure 40 on p. 46). Fields can be added in any order desired and they may also be customized with certain options (see [Field options](#) on page 49).

To add a field to the Naming template:

1. Select the desired field from the **Name** dropdown list (see Figure 40 on p. 46).
2. If required, customize the field (see [Field options](#) on page 49).
3. Click the **Insert field** button.

### Adding literal text

Optionally, you may add literal text to a Naming template. Any literal text characters included in the Naming template are automatically included in the output filename as is. Literal text may be placed

anywhere outside of a field, that is, anywhere outside the angle brackets, "<" and ">". Turn to [Example: Naming Template](#) on page 52 to see an example of literal text.

### Warning

The following characters cannot be used when inserting literal text into a Naming template: \ / : \* ? " < > |

## Field options

Fields going into a Naming template may be customized in three areas: (i) the field length, (ii) automatic lowercase or uppercase, and (iii) whether or not the field will auto-increment.

### Reminder

When adding a customized field to the Naming template, remember to specify the desired field option(s) before you click the **Insert field** button.

### Field length

The following options can be set regarding the field length: Max length, Pad shorter field and Align value.

#### MAX LENGTH

You may limit the length of a field to the number of characters specified in the **Max length** text box. For example, if the Max length is specified as 8, all characters after the eighth one will be discarded.

### Note

Max length is the maximum number of characters in a given Field, not for the entire filename.

#### PAD SHORTER FIELD

If a field is shorter than the Max length specified, you may choose to pad the field with a specified character. Typically, this is used to pad a numeric field which should always have the same number of digits. For example, a page number field padded with 0's and whose Max length is 3 may yield results such as 008, 009, 010, 011, etc. The same page number field without padding would yield 8, 9, 10, 11, etc.

To pad a field, first check the **Pad shorter field with** checkbox, then type the character that you would like to use as padding. The padding character will be repeated as many times as necessary to reach the maximum field length specified.

## ALIGN VALUE

When a field is padded with a character, you have the choice of adding the padding character(s) to the right or the left of the field. Here, the term **value** refers to the field. Therefore, if you choose to **Align value** (i.e. field) to the **right**, then the padding character will be placed to the *left* of the field (e.g. 008, 009, 010). If you **Align value to the left**, then the padding character will be placed to the *right* of the field (e.g. 800, 900, 100).

**Letter case**

The **Lowercase** or **Uppercase** options permit you to specify whether the characters in a field will be lowercase or uppercase when a filename is generated. If neither the **Lowercase** or **Uppercase** checkbox is selected, the field will be output as is.

**Auto-increment value**

The **Auto-increment value** feature is used to increment a numeric field by 1 for each newly split PDF file. This allows you to start naming split PDFs with a number other than 1. Typically, it is designed for cases where, after splitting a PDF file, you make corrections to some of the pages in the original PDF and then need to re-split only the corrected pages. This feature is best illustrated with an example.

## EXAMPLE: AUTO-INCREMENT

Let's say that after splitting a PDF file, you need to make corrections to pages 8-14. After making the corrections, you need to re-split the PDF file containing pages 8-14, but you want the split files to be named correctly. That is, each filename should contain the correct page number, i.e. 8, 9, 10...14, not 1, 2, 3...7.

To set up correct page numbering when the first PDF page is not page 1, you must:

1. Name the corrected PDF (before splitting) so that it includes the page number of the first page.
2. Create a **Move-it PDF Splitter** task which extracts both the filename and the first page number from the incoming PDF, then outputs single-page PDFs which are named with the correct page number.

*Input filename (auto-increment):* Files have to be named according to the **Input template**. For example, we created the following sample template: <FILENAME|\_>\_<STARTPAGE|.>.pdf. Therefore, Move-it is expecting a filename, followed by an underscore and then followed by the starting page number. With this template, appropriate input names would be **Magazine\_8.pdf**, **Job\_8.pdf** or something similar. When the file is processed, the Move-it task will extract:

<FILENAME|\_> = Magazine or Job

<STARTPAGE|.> = 8

*PDF Splitter properties (auto-increment):* To output correctly named PDF page files, set up the Move-it task as shown in Figure 43. The task should have:

**Input template:** <FILENAME|\_>\_<STARTPAGE|.>.pdf

**Naming template:** <FILENAME>--<STARTPAGE/I>.pdf

**Auto-increment value:** activated

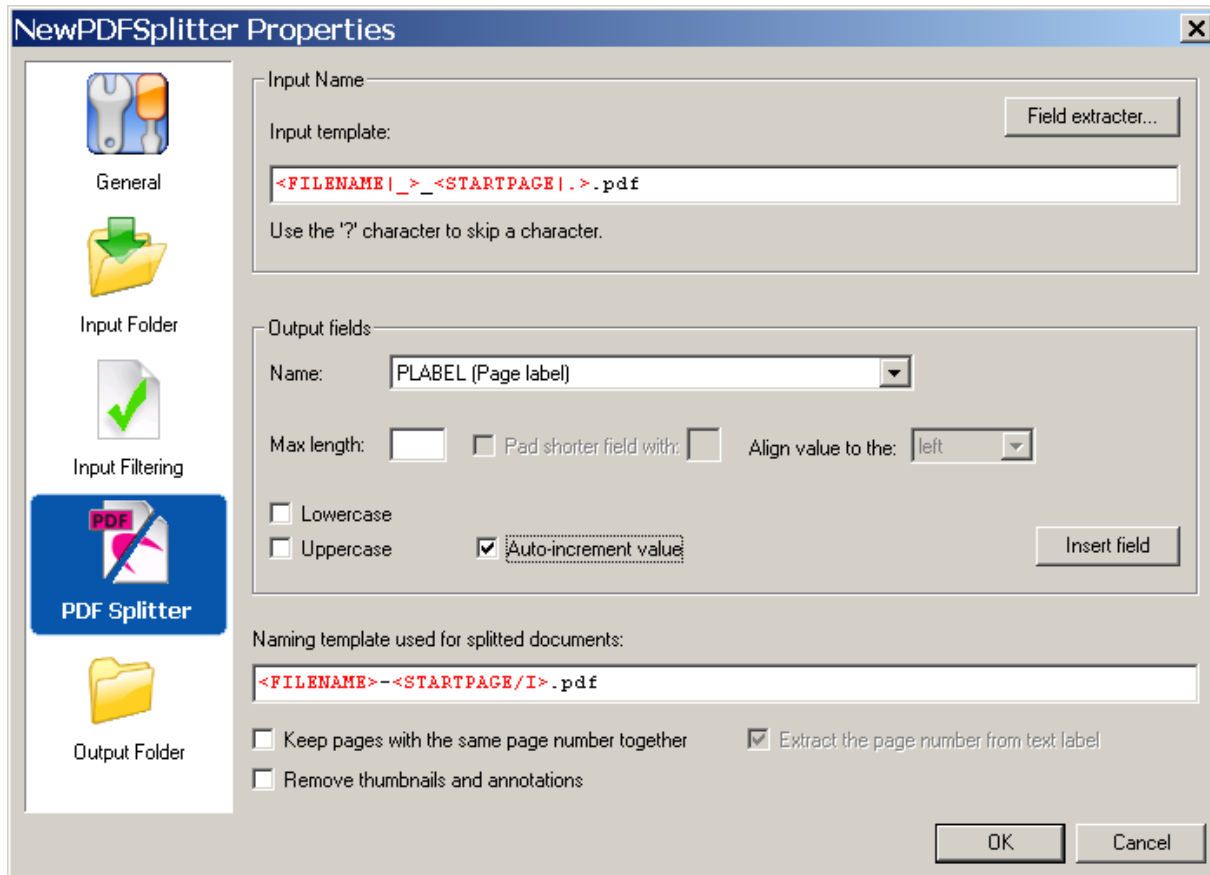


Figure 43 – Auto-increment feature

After the Move-it task splits a PDF file, the single-page PDFs will be named:

|                 |    |            |
|-----------------|----|------------|
| Magazine-8.pdf  |    | Job-8.pdf  |
| Magazine-9.pdf  |    | Job-9.pdf  |
| Magazine-10.pdf | or | Job-10.pdf |
| ...             |    | ...        |
| Magazine-14.pdf |    | Job-14.pdf |

### Warning

The Auto-increment feature must only be applied to a numeric field (i.e. a field that extracts and outputs numbers). A non-numeric field (i.e text) will yield incorrect results.

### Example: Naming Template

In this section, we'll look at an example of an Naming template, including how it's created and how it names the split PDF files.

Figure 44 on page 52 shows the sample Naming template: <FIELDUNO:6\*0R>-<PLABEL>-June2004.pdf .

Figure 44 – Sample Naming template

The template consists of one user-defined field <FIELDUNO> , one pre-defined field <PLABEL> and one string of literal text, -June2004.pdf .

The first field, <FIELDUNO:6\*0R> , was created by selecting the following field options:

- **Name:** FIELDUNO
- **Max length:** 6
- **Pad shorter field with:** 0
- **Align value to the:** right

When the **Insert field** button is clicked, Move-it automatically generates and inserts the appropriate code into the Naming template.

The second field, <PLABEL> , is a pre-defined Move-it field.

Finally, the literal text -June2004.pdf was typed directly into the **Naming template** text box.

The following table shows some examples of how single-page PDFs are named after they are split by Move-it, using the Naming template <FIELDUNO:6\*0R>-<PLABEL>-June2004.pdf .

| <b>Naming Template Sample</b> |   |   |   |   |
|-------------------------------|---|---|---|---|
| <b>Input Name</b>             | <b>Input Type<br/>(Comp or Separated)</b> | <b>1<sup>st</sup> Field<br/>&lt;FIELDUNO:6*0R&gt;</b> | <b>2<sup>nd</sup> Field<br/>&lt;PLABEL&gt;</b>  | <b>Output Names<br/>&lt;FIELDUNO:6*0R&gt;-&lt;PLABEL&gt;-June2004.pdf</b>   |
| 763PosterAd.pdf               | Comp                                      | 763Pos  | 1, 2, 3, ...  | 763Pos-1-June2004.pdf, ← Page 1<br>763Pos-2-June2004.pdf, ← Page 2<br>763Pos-3-June2004.pdf, etc. ← Page 3  |
| 841MM.pdf                     | Comp                                      | 0841MM  | 1, 2, 3, ...  | 0841MM-1-June2004.pdf,<br>0841MM-2-June2004.pdf,<br>0841MM-3-June2004.pdf, etc.   |
| 267.pdf                       | Sep <sup>*see note below</sup>            | 000267  | Cyan_1,<br>Magenta_1,<br>Yellow_1,<br>Black_1,<br>Cyan_2,<br>Magenta_2,<br>Yellow_2,<br>Black_2,... | 000267-Cyan_1-June2004.pdf,<br>000267-Magenta_1-June2004.pdf,<br>000267-Yellow_1-June2004.pdf,<br>000267-Black_1-June2004.pdf, } Page 1<br>000267-Cyan_2-June2004.pdf,<br>000267-Magenta_2-June2004.pdf,<br>000267-Yellow_2-June2004.pdf,<br>000267-Black_2-June2004.pdf, etc. } Page 2 |

Table 5 – Naming Template samples

**Note:** In Table 5, the pre-separated file 267.pdf was split into single pages without activating the option [Keep pages with the same page number together](#).

