
POLKADOTS SOFTWARE

Send-it v4.0 for NEWSflo – External Suppliers Handbook

How external suppliers work with Send-it for NEWSflo

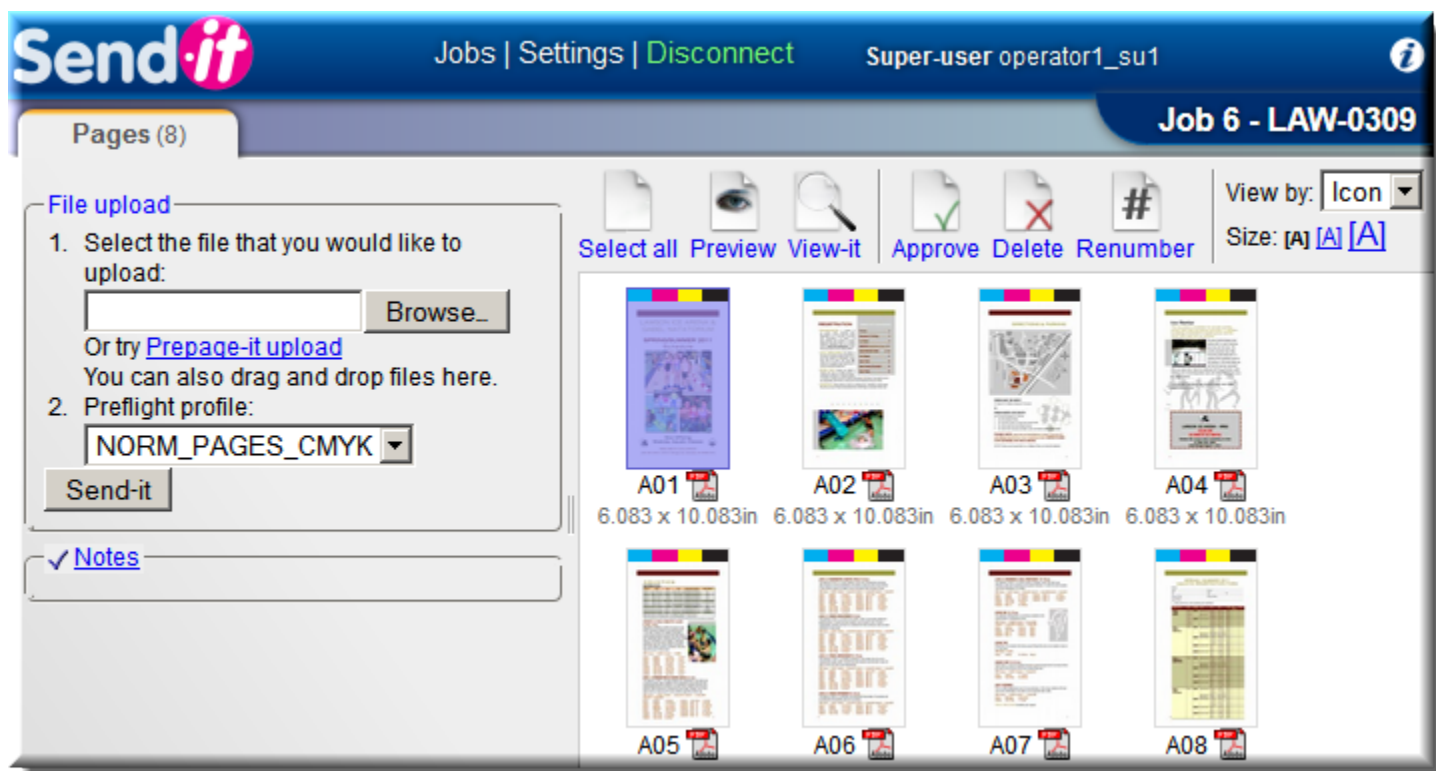


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Introduction

This handbook is targeted specifically for Send-it 4.0 users, i.e., external customers / suppliers who must submit pages directly to their printer company's RIP in order to be preflighted and rasterized, consequently enabling them to directly softproof the RIPped pages and if OK, to approve them.

Effective use of this guide

Go directly to the chapter(s) pertaining to you:

- **Chapter 1** – [QuickStart Procedure](#) (p.6) will get you up and running. It outlines the basic Send-it procedure, and for some users this may be all they need to get started with the software.
- **Chapter 2** – [Basic Facts](#) (p.19) provides more detailed explanations about how to use certain aspects of the software, including:
 - [Creating a new job](#) (p.28)
 - [Softproofing Tools](#) (p.33)
 - [Send-it Login Accounts](#) (p.40)
 - [Files that error out](#) (p.45)
- **Chapter 3** – [Job Definition workflow](#) (p.53) only applies to customers whose Send-it workflow has been configured to work in Job Definition mode rather than Standard mode.

