

---

# POLKADOTS SOFTWARE

## NEWSflo 2013 Operator QuickStart

---

### *Basic Procedure for NEWSflo operators*



# Overview

---

The *NEWSflo 2013 Operator QuickStart* is an illustrated quickstart guide for internal NEWSflo operators, which can be used for:

- pre-installation self-training
- training sessions (optionally as printed handouts)
- post-training: as a quick reference for new users

It takes you through the three main phases required to complete a full job:

*Phase I → Submitting Pages*

*Phase II → Page-Pairing Setup*

*Phase III → Monitoring and Output*

This procedure can be viewed in short or long form:

[Operator Procedure Summary - AT ONE QUICK GLANCE](#) (see p.3-4)  
*...is a brief summary outline of this 3-phase procedure*

[Operator Procedure – STEP-BY-STEP ILLUSTRATED](#) (starting on p.5)  
*...provides details about how to perform each step.*

## Note

Some advanced steps or custom features are not covered in this quickstart guide (e.g. how to define from scratch the Job Definition for a publication).

Software Version: This quickstart guide is based on the NEWSflo 2013 version from April 2013.

# Operator Procedure Summary - *AT ONE QUICK GLANCE*

---

Completing a job with NEWSflo is a 3-phase process, which is summarized below.

Please click on one of the links below if you need more details about a specific step.

## Important

The procedure described in this quickstart manual is provided as a basic guideline for new users, showing a typical 3-phase procedure – *the exact order and steps to be followed by an operator can be adapted according to what is more suitable or convenient for a particular workflow.*

N.B. In some cases, such as in workflows based on Job Definition, the procedure may need to be adapted so that the order of Phase I and Phase II are reversed i.e. the Page-Pairing Setup may need to be completed before Submitting Pages.

## Phase I: Submitting Pages

*...to be preflighted, RIPped, proofed and approved.*

- [1. Make sure pages are named correctly.](#)
- [2. Log in to your PrePage-it Web user account.](#)
- [3. If required, create a new job.](#)
- [4. \*\*For Job Definition workflows:\*\* configure the job definition.](#)
- [5. Upload/Submit pages to NEWSflo.](#)
- [6. \*\*For Job Definition workflows:\*\* the software may not upload your pages if they contain certain errors.](#)
- [7. Now if you haven't already done so, open the job.](#)
- [8. View progression of page-RIPping.](#)

[9. Softproof/Hardproof RIPped pages.](#)

[10. Approve pages.](#)

## Phase II: Page-Pairing Setup

*...determines how pages will be paired up.*

[1. To access the page-pairing module, click on the Imposition tab.](#)

[2. For jobs based on Job Definition: Verify whether any additional planning is required.](#)

[3. For jobs that you want to base on a pre-defined Pagination from your Library: Click Import and select the required Pagination. Afterwards, verify whether any additional planning is required.](#)

[4. Click the Properties icon and specify any publication properties that need to be set.](#)

[5. Define the sections of your publication.](#)

[6. Verify if the page numbering is correct.](#)

[7. If you need to modify the page numbering, switch over to Customize Mode.](#)

[8. If required in your workflow setup, identify the color space of each page.](#)

[9. Apply any attributes required for specific pages.](#)

[10. If a specific color plate needs to be set with a flop, rotation or custom template, select it and click Edit Plate.](#)

## Phase III: Monitoring and Output

*...monitor to see when pairs are completed, then output them to CTP.*

[1. To monitor the page-pairing process, click on the Pairs tab and select View by List.](#)

[2. To view a thumbnail of completed pairs, select View by Icon.](#)

[3. Softproof/Hardproof RIPped pairs, as needed.](#)

[4. Approve pairs, if required by your setup.](#)

[5. To make plates, select one or more completed pairs and click Output CTP.](#)

# Operator Procedure – *STEP-BY-STEP* *ILLUSTRATED*

---

## Phase I: Submitting Pages

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

*NEWSflo requires correct filenaming in order to incorporate automated processes.*

### **ABOUT FILENAMING CONVENTIONS:**

A page filename typically includes the following information:

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

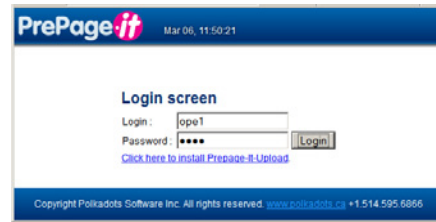
Examples of filenaming conventions:

Filename	Pub code	Run date	Section	Page number	Zone code
NYP_0623_B04.pdf	NYP	0623	B	04	—
NYP_0623_B05.pdf	NYP	0623	B	05	—
ABC-09302008-006.pdf	ABC	09302008	—	006	—
ABC-09302008-007.pdf	ABC	09302008	—	007	—
SDI-1209-A016-EE.pdf	SDI	1209	A	016	EE

[Back to summary](#)

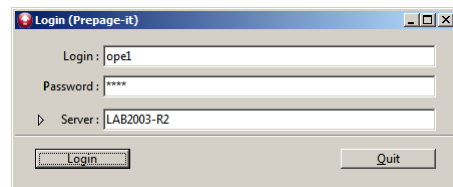
2. Log in to your PrePage-it Web user account from:

- PrePage-it Web Login screen



OR

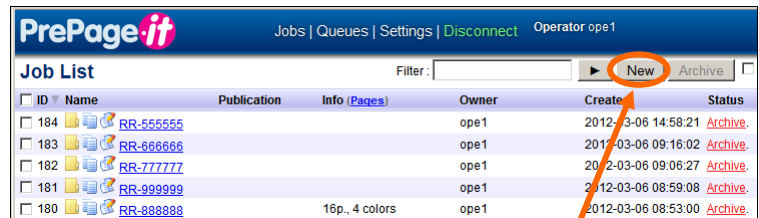
- PrePage-it Upload Login dialog box



[Back to summary](#)