### Keep pages with the same page number together

This option lets you decide how a pre-separated PDF file will be split. It has no effect on composite PDFs.

When left unchecked, this option generates a separate document for each color separation in a PDF file. For example, a 4-color PDF job containing 8 pages will be split into 32 separate documents, one for each separation of each page.

When checked, this option groups all the separations of a page into a single document. Therefore, a 4-color PDF job containing 8 pages will be split into 8 separate documents, where each document will include all the separations of one page.

Figure 45 and Figure 46 illustrate the difference between splitting PDF files with and without the Keep pages with the same page number together option, respectively.

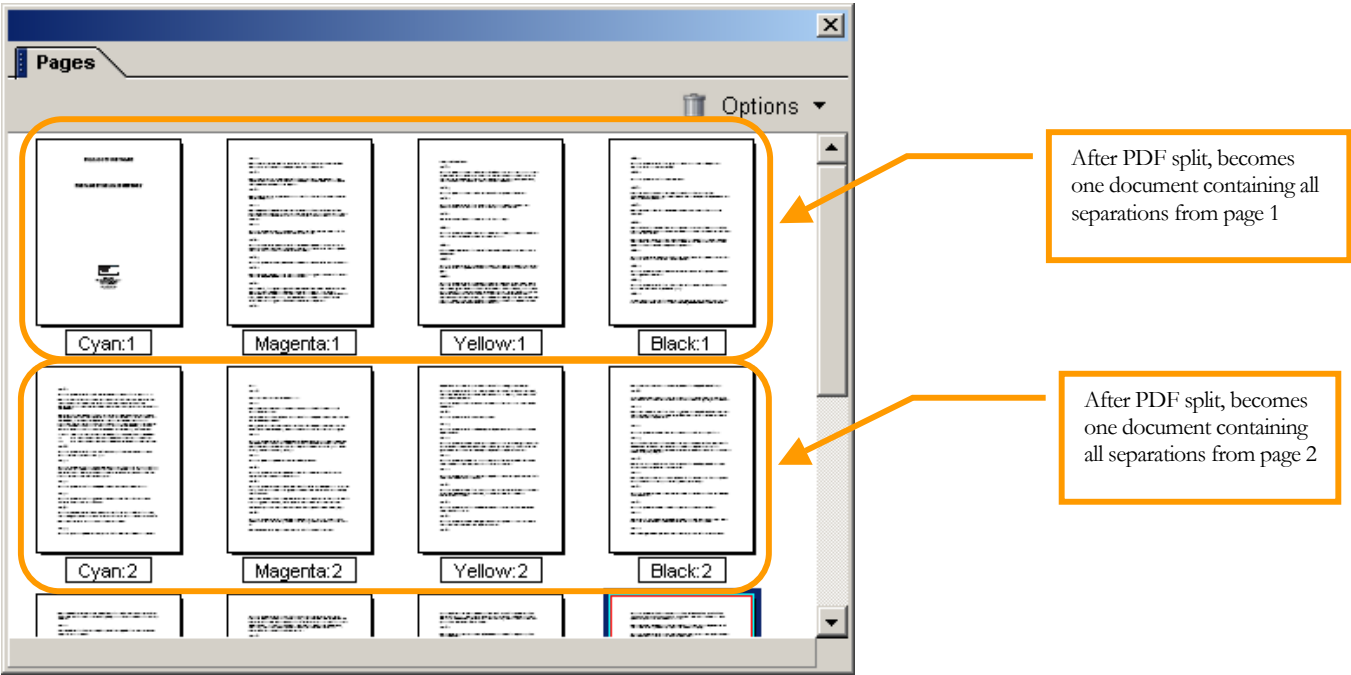


Figure 45 – PDF Splitter-Keep pages together (checked)

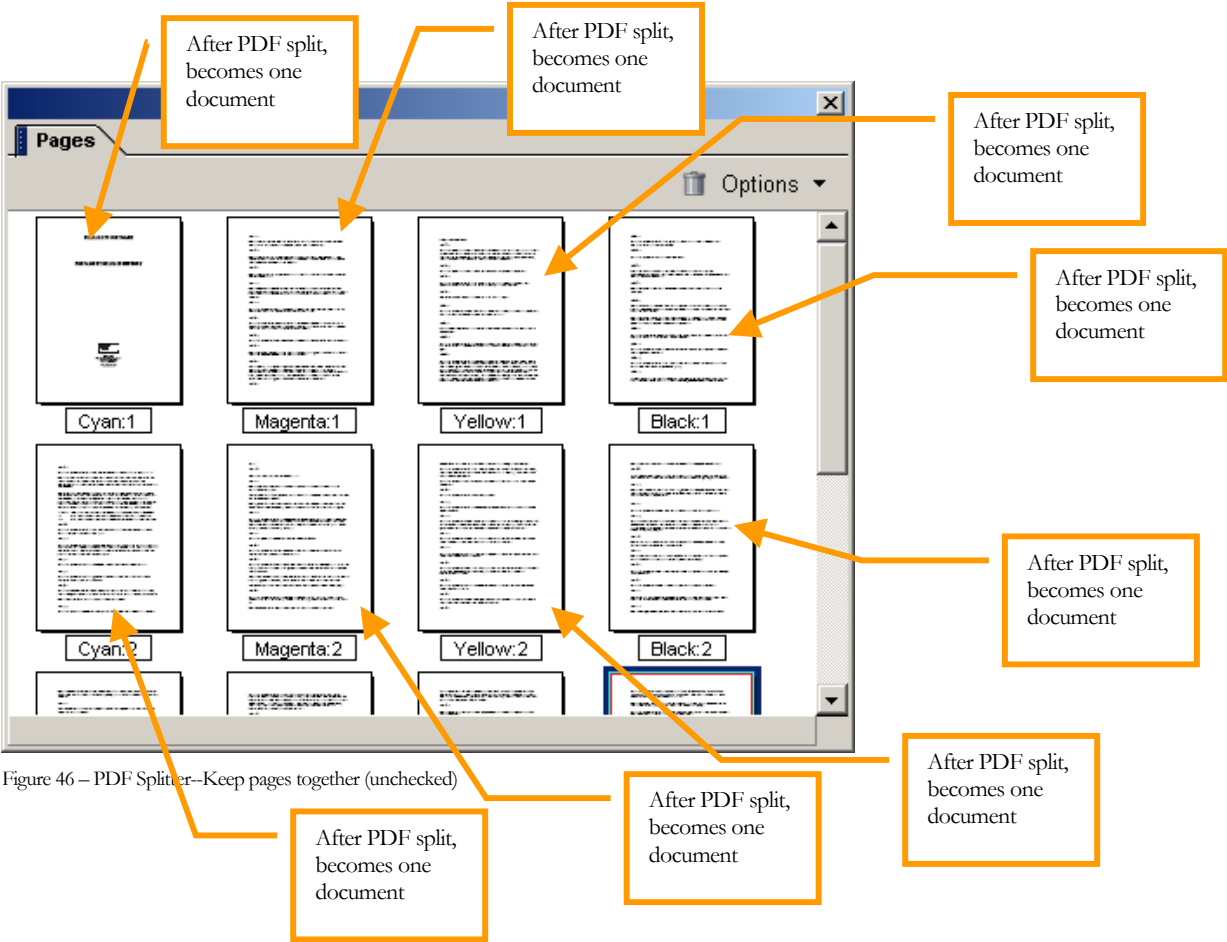


Figure 46 – PDF Splitter-Keep pages together (unchecked)

## Remove thumbnails and annotations

You may check this option when thumbnails and annotations (i.e. links, bookmarks, comments, etc.) of the PDF pages are not required. This will remove all thumbnails and annotations, resulting in smaller PDF file sizes.

## Extract the page number from text label

By default this option is active, which instructs Move-it to extract the page number from the Page Label. When inactive (i.e. not checked), the page number is extracted from the PDF's Page Label Dictionary. Note that this feature has no effect unless the Keep pages with the same page number together option is also enabled.

This option should be left at its default setting unless you've enabled the Keep pages with the same page number together option and your PDF files are not being split and re-grouped correctly. If in doubt, consult a Move-it support specialist.

## 3.6 To PDF

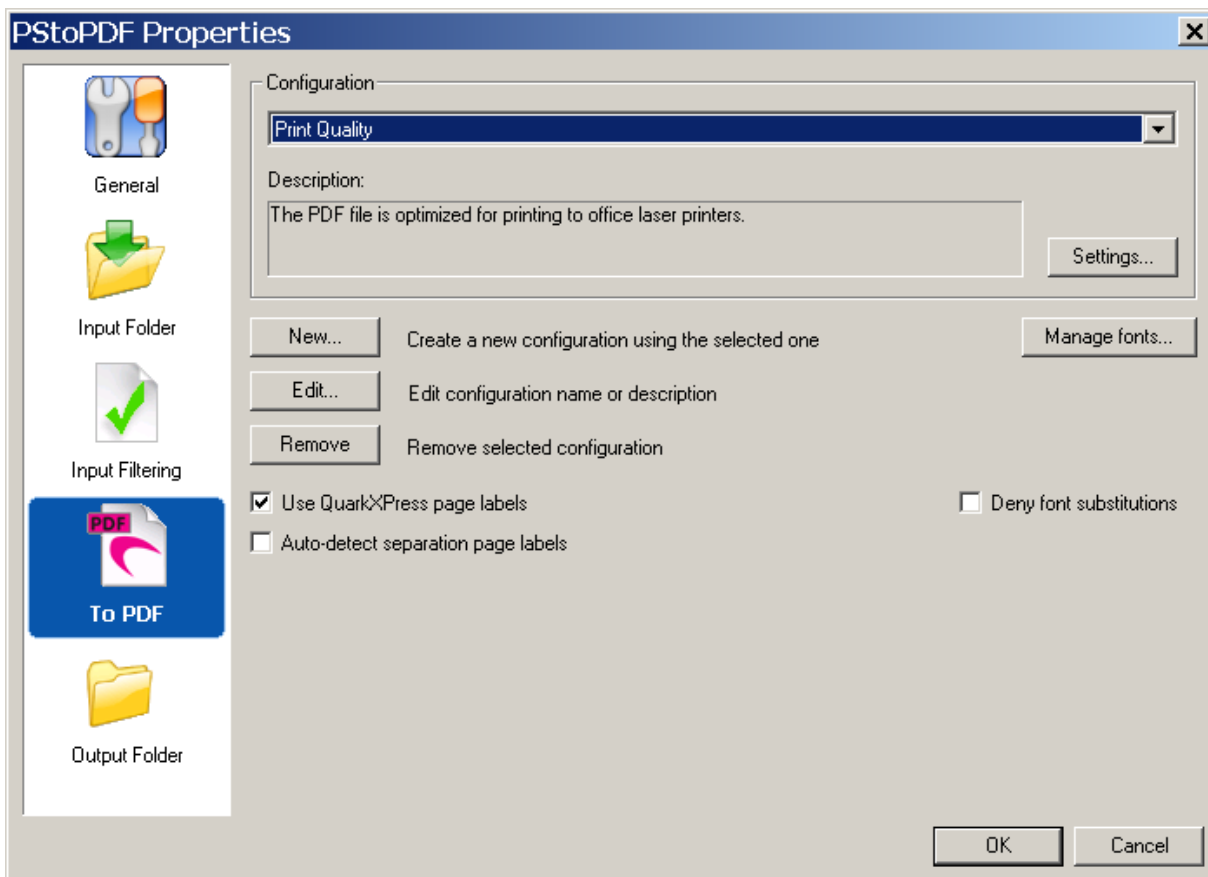


Figure 47 – Task Properties - To PDF

Figure 47 illustrates the **To PDF** properties.