Introduction to Send-it

What is Send-it?

Send-it is a software module within the Polkadots workflow (NEWSflo or PLATEflo bundle) which is designed for remote job submission, e-proofing and job approval. It gives external customers or suppliers the ability to submit files directly to their printer's RIP for preflighting and RIPping. It also allows them to remotely softproof their rasterized "post-RIP" pages and to consequently approve or reject them.

Once pages have been approved by external customers, they are paired up and made into plates at the printing company running the NEWSflo / PLATEflo software. Note that all jobs submitted by external suppliers via Send-it will be visible to internal operators (i.e. the company with plates & printing press). Therefore they will also be able to softproof them, if they wish, before plating and outputting the jobs.

What can you (i.e. external customer / supplier) do with Send-it?

- create a **New** job
- submit job pages to be preflighted and RIPped
- see **Job List** of your RIPped jobs
- view softproofs: low-res **Previews**, med-res **PDF** softproofs (optional) or **View-it** hi-res softproofs
- approve/reject pages
- write and read annotation comments in a **View-it** softproof
- more (depending on user account permissions)

Software version

The *Send-it 4.0 for NEWSflo – External Suppliers Handbook* is based on the NEWSflo 2013 version from April 2013.

Chapter 1 -

QuickStart Procedure

This chapter outlines the procedure for submitting pages to Send-it in order to be preflighted, RIPped and proofed.

This procedure can be viewed in short or long form:

[Procedure Summary – AT ONE QUICK GLANCE](#) (see p.7)

...outlines the basic procedure

[Procedure Details – STEP-BY-STEP ILLUSTRATED](#) (starting on p.8)

...illustrates how to perform each step.

Tip

Click one of the steps/links in the Procedure Summary to see a detailed explanation of that point only.

Important

The procedure described in this handbook is provided as a basic guideline for new users, showing a typical procedure – *the exact order and steps to be followed for a particular workflow may vary. Please consult your printer to know if they have any specific instructions regarding how to upload pages to their workflow.*

Procedure Summary – *AT ONE QUICK GLANCE*

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

- [1. Make sure pages are named correctly.](#)
- [2. Log in to your Send-it user account.](#)
- [3. If required, create a new job.](#)
- [4. **For Job Definition workflows:** only if required, configure the job definition.](#)
- [5. Upload/Submit pages to Send-it.](#)
- [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 RIPped pages.](#)
- [10. Approve pages.](#)

Note

Some external users have access to the **Pairs** tab, allowing them to view and softproof paired up pages. This topic is not explicitly covered in this handbook, however working in the **Pairs** tab (e.g. softproofing, approving) is very similar to working in the **Pages** tab.

Procedure Details – *STEP-BY-STEP ILLUSTRATED*

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

ABOUT FILENAMING CONVENTIONS:

A NEWSflo 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)

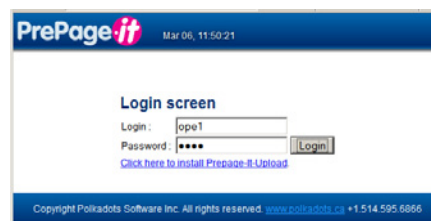
Examples of filenaming conventions:

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](#)

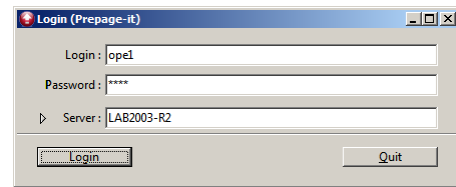
2. Log in to your Send-it user account from:

- **Send-it Login screen**



OR

● **PrePage-it Upload Login** dialog box



[Back to summary](#)

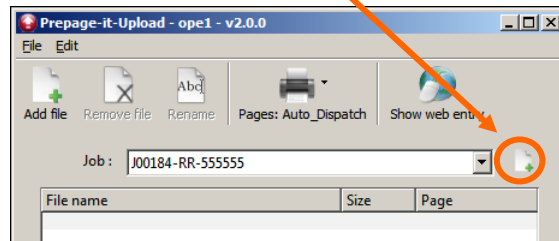
3. If required, create a new job via either Send-it or PrePage-it Upload.

● **Send-it**



OR

● **PrePage-it Upload**



Note

When using PrePage-it Upload, a new job will be created with the default settings. In order to custom configure the properties of a new job, you must create it within the Send-it software, as illustrated in the section [Creating a new job](#) on p.28.

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4. For Job Definition workflows: only if required, 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. When a job is produced in Job Definition mode, more commonly the job definition will be configured for you by your printer (i.e. the company who owns the Send-it software). However in some cases, the workflow environment will be set up such that it is you (the "external user") who will have to configure the

job definition. When this is the case, your printer company will provide you with the necessary details regarding how to configure the job definition.