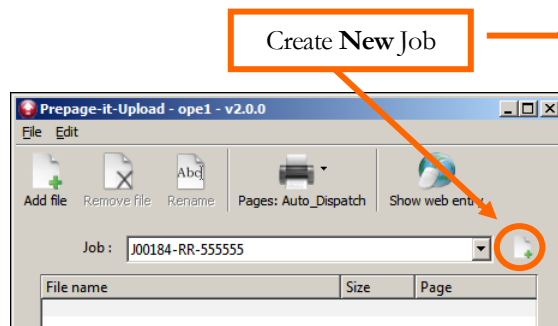
3. If required, create a new job via either PrePage-it Web or PrePage-it Upload.

- PrePage-it Web



OR

- PrePage-it Upload



*Note: Workflows that include the optional Move-it module can be configured so that a job gets created automatically when pages are submitted, in which case the above step would be unnecessary.*

[Back to summary](#)

4. For Job Definition workflows: configure the job definition.

*Job Definition mode is where you define as many parts of a job as possible before you begin any production on it. The benefits are that the production phase can become significantly faster, simpler, more automated and more error-free. Note that Job Definition is not the default mode of operation and therefore must be activated before you can use it.*

#### Note

How to activate, configure and approve the job definition is beyond the scope of this quickstart guide. Detailed information can be found in the *PrePage-it Web v.4 Reference Guide*.

[Back to summary](#)

5. Upload/Submit pages to NEWSflo in one of the following ways:

#### TIP

In some workflows, the [Page-Pairing Setup](#) (see p.4) may need to be completed **before** operators can upload/submit pages.

**OPTION I** → *PrePage-it Web interface*

**PrePage-it**

Pages Imposition P

**File upload**

1. Select the file that you would like to upload:  
   
 Or try [Prepage-it upload](#)  
 You can also drag and drop files here

2. Preflight profile:

**PrePage-it**

Pages Imposition P

**File upload**

Name	Size
✕ KR0110p02-03_2.pdf	1.78Mb
✕ KR0110p01_32_32.pdf	13.12Mb
✕ KR0110p01_32_1.pdf	7.80Mb
✕ KR0110p02-03_3.pdf	3.42Mb

**a** From the **Job List** window, select the job where you want to upload pages.

**b** Drag and drop your pages unto the **File Upload** panel.

**c** Select the queue (**Preflight profile**) that will preflight and RIP your pages.

**d** Click the **Send-it** button.

**Note**

Selecting a queue (**Preflight profile**) is not required in some workflow environments (such as when working in Job Definition mode).

*OR*

**OPTION II** → *PrePage-it Upload*

**Login (Prepage-it)**

Login: ope1

Password: \*\*\*\*

Server: LAB2003-R2

Login Quit

**Prepage-it-Upload - ope1 - v2.0.0**

File Edit

Remove file Rename Pages: Auto\_Dispatch Show web entry

Job: J00185-DN-0623

File name	Size
KR0110p01_32_32.pdf	13.1 Mb
KR0110p01_32_1.pdf	7.7 Mb
KR0110p02-03_3.pdf	3.4 Mb
KR0110p02-03_2.pdf	1.7 Mb

Upload Quit

Select the job where you want to upload pages.

Select the queue (**Preflight profile**) that will preflight and RIP your pages.

Drag and drop your pages here.

Click the **Upload** button.

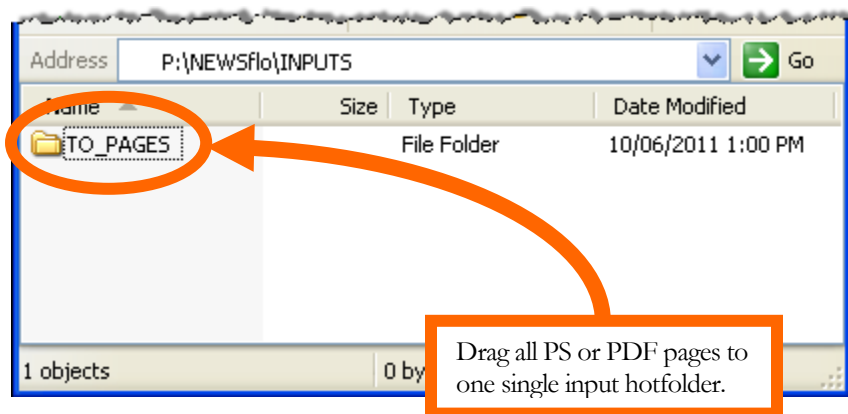
**Tip**

To know more about installing and uploading pages with PrePage-it Upload, you can check out our training video series *Getting familiar with PrePage-it Upload*, available from your *Polkadots* dealer or directly from the [Polkadots web site](#).

*OR*

**OPTION III** → Drag all PDF or PS pages into a single “drop bucket” (i.e. PAGES input folder)

*Note: Your workflow must first be configured to work with a single input hotfolder (this is typically the case in workflows where operators need to pre-specify the colorspace for each page in the job).*







#### Note

This step illustrates the more common or typical methods for submitting / uploading pages to NEWSflo. However your workflow may have been configured with a different input method, for example (i) printing from any Mac or PC application using a Polkadots Printer, or (ii) dragging and dropping pages to a hotfolder corresponding to the required colorspace, or (iii) submitting pages to an FTP site/folder.