The To PDF Task automatically converts all .ps and .eps files found in the Input Folder into .pdf files. In addition, it can also accept .pdf files as input and convert them into a differently formatted PDF file. Either way, the files are converted according to a **Configuration** (i.e. a set of guidelines) and output to the location of your choice.

A To PDF Configuration is a set of guidelines that determine how a file will be converted to PDF. Move-it comes with three pre-defined configurations: Print Quality, Press Quality and Web Quality. Additional configurations can also be created and customized by the user. Any To PDF Configuration, whether pre-defined or created from scratch by the user, can be modified at any time.

The **Configuration** dropdown list displays all defined To PDF Configurations. For each To PDF Task, you need to select a suitable configuration from the dropdown list.

## Managing To PDF Configurations

### New Configuration

The **New** button allows you to create a new To PDF Configuration based on the one currently listed in the **Configuration** dropdown list. To create a new configuration, perform the following steps:

1. Click the **New** button so that the **Configuration** dialog box appears.

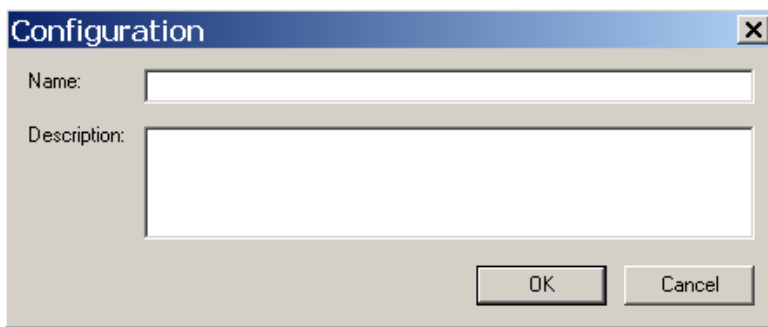


Figure 48 – To PDF Configuration dialog box

2. Provide a name and optionally, a description, then press **OK**. The new configuration will be listed in the **Configuration** dropdown list.
3. Settings for the new To PDF Configuration are based on a previously defined configuration. To customize any of these settings, click the **Settings** button. As a result, the **Configuration Settings** dialog box will open, allowing you to customize your configuration as desired. Refer to the section [Defining To PDF Configuration](#), starting on page 57, for details.

### Edit Configuration

Clicking the **Edit** button opens the **Configuration** dialog box, shown in Figure 48. Here you can change the name or the description of the configuration. This should not be confused with the **Settings** button, which allows you to modify the actual Configuration properties.

## Remove Configuration

A To PDF Configuration can be removed by first selecting it in the **Configuration** dropdown list and then clicking the **Remove** button.

## Defining To PDF Configurations

Clicking the **Settings** button opens the **Configuration Settings** dialog box. From here you can define or modify a To PDF Configuration. The settings you choose here will determine exactly how a file is converted to PDF. This includes numerous details, such as resolution, pdf version/format, how colors are rendered, image compression and font embedding.

This section summarizes the numerous options available for To PDF conversion. The **Configuration Settings** dialog box is divided into three tabs: **General**, **Compression** and **Fonts**.

### General tab

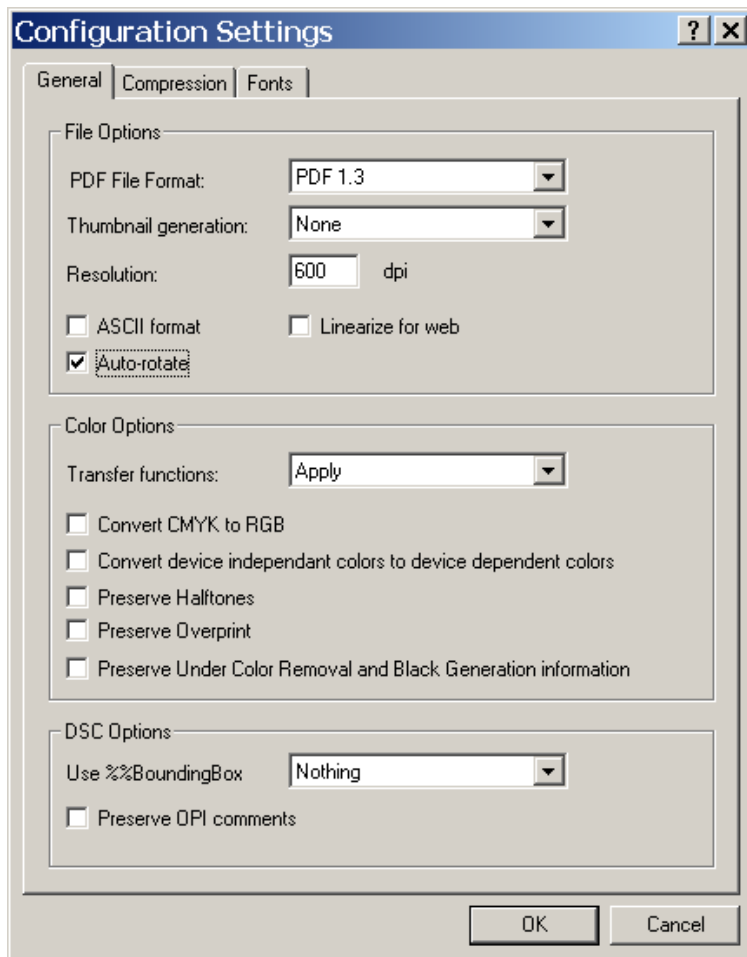


Figure 49 – Configuration Settings - General tab

The **General** tab contains the following options:

**PDF File Format:** Use this option to create either PDF 1.3, PDF 1.4 or PDF 1.5 files. PDF 1.3 files are compatible with Acrobat Reader v4.0, whereas both PDF 1.3 and PDF 1.4 files are compatible with Acrobat Reader v5.0.

**Thumbnail generation:** Choose whether to generate thumbnail images of each page, which can be either monochrome or color.

**Resolution:** Enter the resolution desired. If the PDF file is intended for printing, you should set the resolution to be the same as the resolution of the intended final output device. Otherwise, you should only change the resolution if you experience poor quality output with pages containing patterns or graduated fills.

**ASCII format:** This makes it safe to transmit your PDF pages by e-mail, but will increase the size of your PDF file.

**Auto-rotate:** When this option is checked, it will attempt to rotate a page, if necessary, so that the text is always viewed and printed upright.

**Linearize for web:** This option optimizes a file for fast web viewing, therefore it should be activated when you create PDF files that will be distributed via the web. The result is a PDF document whose file size is usually significantly reduced and that downloads faster.

**Transfer functions:** The **Transfer functions** dropdown list provides the option of preserving, applying or removing transfer functions from the PostScript language file.

**Convert CMYK to RGB:** This option only applies to color images. If it is enabled, any four-color CMYK images in the PostScript language input file are converted to RGB images in the PDF output. This can result in a smaller PDF file that displays more quickly. You should enable this if your documents are intended for on-screen viewing, and disable it if they are intended for printing.

**Convert device-independent colors to device-dependant colors:** This option produces PDF files which display more quickly. If this option is left unchecked, colors are converted into a device-independent calibrated RGB color space. This produces PDF files which render more slowly, but whose colors are more constant across properly set up output devices.

**Preserve Halftones:** Check this option to preserve halftones on PDF files that will be printed. Disable it when producing PDF files for on-screen viewing only.

**Preserve Overprint:** Check this option to preserve any overprinting contained in the original file after it is converted to PDF.

**Preserve Under Color Removal and Black Generation information:** Check this option to preserve Under Color Removal and Black Generation information after the file is converted to PDF.

**Use %%BoundingBox:** The **Use %%BoundingBox** dropdown list displays the three following choices: **Nothing**, **Page Size** and **Crop box**. Choosing **Page Size** instructs Move-it to create a PDF page that has the size of the bounding box. Choosing **Crop Box** uses the bounding box for the optional page cropping box. If you do not wish to use the bounding box for anything, selecting **Nothing**.

**Preserve OPI comments:** Choose whether to keep any OPI comments that are present in the original postscript file. The result is that when the PDF file is sent to be printed, the low-resolution onscreen images in the file are replaced by their corresponding high-resolution images, provided they are available.