Note

An overview of this topic, including how to configure the job definition, can be found in Chapter 3 – [Job Definition workflow](#), starting on p.53.

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5. Upload/Submit pages to Send-it in one of the following ways:

OPTION 1 → Send-it interface

Send.it

Pages Pairs

File upload

1. Select the file that you would like to upload:

Browse...

Or try [Prepage-it upload](#)

You can also drag and drop files here.

2. Preflight profile:

NORM_PAGES_CMYK

Send-it

b

a

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

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

Send.it

Pages Pairs

File upload

Name	Size
✕ B0110N_p10_11_10.pdf	2.59Mb
✕ B0110N_p04_05_5.pdf	5.64Mb
✕ B0110N_p06_07_6.pdf	1.53Mb
✕ B0110N_p08_09_8.pdf	2.36Mb

NORM_PAGES_CMYK

Send-it

c

d

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

Click the **Send-it** button.

Note

Selecting a queue (**Preflight profile**) is not required 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

Annotations:

- a**: Select the job where you want to upload pages.
- b**: Select the queue (**Preflight profile**) that will preflight and RIP your pages.
- c**: Drag and drop your pages here.
- d**: 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 directly from the [Polkadots web site](#).

TIPS FOR CREATING AND SUBMITTING MULTIPLE-PAGE FILES VIA SEND-IT:

Note: Only applicable if multi-page files are accepted by your printer.

Single-page files : The typical method for submitting pages via Send-it 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 multiple-page files via Send-it from applications such as Quark/InDesign:

-  in Quark/InDesign, create files where the page numbers are consecutive i.e. do not create an 8-page file with page numbers 1-4 and 25-28 – break it up into 2 files containing pages 1-4 (1st file) and pages 25-28 (2nd file)
-  put 1st page number of the file somewhere in the filename, e.g. REP-0930-17 for an 8-page file containing pages 17-24
-  in Quark/InDesign, 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 setup with multiple Polkadots RIPping queues:* 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

Note

If your printer's workflow is configured with a different method for submitting / uploading your pages (for example, printing from a Mac or PC application using a Polkadots Printer), then they will provide you with the specific instructions on how to do it.

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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

Solution: **Rename** files so that the page number is recognized:
HT-0305-15.pdf
HT-0305-06.pdf

Error message: Pages not recognized (due to incorrect filenaming).

Problem: Filenames do not match filenaming convention.

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

Example II: Send-it

Error: Page not recognized (due to incorrect filenaming). Click the [rename](#) link to correct the filename to: HT-0305-16.pdf

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

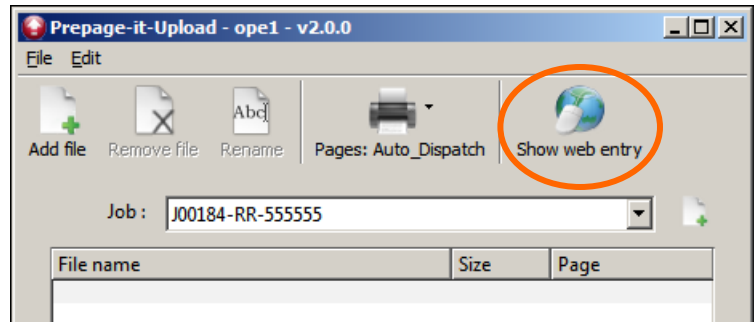
More examples of errors / solutions are illustrated in the section [Errors in Job Definition and Standard workflows](#), starting on p.46.

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- 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 Send-it:

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



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8. View progression of page-RIPping:

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

Job definition **Pages (72)**

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

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.

Page thumbnails: 019, 020, 021, 022, 023, 028, 029, 030, 031, 032, 037, 038, 039, 040, 041. Each thumbnail is labeled with its page number and dimensions (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.