## ***TIPS FOR CREATING AND SUBMITTING/PRINTING MULTIPLE-PAGE FILES TO NEWSFLO:***

*Single-page files* : The typical method for submitting pages to NEWSflo is to create single-page files and add the page number in the filename e.g. NYP\_0623\_A02, REP-0930-17.

*Multiple-page files* : Here are some guidelines for creating and submitting/printing multiple-page files to NEWSflo from applications such as Quark/InDesign:

-  in Quark/InDesign, create files where the page numbers are consecutive i.e. do not create an 8-page file with page numbers 1-4 and 25-28 – break it up into 2 files containing pages 1-4 (1<sup>st</sup> file) and pages 25-28 (2<sup>nd</sup> file)
-  put 1<sup>st</sup> page number of the file somewhere in the filename, e.g. REP-0930-17 for an 8-page file containing pages 17-24
-  in Quark/InDesign, it may be helpful to number the pages implicitly, for e.g.: in a file containing pages 17-24, it can be helpful to number the Quark/InDesign pages as p.17-24 rather than leaving them numbered as p.1-8
-  *in a NEWSflo setup with multiple Polkadots Queues/Printers*: files containing only black pages should be submitted/printed to the Black queue/printer, whereas mixed files (containing both Black and CMYK pages) should be submitted/printed to the CMYK queue/printer

[Back to summary](#)

6. For Job Definition workflows: the software may not upload your pages if they contain certain errors (e.g. incorrect filename or page number). When this happens, make the necessary corrections and then retry uploading your pages.

*Example I: Prepage-it Upload*

The screenshot shows the 'Prepage-it-Upload - ope1 - v2.0.0' window. The 'Job' field is set to 'J00179-HT-03052012'. A table lists files for upload:

File name	Size	Page
HT-0305-12.pdf	1.7 Mb	12
HT-0305_00_15.pdf	13.1 Mb	Prefix not found!
HT-0305!m!-06.pdf	7.7 Mb	Prefix not found!
HT-0305-18.pdf	3.4 Mb	18

Annotations and solutions:

- Rename button:** A callout points to the 'Rename' button in the toolbar. The solution is to rename files so the page number is recognized: HT-0305-15.pdf and HT-0305-06.pdf.
- Error message:** A callout points to the 'Prefix not found!' messages in the table, stating: 'Error message: Pages not recognized (due to incorrect filenaming)'.
- Problem:** A callout points to the table, stating: 'Problem: Filenames do not match filenaming convention.'

*Example II: Prepage-it Web*

The screenshot shows the 'PrePage.it' web interface with the 'Pages' tab selected. The 'File upload' section contains a table:

Name	Size	Prefix
HT-0305-09.pdf	13.12Mb	09
HT-0305_16.pdf	7.80Mb	?
Cannot find any prefix in filename! (rename)		
HT-0305-14.pdf	3.42Mb	14
HT-0305-08.pdf	1.78Mb	08

Annotations and solutions:

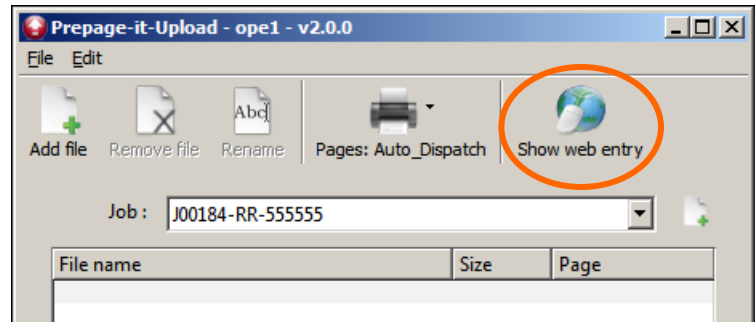
- Error:** A callout points to the row with 'HT-0305\_16.pdf' and the message 'Cannot find any prefix in filename! (rename)'. The error is: 'Error: Page not recognized (due to incorrect filenaming) - click [rename](#) link to correct the filename to: HT-0305-16.pdf'.

[Back to summary](#)

- Now if you haven't already done so, open the job:

from PrePage-it Upload:

click **Show Web Entry** –  
this will take you directly  
to the selected job



*OR*

from PrePage-it Web:

click on **Jobs** link, then  
click on the jobname's  
link (e.g. [RR-555555](#))



[Back to summary](#)

## 8. View progression of page-RIPping:

View RIPping progress from the **Pages** tab of a job.

**File upload**  
Select the file that you would like to upload:  
   
Or try [Prepage-it upload](#)  
You can also drag and drop files here.

✓ **Notes**  
 ⚠ Pages 004, 006, 008, 010, 012, 013, 014, 015, 016, 017, 018, 023, 025, 026, 027, 028, 035: Should only use black.  
 ✖ Pages 037, 038, 039, 040, 041, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 052, 053, 054, 055, 056, 057, 058, 059, 060, 061, 062, 063, 064, 065, 066, 067, 068, 069, 070, 071, 072: Page number is out of range.

Select all Preview View-it Delete Renummer PDF Booklet

019 8.1 x 10.7in 020 8.1 x 10.7in 021 8.1 x 10.7in 022 8.1 x 10.7in 023 8.1 x 10.7in  
 028 8.1 x 10.7in 029 8.1 x 10.7in 030 8.1 x 10.7in 031 8.1 x 10.7in 032 8.1 x 10.7in  
 037 8.1 x 10.7in 038 8.1 x 10.7in 039 8.1 x 10.7in 040 8.1 x 10.7in 041 8.1 x 10.7in

If there's an error ✖ or warning ⚠, it will show up in the **Notes** panel.