### Compression tab

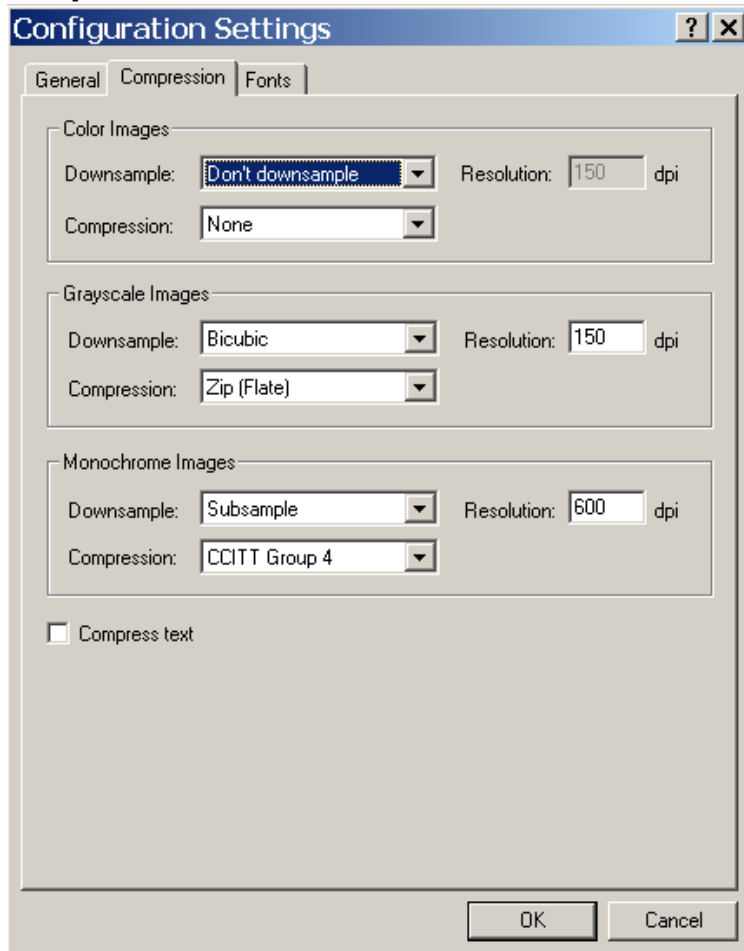


Figure 50 – Configuration Settings - Compression tab

#### Downsample Options

The **Compression** tab allows you to set the downsampling and compression of color images, grayscale images and monochrome images separately. You also have the option of compressing text.

Downsampling can be used to reduce the size of a file in cases where high quality images are not necessary, such as when a PDF will only be viewed onscreen. Note that whenever a downsampling option other than **Don't downsample** is selected, a resolution must also be selected from the **Resolution** text box, so that Move-it knows exactly what resolution to downsample images to.

The **Downsample** options are set separately for color, grayscale and monochrome images. The options are:

**Don't downsample:** Select this option from the **Downsample** dropdown list if your documents are intended for printing.

**Average:** Select this option for good quality results. **Average** is not available with monochrome images.

**Subsample:** Choose **Subsample** to reduce the resolution of the image by dropping pixels.

**Bicubic:** Choose this option to generate more pleasing results, although the PDF will be slower to generate. **Bicubic** is not available with monochrome images.

#### COMPRESSION OPTIONS

Choose a compression filter to help reduce the file size of an image. The **Compression** options are set separately for color, grayscale and monochrome images. The three main options are:

**Zip filter:** The **Zip** and **Zip with Predictor** options use a lossless compression technique and normally produce good compression ratios. The **Predictor** algorithm can further improve the compression for some classes of images.

**JPEG filter:** **JPEG High**, **JPEG Medium** and **JPEG Low** use a lossy algorithm (which irretrievably discards data), but they produce excellent compression ratios on photographic images. This filter is not available for monochrome images.

**The CCITT:** The **CCITT Group 4** filter uses standard fax compression and is only applicable to bitmap images. This filter is only available for monochrome images.

**Compress text:** This option compresses textual information using Zip compression.

#### Fonts tab

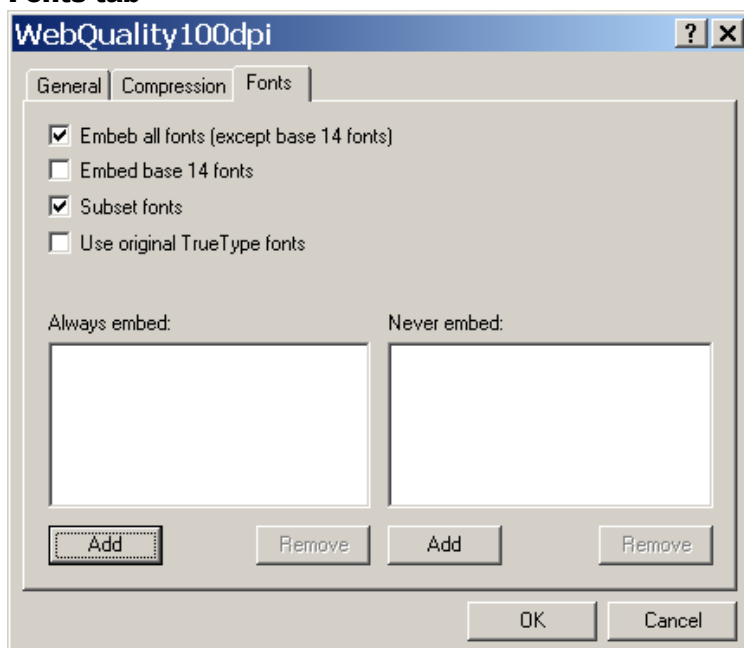


Figure 51 – Configuration Settings - Fonts tab

The **Fonts** tab allows you to set how fonts are embedded within the PDF. The **Fonts** options are:

**Embed all fonts (except base 14 fonts):** When this option is selected, all fonts present in the document (except base 14 fonts) are embedded (i.e. included) in the output PDF file.

**Embed base 14 fonts:** If this is selected, all base 14 fonts present in the document are embedded in the output PDF file.

**Subset fonts:** With this option selected, only subsets of the original fonts are embedded in the PDF file. This is the preferred setting, as it leads to smaller files. However, selecting **Subset fonts** prevents you from subsequently using Acrobat plug-ins or other tools that allow text editing within a PDF file, as not all characters from the embedded fonts are available for use.

**Use original TrueType fonts:** The Windows PostScript printer driver replaces TrueType fonts with bitmaps and unhinted outlines. If this feature is selected, Move-it will attempt to substitute the fonts generated by the printer driver with the original TrueType font.

**Always Embed:** Specify fonts that should always be embedded into the PDF file by clicking the **Add** button and selecting the desired font(s) from the list in the **Installed Fonts** window. Delete fonts from the **Always Embed** list by clicking the **Remove** button.

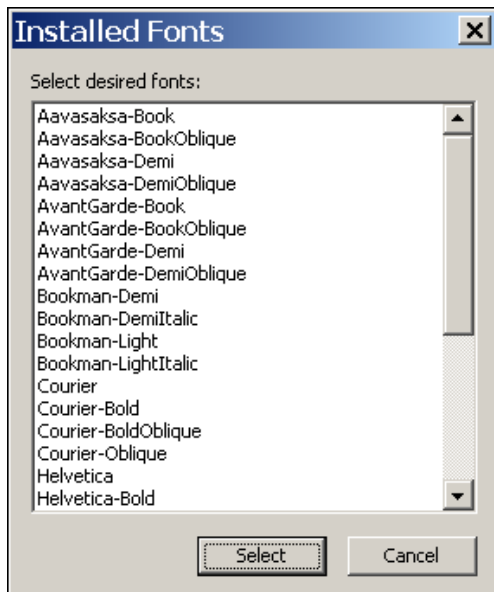


Figure 52 – Installed Fonts

**Never Embed:** Specify fonts that should never be embedded in the PDF file by clicking the **Add** button and selecting the desired font(s) from the list in the **Installed Fonts** window. Delete fonts from the **Never Embed** list by clicking the **Remove** button.

## Manage fonts

Clicking the **Manage Fonts** button opens a pop-up window where you can add fonts to the PDF library or remove them. Adding a font makes it available when a file has to be converted to PDF.

**Deny font substitutions**

Activate this option to prevent font substitution from occurring.

**Use QuarkXPress page labels**

Checking this option detects page labels created in QuarkXPress and includes them in the PDF file. As a result, each page in the PDF file that is generated will include a page number and prefix, provided they were present in the source file.

QuarkXPress page labels refers to prefixes that can be included with page numbers, helping to identify a page. For example, when a Quark file is printed in separations, the prefix or page label can be used to identify the separation contained in each page.

If you do not check this option, Move-it will only pick up and include page numbers (without the prefix) from the QuarkXPress source file.

**Auto-detect separation page labels**

Use this feature for pre-separated PS files produced by *Macromedia Freehand* (or a similar application) which generates PostScript where pages and color separations are not clearly identified. Selecting this feature will cause Move-it to parse an incoming file before it is converted to PDF, in order to detect for itself where each new page and each new color separation begins.

## 3.7 Output Folder

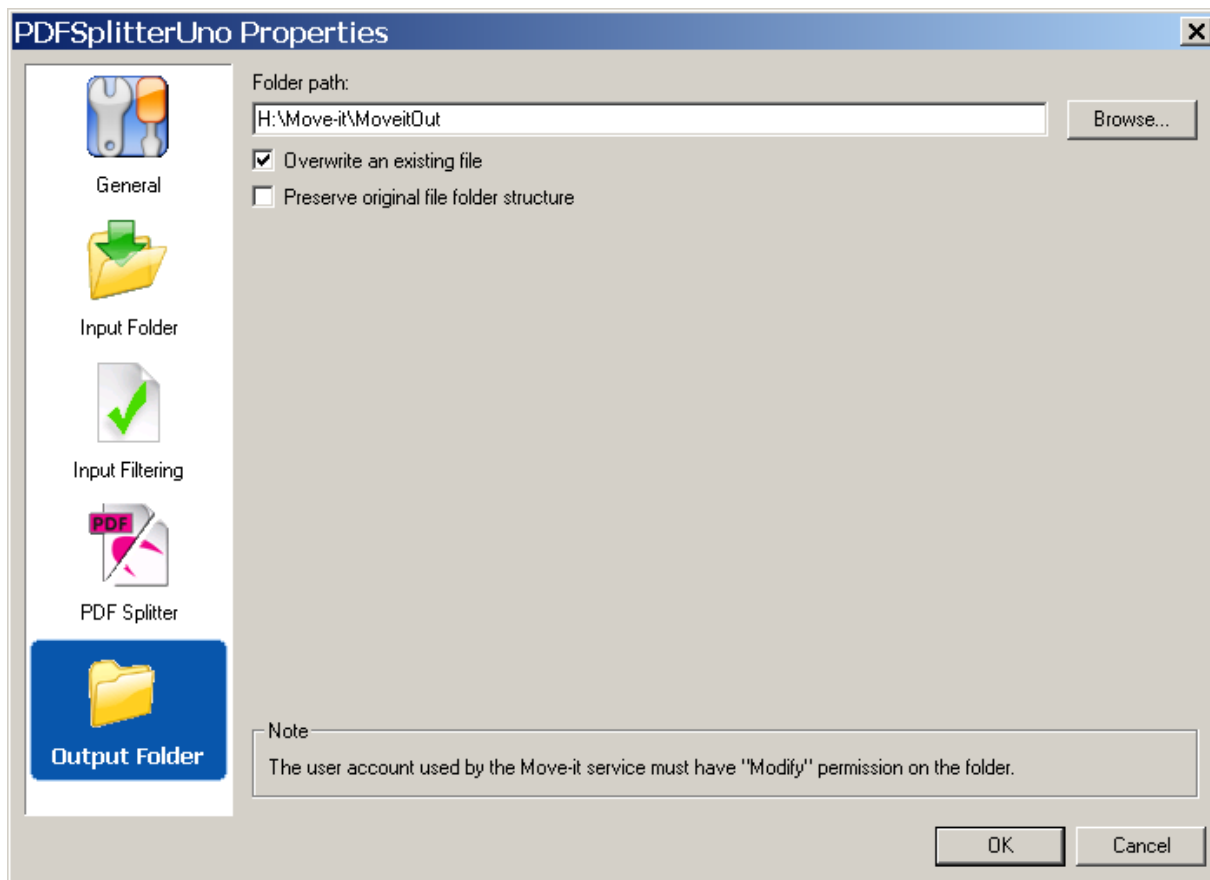


Figure 53 – Task Properties - Output Folder

Figure 53 illustrates the **Output Folder** properties.