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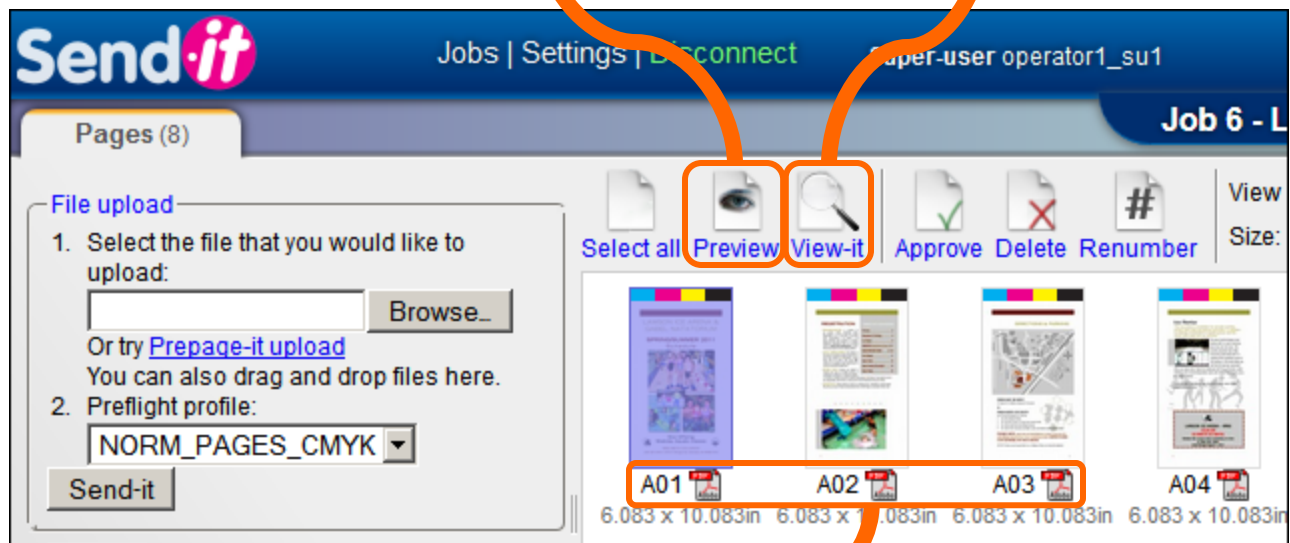
9. Softproof RIPped pages, as needed, in one of the following ways:

Option I

Select **Preview** to display a quick, low-resolution preview.

**Option II**

Select **View-it** to display a high-resolution softproof of RIPped data.

**Option III**

Click a **PDF ROOM** Proof icon to view a single-page med-res softproof.

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.

Note

More general information about softproofing can be found in the section [Softproofing Tools](#) on p.33.

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10. Approve pages.



This step is important because you are confirming to your printer that the page is OK - hence they now know that they can go ahead and plate/output this part of your job.

It also serves as a visual reminder for other users working on the same job that the page is OK.

TIP


Manual approval is not required if Auto-approve pages has been activated for a 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 ones 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.

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Chapter 2 - Basic Facts

This chapter serves as a reference, providing more detailed explanations about specific Send-it features.

Tip

To get up and running, go to Chapter 1- [QuickStart Procedure](#), starting on p.6.

Tip

No installation is required to use Send-it. If you need to use the PrePage-it Upload application, then follow the simple instructions outlined in the section [Installing PrePage-it Upload](#), starting on p.25.

Launching & viewing the Client interface

Web browsers

Send-it Clients can be opened on any Mac or PC workstation using a variety of web browsers, such as:

- Firefox (Mac or PC)
- Safari (Mac)
- Internet Explorer (PC)

Tip

If portions of the Send-it interface are missing, displayed incorrectly or not working properly, you may consider trying a different web browser (e.g. Firefox). For other alternatives, please consult the section [Basic Troubleshooting & Tips](#) on p.50.