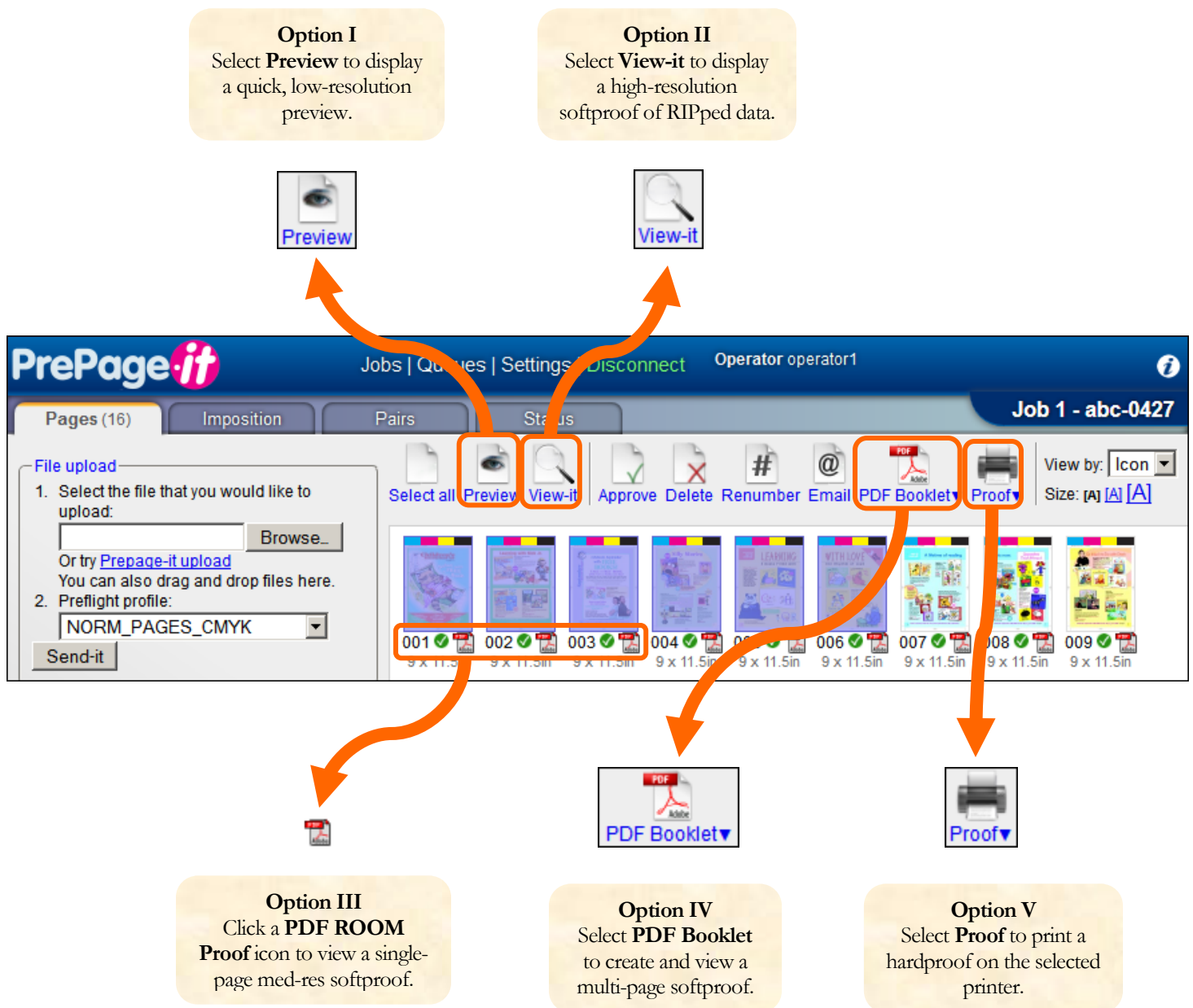
When pages have finished RIPping successfully, a thumbnail preview will appear.

## TIP

If pages that you are expecting do not appear, check the **Queues** window (accessed via **Queues** link) to see their status / progression during the RIPping process.

[Back to summary](#)

9. Softproof/Hardproof RIPped pages, as needed, in any of the following ways:



## TIP

To know more about View-it, watch the View-it 3.0 Overview training video directly from the *Polkadots* web site [http://www.polkadots.ca/support/training\\_videos.php](http://www.polkadots.ca/support/training_videos.php).

**TIP**

Hard proofs of RIPped pages can be generated automatically (for all pages) while the pages are being RIPped by having your workflow configured with the Autoproofing feature.

[Back to summary](#)

## 10. Approve pages.



*This step is important for two reasons:*

- *the user is confirming that the page is OK, which is especially important when pages are submitted by an external supplier*
- *page approval triggers page-pairing (hence pages will never be paired up if they are not approved!)*

**Note**

Page-pairing will actually begin as soon as the following conditions are met: (i) the Page-Pairing Setup has been completed and (ii) all the pages of a flat have been approved.

**Tip**


Manual approval is not required if Auto-approve pages has been activated for this job.

### Create new job

Give a name and an owner for your job. The following character will be filtered: \ / : " < > | ? \* . Setting the owner will make the job visible for users in the upper level of the hierarchy.

Work mode: ☒ Web ☐ Sheet fed

Pub code:

Run date:  

Owner:

☐ Make this job visible for the entire group.