### Folder path

Clicking the **Browse** button lets you select a folder where Move-it will place all processed files.

### Overwrite an existing file

For cases where a file being placed in the **Output Folder** has the same name as a file that is already in the **Output Folder**, you may specify that the new file replace the old file by checking the option **Overwrite an existing file**. Typically, this option is enabled when you re-process the same file several times while making changes or corrections to it, and you don't need to keep the previous flawed copies.

If this option is not checked, the new file will be considered invalid and will be treated as an error.

### Preserve original file folder structure

When this option is enabled, the original folder structure is recreated within the **Output Folder** and the processed file is placed there. This only applies to input files that are located within a subdirectory of the **Input Folder** and where that subdirectory is being “watched” (i.e. the [Include](#)

[subdirectories](#) option must be activated – see p. 27). When the **Preserve original file folder structure** option is disabled, processed files go directly into the Output Folder.

#### EXAMPLE: PRESERVE ORIGINAL FILE FOLDER STRUCTURE

An example is illustrated below.

*Before processing*

**Input Folder:** H:\Move-it\Move-itHot\48749\Proofs

**Output Folder:** H:\Move-it\Move-itOut

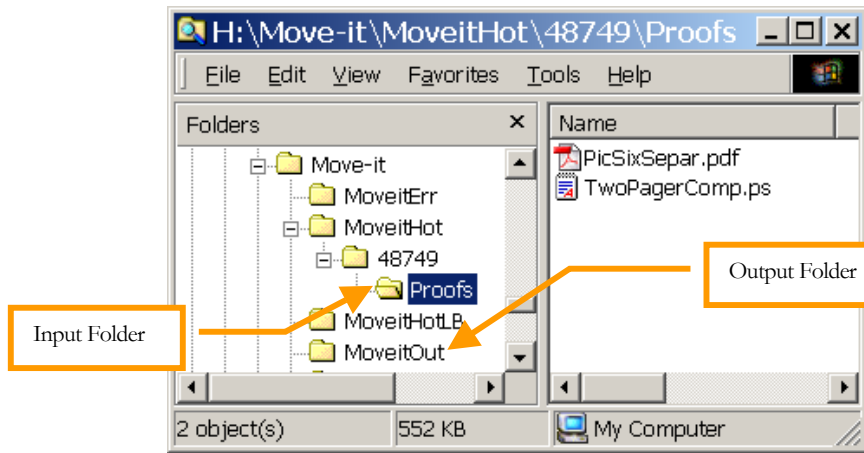


Figure 54 – Preserve folder structure-Eg-1

*After processing (Preserve original file folder structure enabled)*

Folder structure re-created: H:\Move-it\Move-itOut\48749\Proofs and processed files placed there

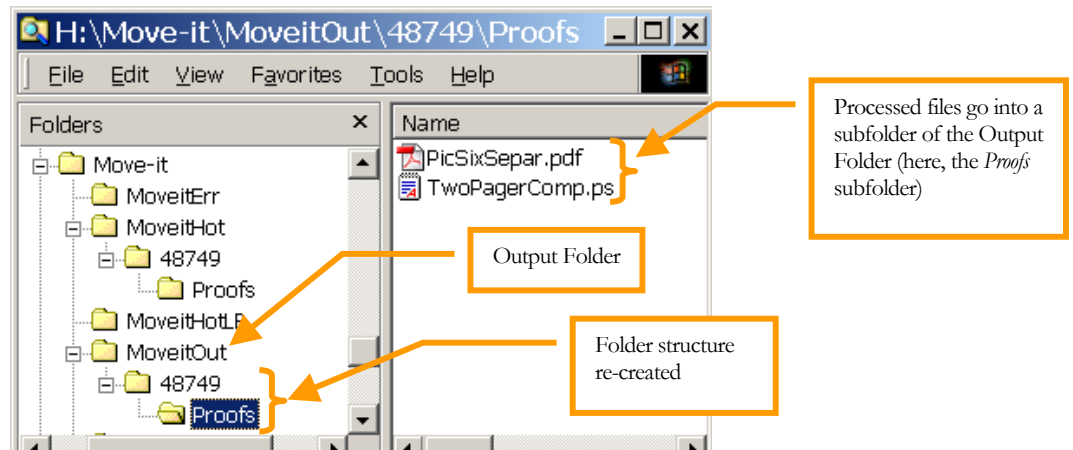


Figure 55 – Preserve folder structure-Eg-2

*After processing (Preserve original file folder structure disabled)*

Processed files placed directly in **Output Folder:** H:\Move-it\Move-itOut

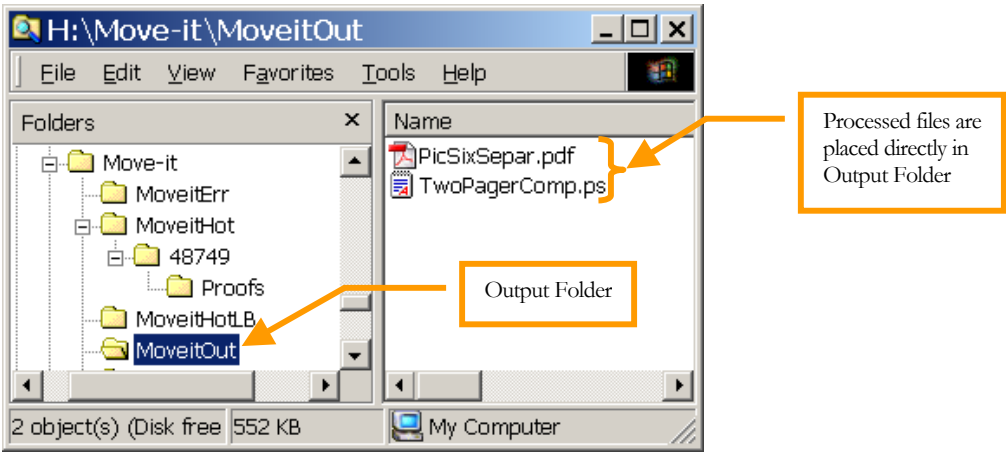


Figure 56 – Preserve folder structure-Eg-3

### 3.8 Load Balancing Folder

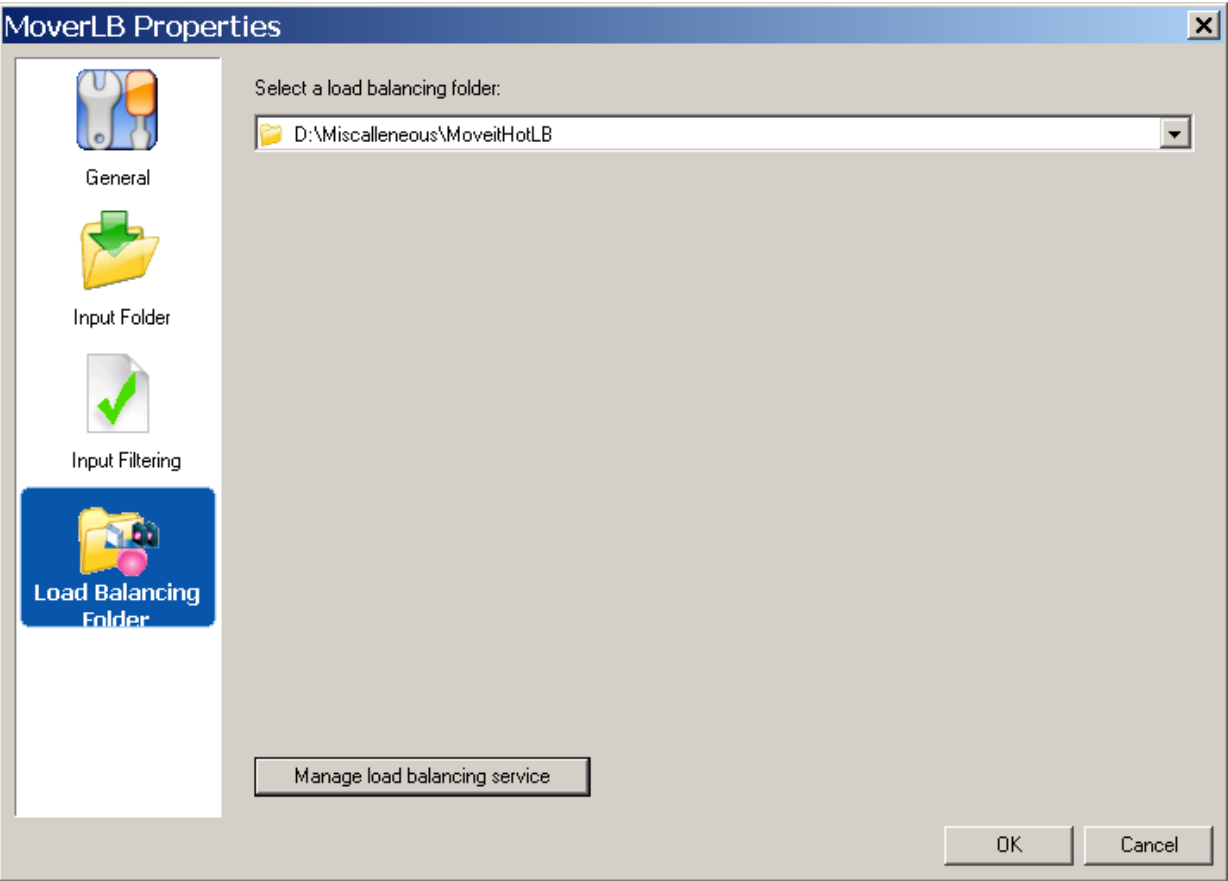


Figure 57 – Task Properties - Load Balancing Folder

Figure 57 depicts the **Load Balancing Folder** properties.