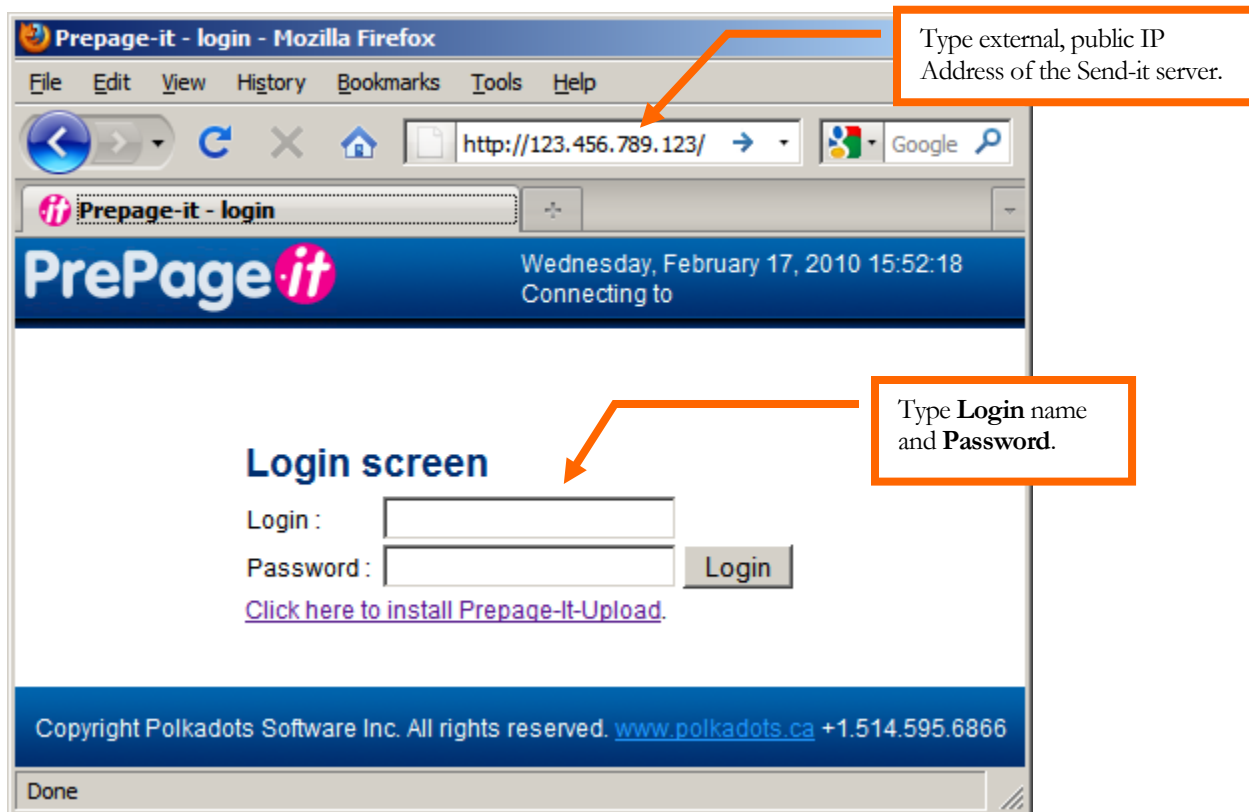
IP address

Use the external, public IP address of the Send-it Server *as provided by your printer* →

Example 1: <http://66.154.137.26/> (without port number)

Example 2: <http://66.154.137.26:90/> (with port number)

Then log in with the Login name and Password provided by your printer.



External customers/suppliers log on to Send-it with Super-User or User accounts. See [Send-it Login Accounts](#) on p.40 for more information about this topic.

Tip

Bookmark the Login page as the home page of your web browser for quick access.

Job List window (main interface)

The screenshot shows the 'Send.it' Job List window. The interface includes a top navigation bar with 'Jobs' and 'Settings' tabs, and a 'Super-user Odyssey' header. Below the navigation bar is a 'Job List' table with columns: ID, Name, Info, Owner, Created, and Status. The table contains four rows of job data. Annotations with orange arrows point to specific elements:

- An arrow points from the 'Jobs' tab to a box: 'Display **Job List** and manage jobs.'
- An arrow points from the 'Settings' tab to a box: 'Configure **Settings**: manage User accounts.'
- An arrow points from the 'New' button to a box: 'Create a **New** job.'
- An arrow points from the 'Flush.' link in the Status column to a box: 'Flush (i.e. delete) a job.'
- An arrow points from the 'Duplicate' icon in the Name column to a box: 'Duplicate job'.
- An arrow points from the 'Edit' icon in the Name column to a box: 'Edit job (main properties)'.
- An arrow points from a job name link to a box: 'Click a **jobname** link to work on a job or to view job details.'

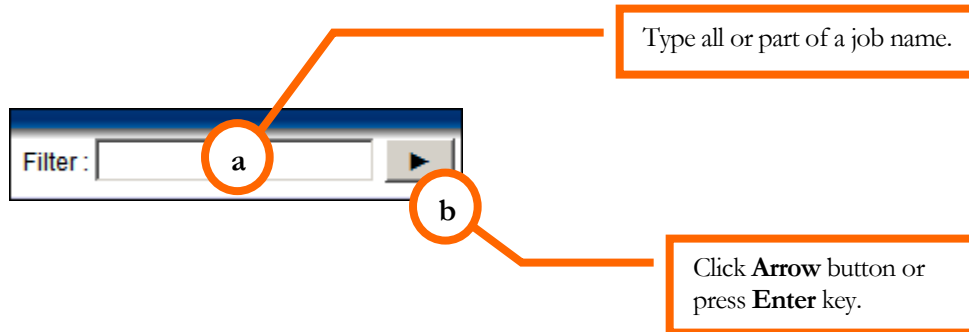
ID	Name	Info	Owner	Created	Status
175	79p., 4 colors (79p. ✓)	Odyssey	2012-11-12 12:59:02	Flush.	
168	79p., 4 colors (79p. ✓)	Odyssey	2012-11-28 11:04:37	Flush.	
167	79p., 4 colors (79p. ✓)	Odyssey	2012-11-27 16:05:04	Flush.	
165	79p., 4 colors (79p. ✓)	Odyssey	2012-11-27 15:59:55	Flush.	