☐ Auto-approve pages for this job.

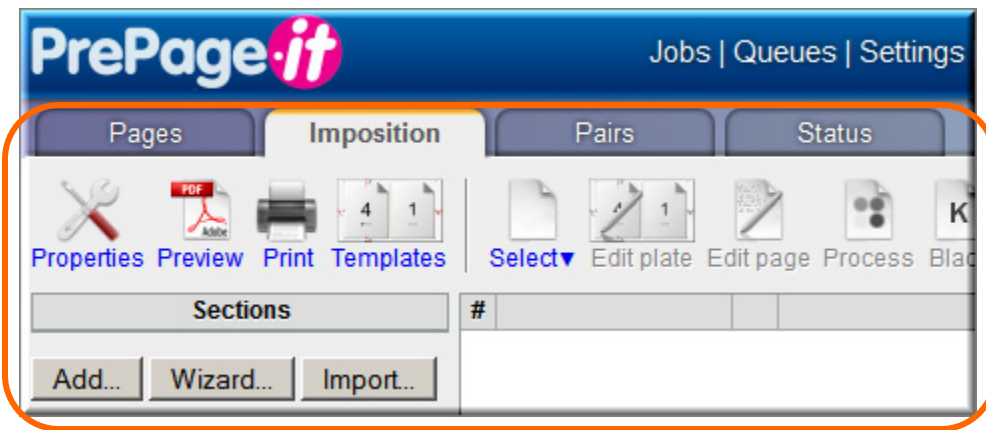
[Back to summary](#)

## Phase II: Page-Pairing Setup

### Important

In some cases, such as in workflows based on Job Definition, the procedure may need to be adapted so that the order of Phase I and Phase II are reversed i.e. the [Page-Pairing Setup](#) (see p.4) may need to be completed before [Submitting Pages](#) (see p.3).

1. To access the page-pairing module, click on the **Imposition** tab from inside the job that you want to pair up.



The **NEWSflo 2013** page-pairing module is an enhanced version of the former **Publication Planner**.

[Back to summary](#)

2. For jobs based on Job Definition: Verify whether any additional planning is required.

*This refers only to jobs where the Job Definition has already been set up (see [Note](#) below).*

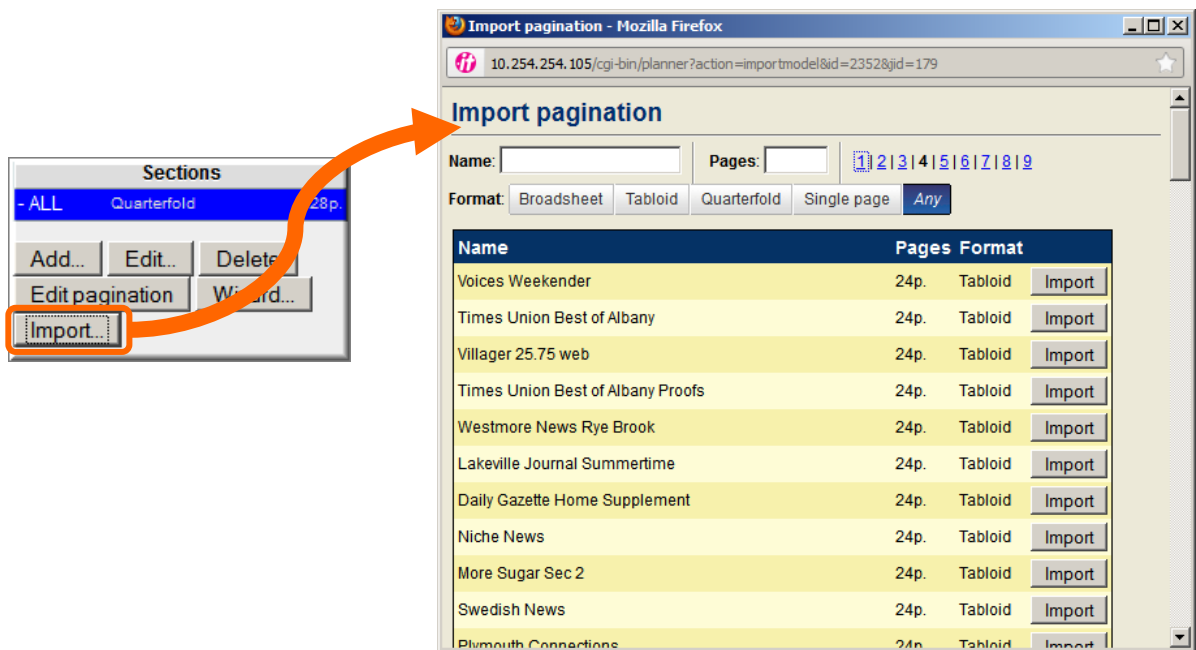
- If any additional setting up is required, then consult the remainder of the steps in this section (i.e. Phase II: Page-Pairing Setup).
- If no further page-pairing setup is required, then you can skip ahead to [Phase III: Monitoring and Output](#) (see p.4 or p.27).

## Note

How to define from scratch the Job Definition for a publication is beyond the scope of this quickstart guide and is not covered here.

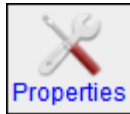
[Back to summary](#)

3. For jobs that you want to base on a pre-defined Pagination from your Library: Click **Import** and select the required **Pagination**. Afterwards, verify whether any additional planning is required:
  - If any additional setting up is needed, then consult the remainder of the steps in this section: Phase II: Page-Pairing Setup.
  - If no further page-pairing setup is required, then you can skip ahead to [Phase III: Monitoring and Output](#) (see p.4 or p.27).