As an alternative to the **Output Folder**, you may instruct Move-it to send all your processed files to a **Load Balancing Folder**. Use this option when you want your files to go to a Prepage-it queue which is set up with load balancing. An entire chapter is dedicated to [Load Balancing](#), starting on page 69.

Select a **Load Balancing Folder** from the dropdown list located near the top of the **Task Properties** dialog box (see Figure 57). The folders appearing in this list have been previously defined in the **Load Balancing** dialog box. To display this dialog box, click the **Manage load balancing service** button. You can use the **Load Balancing** dialog box to define new Load Balancing folders, edit existing ones or otherwise manage Load Balancing for your system. To know how, refer to the chapter on [Load Balancing](#) (see page 69).

### 3.9 FTP Folder

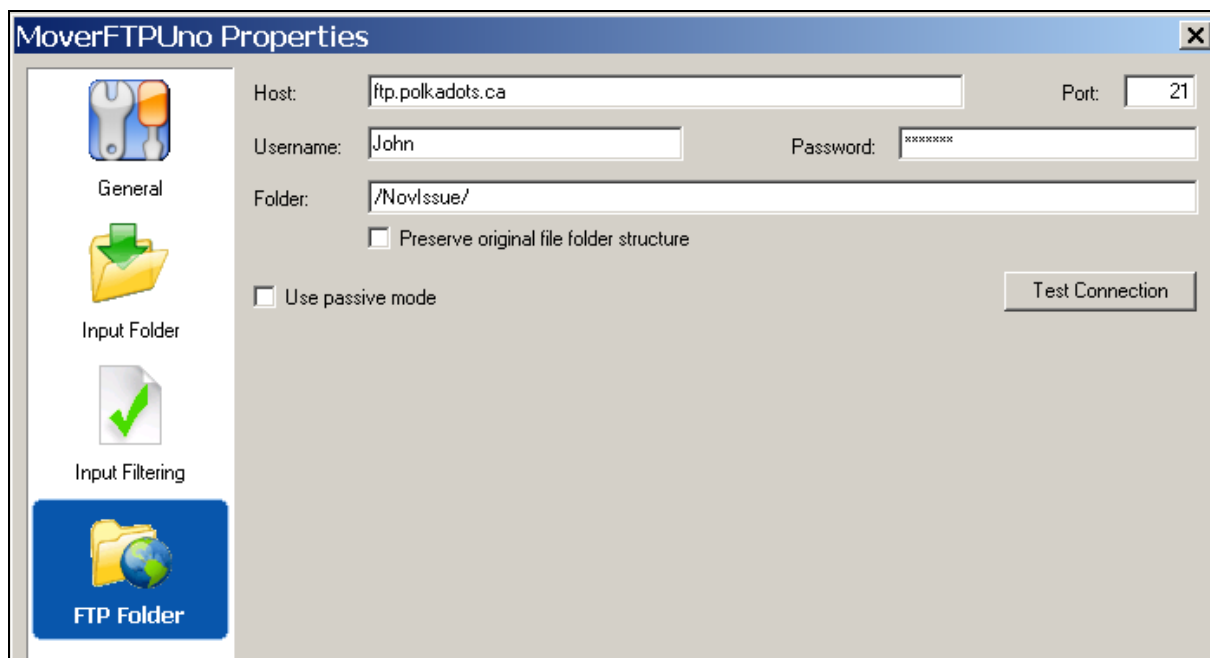


Figure 58 – Task Properties - FTP Folder

Figure 58 displays the **FTP Folder** properties.

After files are processed by a Task, you may instruct Move-it to send the files to a folder on an ftp site. To do so, you'll have to provide the information needed to access the ftp folder in question. This information includes: (i) ftp site address i.e. **Host**, (ii) **Port** number, (iii) ftp account **Username**, (iv) **Password**, and (v) the **Folder** you want to access. Figure 58 shows a sample configuration for an FTP Folder.

Information about the **Host**, **Username**, **Password** and **Folder** can be supplied to you by the ftp account administrator. Contact the ftp site's technical support personnel for help. In most cases, the **Port** number is 21. Please consult your system administrator if your setup is different.

## Preserve original file folder structure

When this option is enabled, the original folder structure (where the input files are located) is recreated within the FTP (Output) Folder and the processed file is placed there. This only applies to input files that are located within a subdirectory of the Input Folder and where that subdirectory is being “watched” (i.e. the [Include subdirectories](#) option must be activated – see p. 27). When the **Preserve original file folder structure** option is disabled, processed files go directly into the FTP (Output) Folder.

The exact same option is also found in the **Output Folder** properties. To see an illustrated example, go to [Example: Preserve original file folder structure](#) on page 64.

## Use passive mode

The **Use passive mode** option transfers files to the ftp server in **Passive FTP mode**, reducing the risk of interference due to firewalls. Leaving this option unchecked sends files in regular ftp mode, sometimes referred to as **Active FTP mode**. Depending on the FTP server and client, file transfers may work well in active mode, passive mode or both.

## Test connection

After configuring the FTP folder properties, you can test whether Move-it can log on to the ftp host by clicking the **Test Connection** button. As a result, Move-it will display a pop-up window saying either “Connection was successful!” or “Connection failed!”. A failed connection may be due to a mistake in the **Host address**, **Username**, or **Password**, although other factors may also be the cause.

## 3.10 Next Task

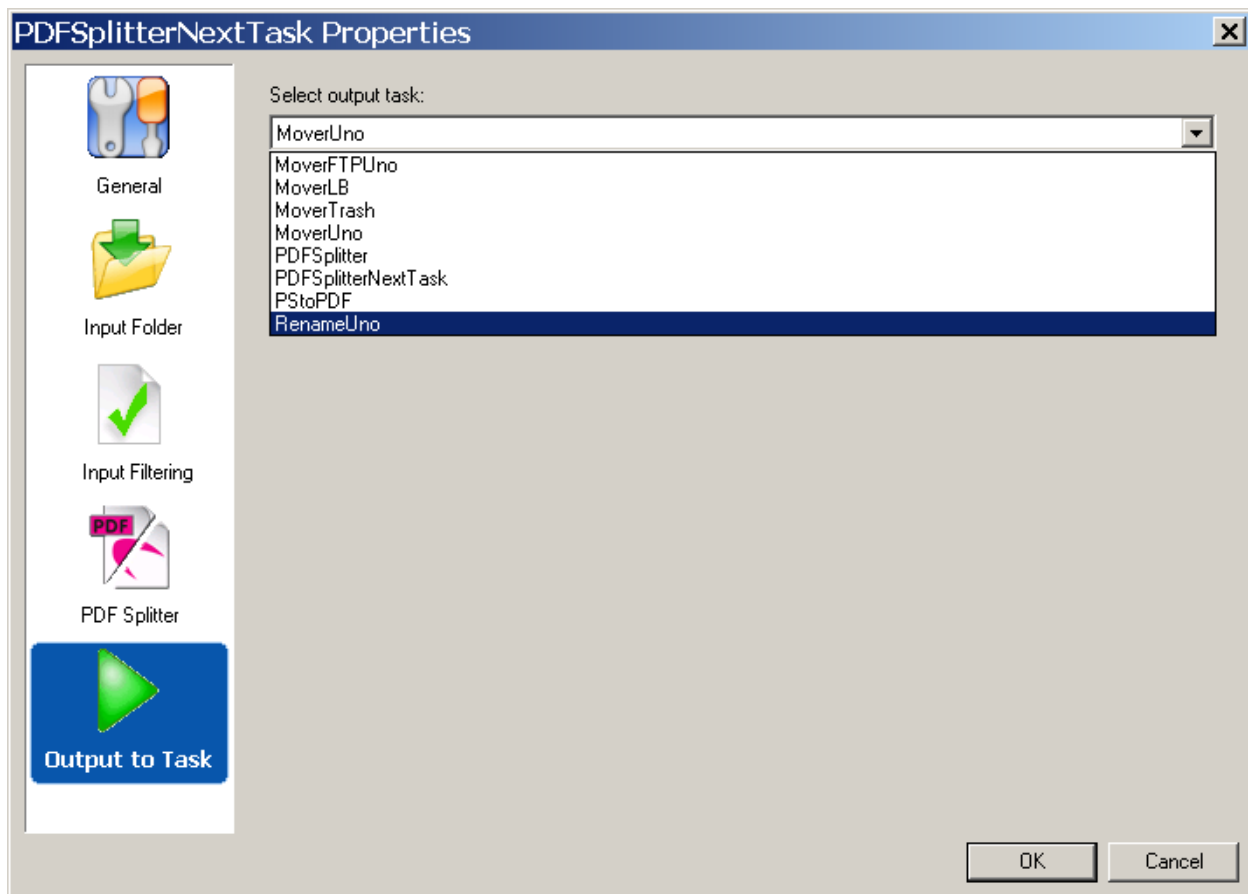


Figure 59 – Task Properties - Next Task

Figure 59 shows the **Next Task** or **Output to Task** properties.

As an alternative to sending your files to an **Output Folder**, you may send an output file to be processed by another Task. This enables you to create a chain of tasks, whereby a file may be automatically processed by two or more tasks in sequence. When tasks are chained together, it is the output file from the first task (not the original input file) that it fed to the second task.

The **Output to Task** action has only one property to set. You need to choose the next task, that is, where the output file from the current task will be sent. To do so, make a selection from the **Select output task** dropdown list.

When a file has gone through an entire chain of tasks, you will find it in the output location of the last task in the chain.

# Chapter 4 –

## Load Balancing

---

### 4.1 What is Load Balancing?

Load Balancing is a function which evenly distributes (i.e. balances) the flow of jobs between two or more PrePage-it queues. The result is an optimized, automated workflow where job files are always dispatched to the least congested PrePage-it queue, effectively balancing the workload and maximizing the throughput of a PrePage-it multi-server configuration.

#### How Load Balancing works

Load Balancing automates the distribution of jobs by associating an Input Folder with a PrePage-it queue group. When you're set up with load balancing, all your job files are sent to a Load Balancing input folder rather than directly to a PrePage-it hot folder. The Load Balancing feature then scans the associated PrePage-it queue group. The PrePage-it queue group is made up of two or more queues which are identical or similar. Usually, each queue within a group performs the same task but is located on a different server. After scanning the queue group, the Load Balancing feature determines which queue within the PrePage-it queue group is free or, if none are free, which one has the least amount of jobs in waiting. The job file is then sent to the queue that is the “freest” or most available to accept and process a new job. Once a file is received by a PrePage-it queue, it is processed in the usual way, as if you had dropped the file there directly.

When a PrePage-it queue group is created and associated with an Input Folder, it is referred to as a Load Balancing group. The procedure for creating a Load Balancing group is described on page 72, section [4.3 Creating a Load Balancing group](#).