Tip

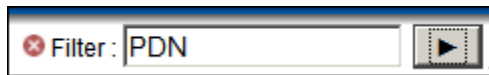
Click any column heading (e.g. **ID**, **Name**, **Owner**, **Created**) to change sort order. To alternate between ascending and descending order, click the same column again.


Job Filter

The Job Filter helps you to find a job quickly when your **Job List** has become too long to scan through visually by eyesight.



This will filter the **Job List** down to only those jobs containing the specified filter characters. The filter characters don't have to be at the beginning of the job name, they can be anywhere in the name.



To return to the full job list: click the icon  *or* empty the **Filter** box and press **Enter/Arrow** key.

Job window

The screenshot shows the 'Send-it' Job window for 'Job 85'. The interface includes a top navigation bar with 'Jobs | Settings | Disconnect' and 'Super-user su1'. Below this are three tabs: 'Job definition', 'Pages (6)', and 'Pairs'. The 'Pages (6)' tab is active, displaying a grid of page thumbnails labeled A001 through A006, each with a status icon (green checkmark or red X) and dimensions (11.5 x 22.2in). On the left, a 'File upload' panel is visible, and a 'Notes' panel shows a warning for pages A003, A004, and A006. Callout boxes provide details for each tab:

- Job Definition:** If this tab is visible, you may need to configure and approve the Job Definition.
- Pages:**
 - ☐ Upload/Submit
 - ☐ Softproof
 - ☐ Approve/Reject
- View By:**
 - ☐ Icon
 - ☐ List

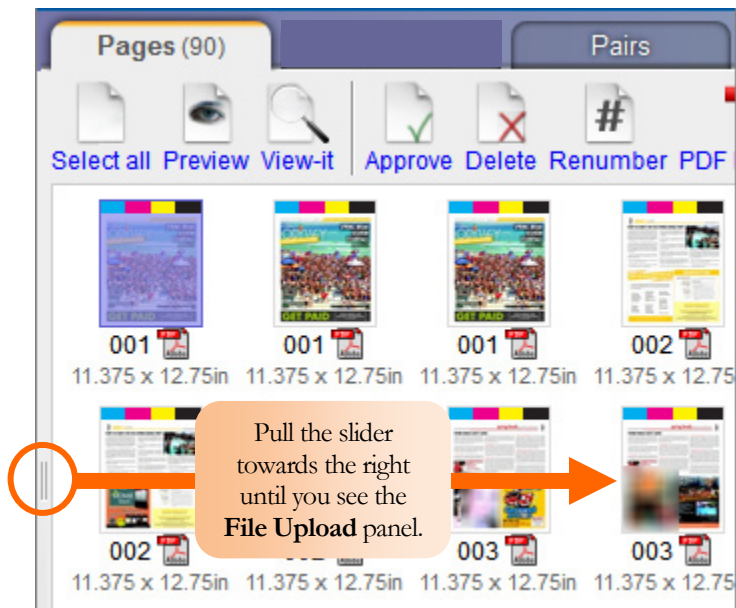
See [View modes](#) below.

Clicking a jobname link opens a job so you can view the job details or work on a job. A job window contains all aspects of the job:

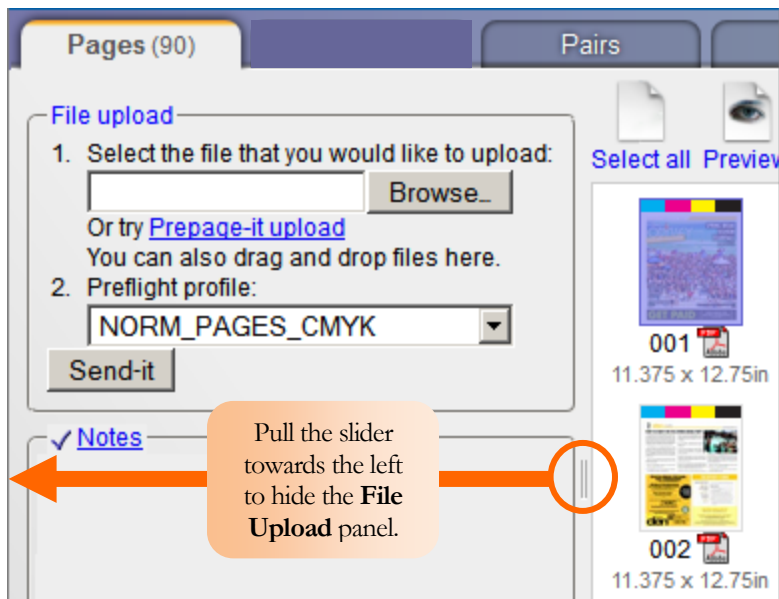
- **Pages** → everyone has access to this part of the job, where you work with single pages
- **Job Definition** (*optional*) → only authorized users can access this part of the job, and only for jobs configured to work in Job Definition mode
Note: Your printer will let you know if you need to specify anything regarding the job definition (e.g. the type of pages users will be expected to submit for this job).
- **Pairs** (*optional*) → in exceptional cases, authorized users can access this part of the job in order to monitor & softproof page-pairs

Show/Hide the File Upload & Notes panel

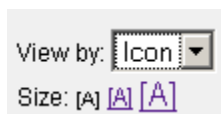
If you do not see the **File Upload & Notes** panel in either the **Pages** (or **Pairs**) tab, it may be hidden. To display it, pull the slider towards the right until you see the **File Upload** panel.