[Back to summary](#)

4. Click the **Properties** icon and specify any publication properties that need to be set.



#### Note

The remaining steps of Phase II (Page-Pairing Setup) are typically required when your publication has not been pre-defined by either Job Definition or by importing a Pagination from your Library.

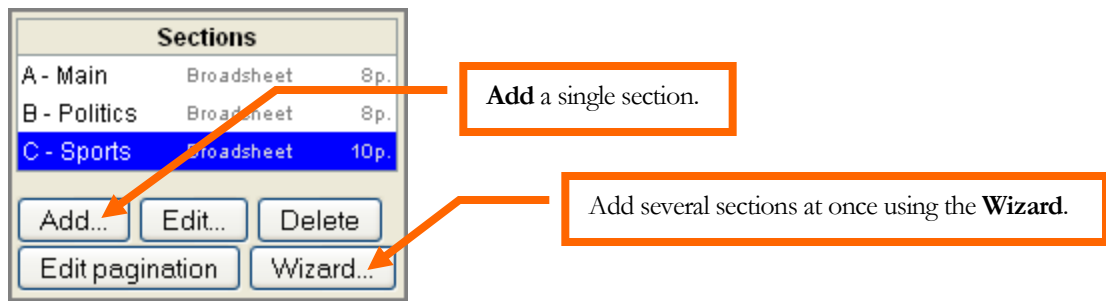
[Back to summary](#)

5. Define the sections of your publication in one of the following two ways:

- one section at a time → click the **Add** button (see [Single Section](#) on p.21)

*OR*

- several/all sections at once → use the **Wizard** (see [Multiple Sections](#) on p.22)



## TIP

For publications which don't actually have separate sections (e.g. A-Main, B-Editorial, C-Fashion, etc.), you must add one section anyway. Then name it whatever you like, e.g. Section1 or Main or All - in this case the section **Name** has no importance and no **Prefix** is required (see figure below).

### **Option 1** → **When adding a Single Section**

Provide all the required information in the **New Section** window, then click the **Create** button.

The 'New Section' window is titled 'http://10.254.254.102/?action=editsection&id=3 - Create section -...'. It contains the following fields and buttons:

- Name:** 'Sports' (Annotated: 'Give the section a **Name**.')
- Prefix:** 'C' (Annotated: 'Provide a section **Prefix** if required.')
- Template:** 'Broadsheet\_28x25 (Broadsheet)' (Annotated: 'Select **Template** e.g. Broadsheet, Tabloid.')
- Pagination model:** 'Standard' (Annotated: 'Front and back')
- Page count:** '10' (Annotated: 'Specify **Page** info.')
- Start page:** '1'
- End page:** '10'
- Web counts:** '3'
- Buttons:** 'Create', 'Create & Edit Layout', 'Cancel'

Additional text in the window: '(Section will require use of dinky)'

Repeat this for each section that you need to add.

**Option II → When adding Multiple Sections**

Specify all the required information in the wizard window (a.k.a. **Edit Publication Sections** window), then click the **Save** button.

**Edit publication sections - Mozilla Firefox**

10.254.254.105/cgi-bin/planner?id=185

## Edit Publication Sections

binding: Saddle stitch

Add, remove or edit section of your publication:

	Start	Pages	Template	Prefix	Info
	1	8	Standard 11.5 x 22.125_23 inch	A	(Broadsheet, back, <a href="#">Saddle</a>
	1	8	Standard 11.5 x 22.125_23 inch	B	(Broadsheet, back, <a href="#">Saddle</a>
	1	10	Standard 11.5 x 22.125_23 inch	C	(Broadsheet, back, <a href="#">Saddle</a>







*Dinkys will be required if number of pages is not a multiple of 4.*

Total: 26 3 sections

Click **Add section** once for each section you want to add.

[Back to summary](#)

- Verify if the page numbering is correct.

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

### Reminder

Page numbers in the **Imposition** tab have to match those in the **Pages** tab. For example, a page numbered 03 in the **Pages** tab will not be paired up if the page is numbered A03 in the **Imposition** tab.

[Back to summary](#)

- If you need to modify the page numbering, switch over to **Customize Mode** (click the **Edit Pagination** button) and use one of the methods shown in the figure below.

*Note: After all the page numbering is correctly specified, switch out of **Customize Mode** by clicking the **Preview Mode** button.*

Sections		
A - Main	Broadsheet	8p.
B - Politics	Broadsheet	8p.
<b>C - Sports</b>	Broadsheet	10p.

### QUICK RENUMBER

- Type the number of the 1<sup>st</sup> page you want to renumber (**Current Prefix**).
- Then click on that page (not directly on the number).
- Finally, continue to click on each subsequent page whose number you want to increment.

### AUTOMATIC REPAGINATION

Select a different pagination model from the **Pagination** dropdown list, then click the **Repaginate** icon.

Front	Back
<div> <div>10</div> <div>1</div> </div> <div>1</div>	<div>2</div> <div>9</div>
<div>8</div> <div>3</div>	<div>4</div> <div>7</div>
<div>6</div> <div> <div> <div>×</div> </div> </div>	<div> <div>×</div> </div> <div>5</div>

### MANUAL REPAGINATION

Click and type a different page number.

### SPECIFY DINKY

Click the small red x to specify the dinky i.e. where no pages will be printed.