#### How errors are handled

If for any reason, a job file can't be properly dispatched by the Load Balancing feature, the file will probably end up in the Load Balancing Error Folder. An example of when this may occur is if you configure the Load Balancing function to only accept .ps files and then send a .pdf job file. It must be noted, however, that if you do not configure an error folder, then error files will have no place to go and will therefore be deleted. Also note that the Load Balancing Error Folder must be configured separately from the Move-it Error Folder (see [Default error handling](#) on page 16 for details).

## Multi-server vs. single-server

Load balancing is best suited for PrePage-it multiple server workflows. With little or no user intervention required, the load balancing feature makes the most efficient use of a workflow containing two or more PrePage-it servers. However, this feature may also be used in a single server PrePage-it configuration. That is, you can create a Prepage-it queue group consisting of queues that are defined on the same server, although it may not result in any significant increase of the system's throughput.

## Load balancing vs. Tasks

The load balancing feature is a separate function within Move-it and works independently from Move-it tasks. Some of the notable differences are:

- Load balancing input folders and error folders must be unique to the load balancing feature – you cannot use the same input folder or error folder for both a load balancing group and a task.
- The load balancing service is always on, that is, it is always working “in the background”. It cannot be turned off from within the Move-it environment. Should you need to stop or restart the load balancing Windows Service, you must use the Windows' Services tool, which can be accessed by clicking **Start > Programs > Administrative Tools > Services**. Please refer to your Windows documentation for more information.
- Options set in the **Move-it** menu (i.e. by clicking **Move-it > Options**) only apply to tasks, not to load balancing. See section [2.5 Setting Task Options](#) on page 15 for details.

### Warning

If anti-virus software is activated, it may interfere with or even block the Load Balancing function entirely. When this is the case, simply disabling the anti-virus software will cause Load Balancing to resume its normal operations.

## 4.2 General Settings

The **Settings** frame, located in the bottom half of the **Load Balancing** dialog box (see Figure 62 on p. 72), contains some parameters that apply to all load balancing groups and only need to be set once.

### Error folder

When jobs that are sent to a load balancing input folder generate errors, they are transferred to the Error folder. See [How errors are handled](#) on page 69 for details. Note that the Load Balancing Error Folder is not the same folder as the Move-it Error Folder.

To specify an Error folder for *all* load balancing groups, click the corresponding **Browse** button and select a folder.

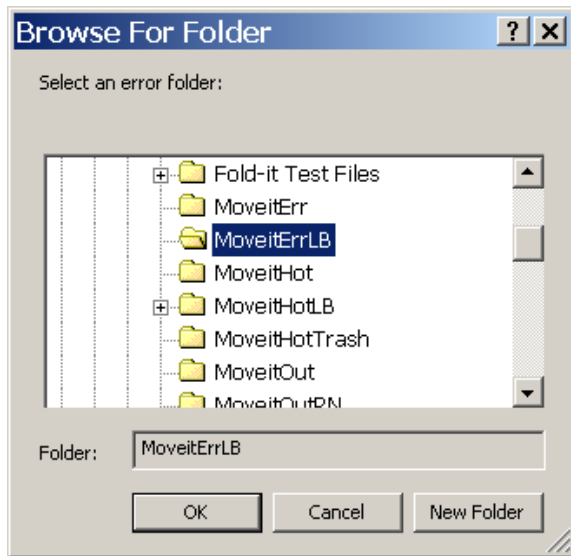


Figure 60 – Select Load Balancing Error folder

## Extensions to include / exclude

|                        |                      |
|------------------------|----------------------|
| Extensions to include: | <input type="text"/> |
| Extensions to exclude: | <input type="text"/> |

Figure 61 – Specify file types to include/exclude

Specify any file types that should be accepted by the load balancing feature, by typing them in the **Extensions to include** text box (see Figure 62 on page 72). File types are specified by their filename extensions and separated by a semi-colon, for e.g., **ps;pdf;eps;**.

As an alternative, you can specify file types that should never be accepted by the load balancing feature, by typing them in the **Extensions to exclude** text box (see Figure 62 on page 72).

Job files that do not conform to the file types specified in the **Extensions to include** and **Extensions to exclude** text boxes are treated as errors.

### Note

The filename extensions you specify in the **Extensions to include** and in the **Extensions to exclude** text boxes are case-sensitive. For example, **ps;pdf;tif;** would yield different results from **PS;PDF;TIF;**. Note that this applies to the load balancing's Extensions to include/exclude only, not to a task's Input Filter.

## 4.3 Creating a Load Balancing group

The procedure for configuring load balancing is described below.

1. Open the **Load Balancing** dialog box from the **Move-it** menu by clicking **Move-it > Manage Load Balancing**.

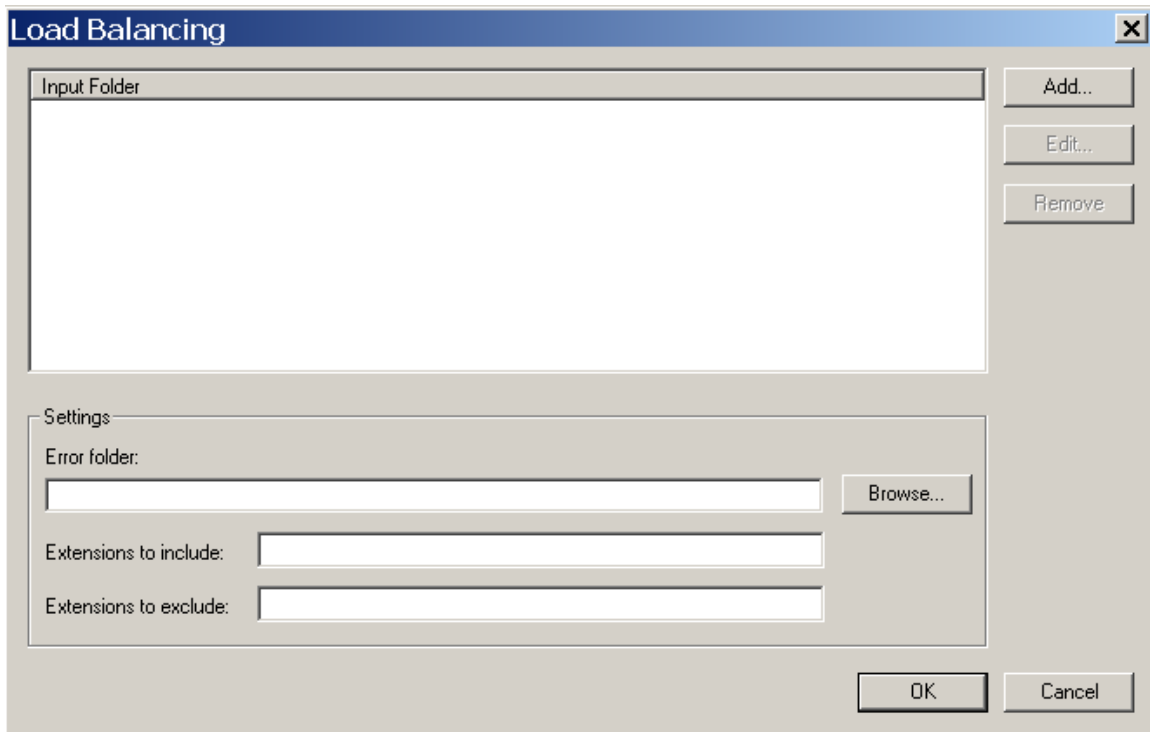


Figure 62 – Load Balancing dialog box-blank

2. Click the **Add** button each time you want to configure a new Load Balancing group. The following dialog box is displayed.

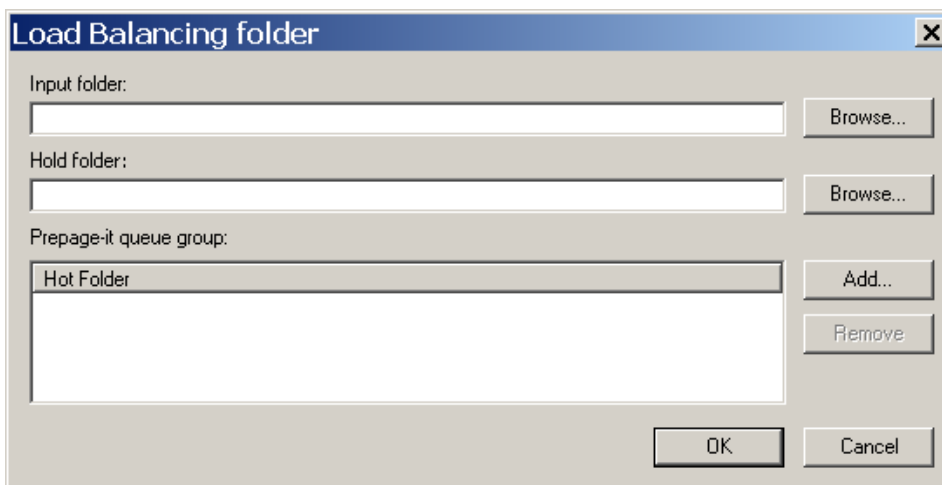


Figure 63 – Load Balancing group dialog box-blank

*Configuring a Load Balancing group consists mainly of specifying an input folder and a PrePage-it queue group (i.e. two or more PrePage-it queues).*

- Click the **Browse (for Input Folder)** button (Figure 63), then specify an input folder.

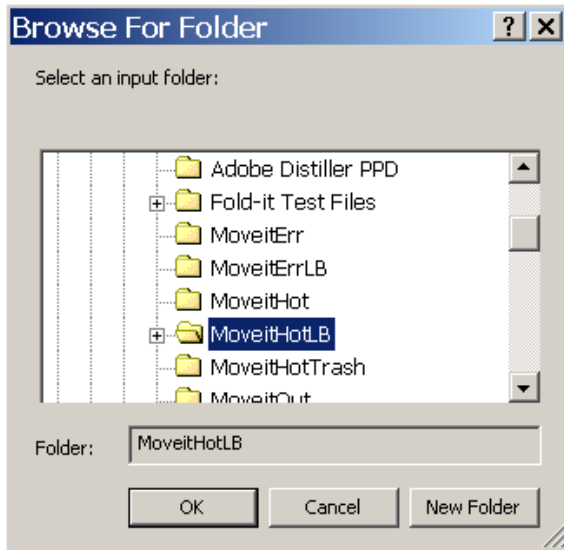


Figure 64 – Browse For Input Folder

- Click **OK**. The path of the selected input folder will now be displayed in the **Input folder** text box.