To hide it, pull the slider towards the left.



View modes



The pages within a job can be viewed in one of the two following modes:





- **View by Icon**

- **View by List**

These viewing modes can be selected in the **View By** dropdown menu (shown above) from the **Pages** tab.

View by Icon shows the thumbnails of pages. The size of a thumbnail can be changed to one of three different sizes by clicking one of the **Size:[A]** links.

View by List displays information about pages without showing any thumbnail. Information includes **Size** (document height/width), **Colors**, **Document** (original filename) and **Date**.

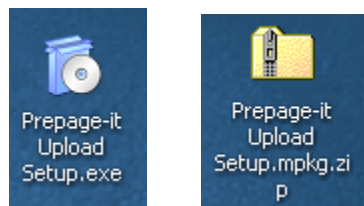
Page ▲	Size	Colors	Queue	BPP	Document	Date
001 ✓	10.75 x 16.5in		NORM_PAGES_CMYK	8	twoh_081125_16a001.pdf	May 08, 2012 16:08:31
002 ✓	10.75 x 16.5in		NORM_PAGES_CMYK	8	twoh_081125_16a002.pdf	May 08, 2012 15:19:48
003	10.75 x 16.5in		NORM_PAGES_CMYK	8	twoh_081125_16a003.pdf	May 08, 2012 15:20:21
004	10.75 x 16.5in		NORM_PAGES_CMYK	8	twoh_081125_16a004.pdf	May 08, 2012 16:10:25

Tip

In **View by List** mode, the page list can be sorted by clicking on any column heading (**Page**, **Size**, **Document**, etc.).

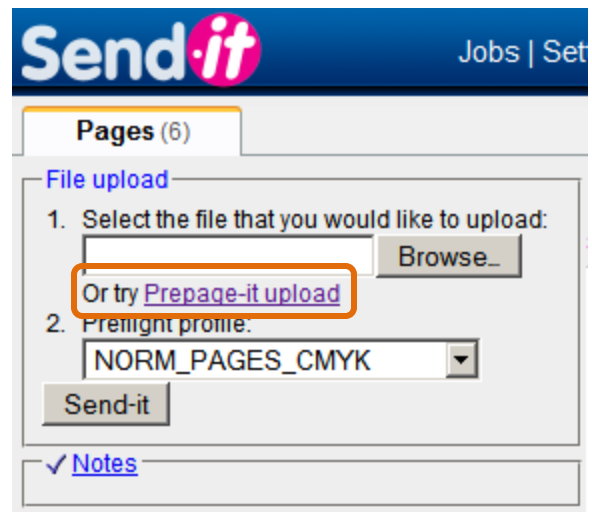
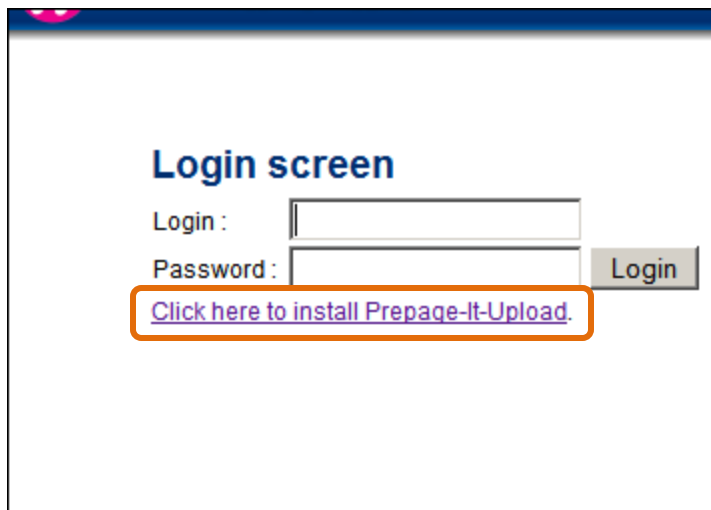
Installing PrePage-it Upload

Any user who plans to upload their pages with the PrePage-it Upload utility must first install it on their workstation. The installer, called PrePage-it Upload Setup, comes in two versions: one for Mac (zip) and one for PC (exe).