### IDENTIFY DINKY

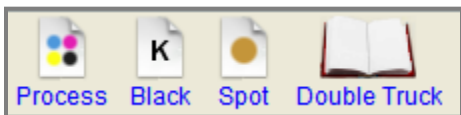
Big red x indicates a dinky has been set i.e. no page will be printed there.

[Back to summary](#)

8. If required in your workflow setup, identify the color space of each page.

*This step is typically required in workflows where you submit all your pages to only one single “drop bucket” (regardless of color space). It is typically not required in publications that have been pre-defined by Job Definition or by importing an existing Pagination from your Library.*

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



[Back to summary](#)

9. Apply any attributes required for specific pages, such as:

- **Double Truck** → Identifying two pages as a center spread.
- **Edit Page** → Specifying a scaling or offset for a page, or linking to a page from another job.
- **Blank** → Identifying a page as being a blank page by clicking the **Show Thumbnail** checkbox and selecting the **Blank** toolbar button.

[Back to summary](#)

10. If a specific color plate needs to be set with a flop, rotation or custom template, select it and click **Edit Plate**.



**Edit Plate**  
Front: 2

Select custom template: Use default section template

Plate flipping: Flip horizontally

Yellow (will be applied on this color only)

☒ Apply selection on front and back plates.

Save Cancel

If this plate will be based on a different template than the rest of the section, specify the **custom template**.

Specify if a plate color needs to be **rotated 180** or **flopped vertically / horizontally**.

*Note: Newer versions of PrePage-it Web also allow you to select a custom Output Queue per plate.*

#### TIP

To get a thumbnail preview of any pages that are ready to be paired up, click the **Show thumbnail** checkbox.

[Back to summary](#)

## Phase III: Monitoring and Output

1. To monitor the page-pairing process, click on the **Pairs** tab and select **View by List**. Here you can view information about the status of each pair.

**Pairs (6)** Status Job 160 - BB-042512

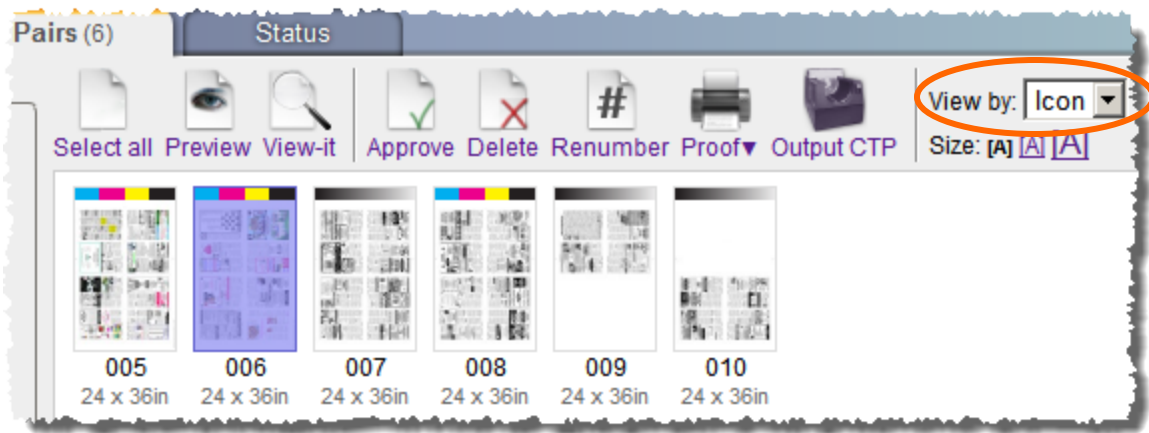
Select all Preview View-it Approve Delete Renummer Proof Output CTP View by: List

Flat	Size	Colors	Queue	BPP	Document	Date	Status
1	36 x 24in	C, M, Y, K	N/A	N/A	N/A	N/A	Waiting for page: 001
2	36 x 24in	C, M, Y, K	N/A	N/A	N/A	N/A	Waiting for page: 010
3	36 x 24in	C, M, Y, K	N/A	N/A	N/A	N/A	Waiting for pages: 011, 014
4	36 x 24in	C, M, Y, K	N/A	N/A	N/A	N/A	Waiting for pages: 012, 013
005	24 x 36in	C, M, Y, K	S_PAIRS_2	1	5-BB-042512_Front_Color.ps	Feb 23, 2012 16:43:05	Up to date
006	24 x 36in	C, M, Y, K	S_PAIRS_2	1	6-BB-042512_Back_Color.ps	Feb 23, 2012 16:44:48	Up to date
007	24 x 36in	C, M, Y, K	S_PAIRS_2	1	7-BB-042512_Front_Mono.ps	Feb 23, 2012 14:44:12	Not up to date: <a href="#">resubmit</a>
008	24 x 36in	C, M, Y, K	S_PAIRS_2	1	8-BB-042512_Back_Color.ps	Feb 23, 2012 14:45:06	Not up to date: <a href="#">resubmit</a>
009	24 x 36in	C, M, Y, K	S_PAIRS_2	1	9-BB-042512_Front_Mono.ps	Feb 23, 2012 14:46:16	Not up to date: <a href="#">resubmit</a>
010	24 x 36in	C, M, Y, K	S_PAIRS_2	1	10-BB-042512_Back_Mono.ps	Feb 23, 2012 14:40:01	Not up to date: <a href="#">resubmit</a>

- ⊖ Waiting for pages: 012, 013      ⇐ Flat not done, still waiting for some pages.
- ✔ Up to date      ⇐ Flat completed and up to date.
- ✖ Not up to date: [resubmit](#)      ⇐ Flat is no longer up to date, something has changed (e.g. modified page, modified template, etc.)