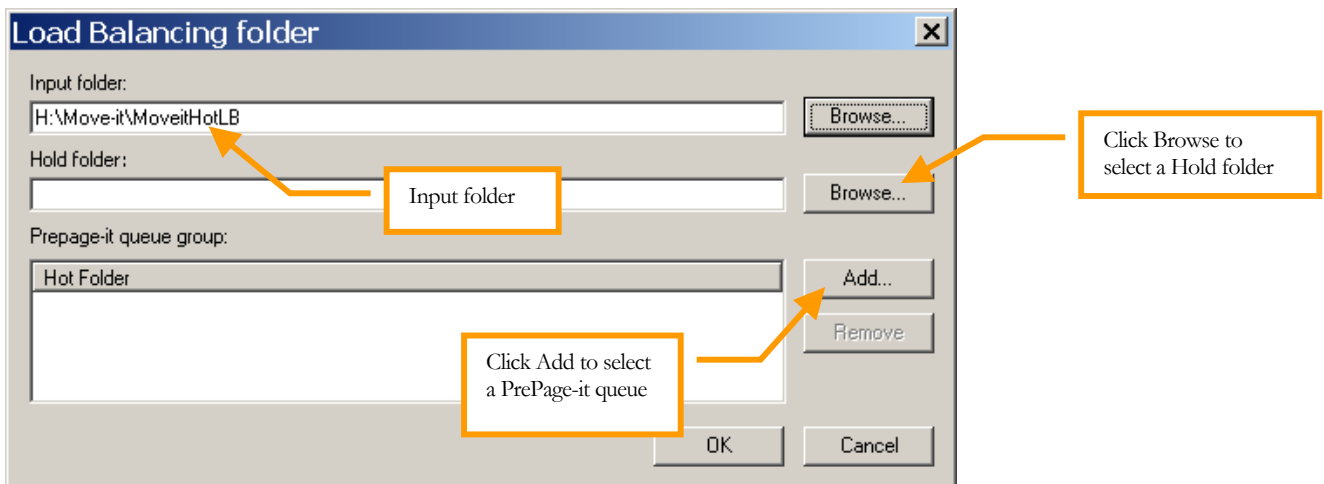


Figure 65 – Load Balancing group dialog box w input folder

- Optionally, select a **Hold Folder** by clicking the **Browse (for Hold Folder)** button. This folder will hold a copy of the incoming file after it is processed. If no **Hold Folder** is specified, the incoming file is deleted after it is processed.
- Next, click the **Add** button (see Figure 65) to add a **PrePage-it** hot folder. The **Browse for PrePage-it Resource** dialog box will automatically display all the **PrePage-it** queues available on your network. Select a queue to add to your **PrePage-it** queue group and click **OK**.

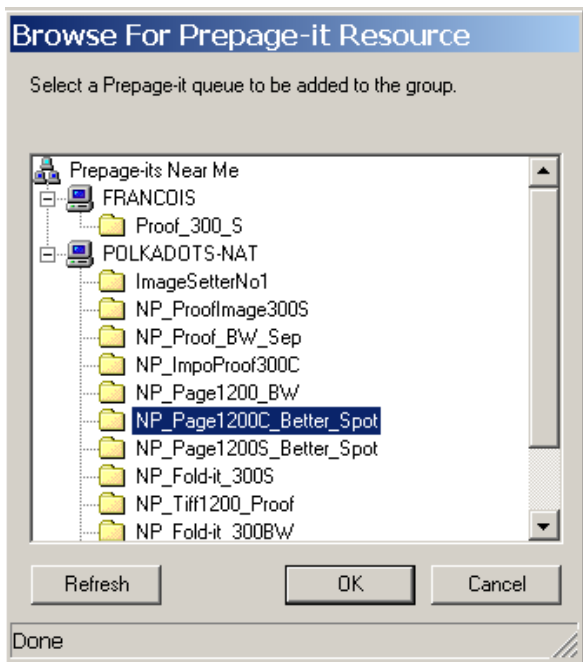


Figure 66 – Browse for PrePage-it Resource

### Note

If your setup contains several PrePage-it servers, it may take a while before all the servers and their corresponding queues appear in the **Browse for PrePage-it Resource** dialog box.

### Tip

If one or more PrePage-it servers are not visible in the **Browse for PrePage-it Resource** dialog box, it may be because you are not connected to them. If this is the case, connect to the server(s) in question and click the **Refresh** button (see Figure 66). Consult your system administrator or Windows documentation for help in connecting to another server.

7. Repeat step 6 for each queue you want to add to the PrePage-it queue group. If you wish to remove a queue from the group, select it and click the **Remove** button. When you're finished selecting the queues, you'll see all the selected queues listed in the **Load Balancing group** dialog box, along with the associated input folder.

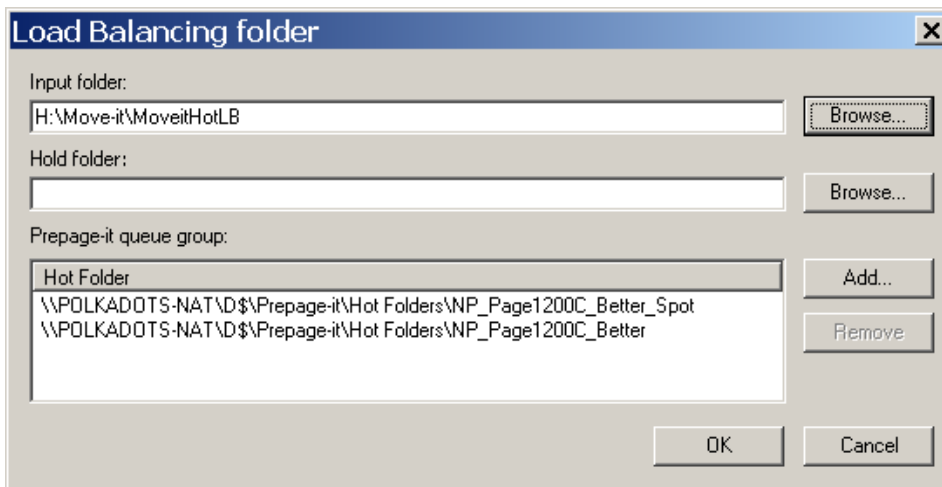


Figure 67 – Load Balancing group dialog box - completed

8. Click **OK** to finalize the new load balancing group.

### Note

Only the path of the input folder is shown in the main **Load Balancing** dialog box (see Figure 68 on page 76). However you can view details about the load balancing group by selecting the input folder path and clicking the **Edit** button.

9. Finally, click **OK** to close the **Load Balancing** dialog box. Then, click **Apply changes** to activate the new load balancing group.

## 4.4 Editing Load Balancing groups

Every setting within the **Load Balancing** dialog box can be edited. The **Load Balancing** dialog box can be accessed from the **Move-it** menu by clicking **Move-it > Manage Load Balancing**.

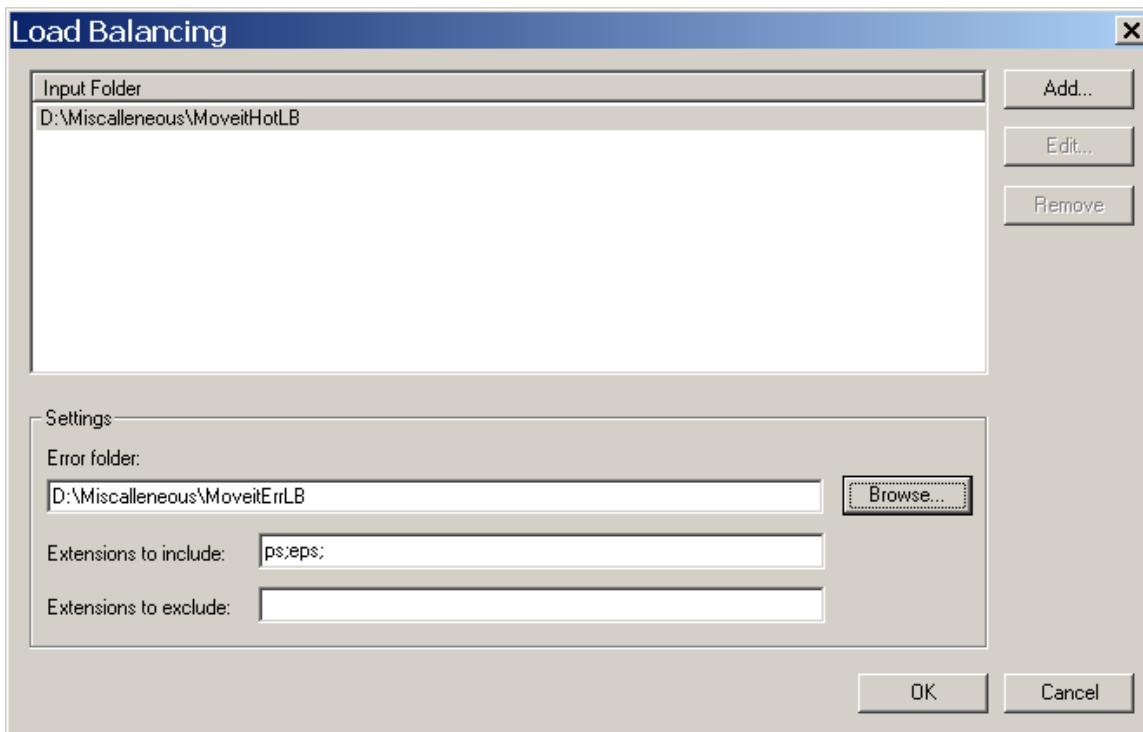


Figure 68 – Editing Load Balancing dialog box

The various ways you can edit load balancing settings are listed below:

- Edit any load balancing group by selecting it from the list (you must actually select the path of the input folder) and clicking the **Edit** button.
- Delete any load balancing group by selecting it from the list (you must actually select the path of the input folder) and clicking the **Remove** button.
- Change the error folder by clicking the **Browse** button and choosing a different folder.
- Add or remove any filename extensions directly in the **Extensions to include** or the **Extensions to exclude** text boxes.

## 4.5 Sending files to the Load Balancing folder

Described below are two common ways in which job files are fed to a load balancing input folder.

### Dropping job files directly

After the load balancing is configured, your workflow is reduced to one input folder for each PrePage-it queue group. When you want Prepage-it to process a job, simply “drop” the job file into the appropriate load balancing input folder. The load balancing function will decide which PrePage-it queue to send it to for processing. Since this automated feature depends on the Load Balancing service that is working in the background, the Move-it application does not need to be open when you drop your job files for processing.

## Outputting a Task

You can also set a Task to send its output to a load balancing folder rather than a regular output folder. To know how, turn to section [3.8 Load Balancing Folder](#) on page 65. This type of setup results in a completely automated processing cycle: a Task monitors an Input Folder for an incoming file, processes it, sends it to a load balancing folder, which in turn sends the job file to an available PrePage-it queue. Any Move-it Task can be set up so that its output goes to a load balancing folder.



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