[Back to summary](#)

2. To view a thumbnail of completed pairs, select **View by Icon**.



[Back to summary](#)

3. Softproof/Hardproof RIPped pairs, as needed, just like you did with RIPped pages. Please refer to Phase I Step [9](#) (on p.[14](#)) for details about softproofing/hardproofing.

[Back to summary](#)

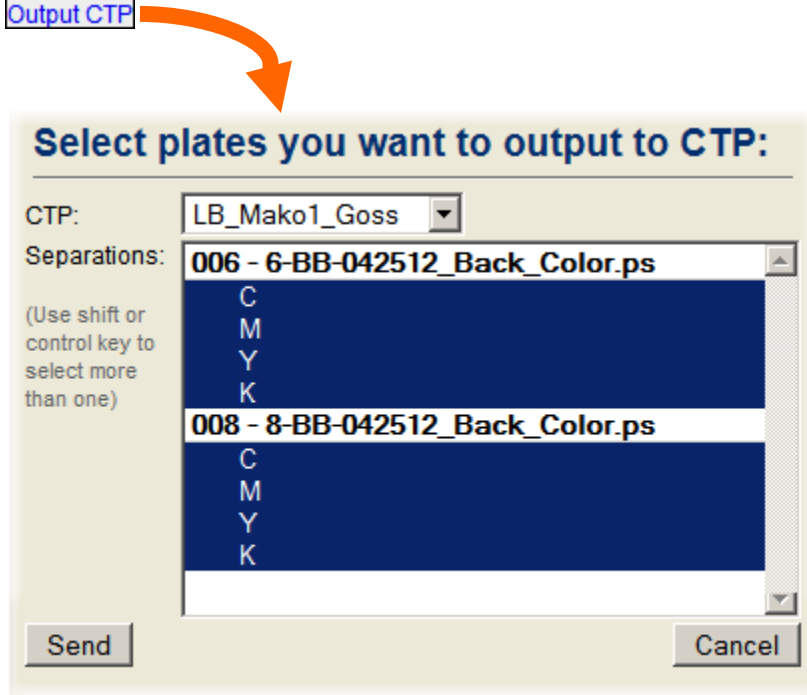
4. Approve pairs, if required by your setup.



*In many workflows pair approval is not required, but it may optionally be used for reference or display purposes. However in some custom configurations, pair approval is required to set off another (automated) process.*

[Back to summary](#)

5. To make plates, select one or more completed pairs and click **Output CTP**.



### TIP

To select multiple pairs / colors → press **SHIFT+click** (Mac/PC), **CTRL+click** (PC) or **Command+click** (Mac).

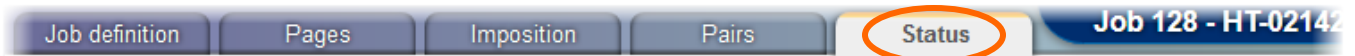
### TIP

When in **View by List** mode, the **Colors** column will display the number of times each color plate has been output to CTP.

Flat ▲	Size	Colors	Queue
✓ 001	24 x 36in	1 1 2	S_PAIRS_2
✓ 002	24 x 36in	1 1 1	S_PAIRS_2
✓ 003	24 x 36in	1 1 1 1	S_PAIRS_2

## TIP

To view more detailed status information about a job, internal Operators can go to the **Status** window and track individual events that occurred in the **Upload History** and **Operation History**.



## Upload history

File	Date submitted	Author	Queue	Status
K0110_p30-31_!30!.pdf	Feb 16, 2012 10:21:14	Administrator	PAGES_BLACK	Processed.
K0110_p30-31_!31!.pdf	Feb 16, 2012 10:20:58	Administrator	PAGES_CMYK	Processed.
K0110_p28-29_!29!.pdf	Feb 16, 2012 10:20:46	Administrator	PAGES_BLACK	Processed.
KR0110p01_32_!32!.pdf	Feb 16, 2012 10:20:21	Administrator	PAGES_CMYK	Processed.
KR0110p02-03_!2!.pdf	Feb 15, 2012 13:46:20	Administrator	PAGES_CMYK	Processed.
KR0110p01_32_!1!.pdf	Feb 15, 2012 13:46:02	Administrator	PAGES_CMYK	Processed.
KR0110p02-03_!2!.pdf	Feb 15, 2012 12:16:13	Administrator	PAGES_BLACK	Processed, all pages deleted
K0110_p30-31_!31!.pdf	Feb 15, 2012 12:16:07	Administrator	PAGES_BLACK	Processed, all pages deleted
KR0110p01_32_!32!.pdf	Feb 15, 2012 12:15:51	Administrator	PAGES_CMYK	Processed, all pages deleted
KR0110p01_32_!1!.pdf	Feb 15, 2012 12:14:09	Administrator	PAGES_CMYK	Processed, all pages deleted

## Operation history

Action	Author	Date ▲	Comment
Job archived	Administrator	2012-03-16 01:02:26	
Pagination altered	Administrator	2012-02-15 14:27:13	
Pagination altered	Administrator	2012-02-15 13:04:44	
Pagination altered	Administrator	2012-02-15 13:01:24	
Pagination altered	Administrator	2012-02-15 12:41:43	
Pagination altered	Administrator	2012-02-15 12:34:11	
Pagination approved	Administrator	2012-02-15 11:56:14	

[Back to summary](#)



**Polkadots Software Inc.**

2501 Dollard  
Montreal, Qc, H8N 1S2, Canada  
Phone (514) 595-6866  
Fax (514) 595-6012  
<http://www.polkadots.ca/>