These installers can be downloaded from the:

- Send-it **Login screen** → by clicking the link **Click here to install Prepage-it Upload**
- OR*
- Send-it **File Upload** panel → by clicking the link **Or try Prepage-it Upload**



To install:

1. Launch the PrePage-it Upload Setup and follow the instructions provided.

Warning

When PrePage-it Upload is installed on a Mac OS X 10.5, a security feature prevents the PrePage-it Printer from being created. Therefore this security feature must be disabled in the Mac OS X **System Preferences** before running the PrePage-it Upload Setup. A detailed account of this topic can be found in the tech note *PrePage-it Upload & Mac OS 10.5*.

2. When prompted with the following window, you should provide the Send-it **Host** information i.e. the IP address or URL of the server machine.

Prepage-it Upload Setup
Enter information about Prepage-it-Web configuration

Prepage-it-Web
Host: 192.168.0.1
Port: 80
Service
Printer: 65515

Specify **Host** information of Send-it server. This is the server's external/public IP address, which must be provided to you by your printer company (i.e. the one who owns the Send-it software).

Keep default settings for **Port** and **Printer** unless the Send-it server has a custom port (other than 80).

Tip

If you are an “external” Send-it user, then the **Host** information must be the external, public IP address or URL of the Send-it server machine, as provided to you by your printer company (i.e. the one who owns the Send-it software).

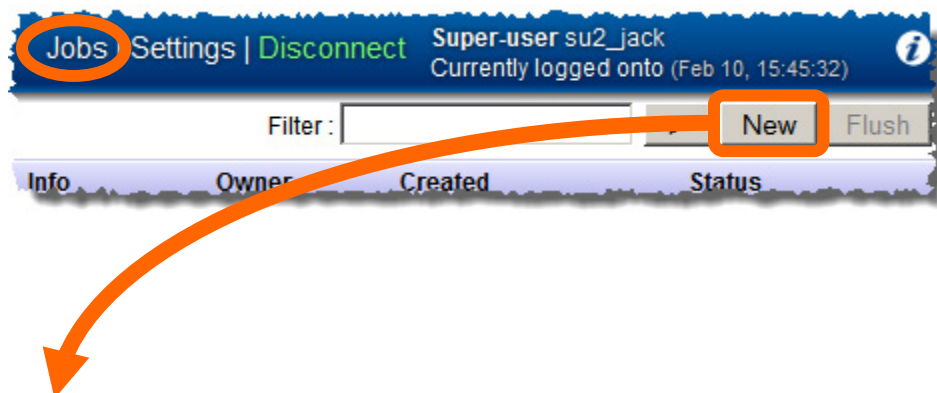
3. The **Port** and **Printer Service** settings can usually be left at their defaults. If you need to change them, you may do so at this point. Note that if the port used by the Send-it server is different from the default port 80, then it is important to specify the correct **Port** setting here.

After a successful installation, you will see the **PrePage-it Upload** application (on the Windows **Desktop** or the Mac **Applications** folder).



Creating a new job

Click the **New** button in the **Jobs** window to create a new job.




This opens the **Create New Job** dialog box, as shown in the figure below.

Create new job

Give a name and an owner for your job. The following character will be automatically filtered: \/: " < > | ? * . Setting the owner will make the job visible for this user and the ones in the upper level of the hierarchy. Also, when a document has been submitted to the job its name **cannot** be changed anymore.

Work mode: ☒ Web ☐ Sheetfed

Pub code:

Run date: 

Page prefix:

Options: ☐ Auto-approve ☐ Zones

Select **Work Mode** = **Web** (newspapers) or **Sheetfed** (commercial).

For **Web** jobs (newspapers):

- specify a **Pub Code**

The **Pub Code** is a pre-established abbreviation of the publication name.

E.g. Pub Name ⇒ Sun Journal Daily
Pub Code ⇒ SJD

For **Sheetfed** (commercial) jobs:

- specify a **Job Name**

Click the **Calendar** icon and select a **Run Date**. This is the date of the issue / edition you are producing (only applies to **Web** jobs i.e. newspapers).

If required, activate **Auto-approve** pages.

If this job will contain zones, then activate **Zones**.

Zones are used when you need to produce a multiple-version publication (e.g. a different newspaper version for each region or market).

When **Zones** have been activated, you must also specify:

- **Main Zone** e.g. the main version of the newspaper
- **Zone Offset** (optional): Set where in the filename to look for a zone code which identifies the zone (only required if different from default).

If required, consult your printer company for more information about Zones.

Select a **Page Prefix** option:

- **Do not use**
- **Discover for pages** will look for a page number in the filename
- **Discover and enable job def** will look for a page number in the filename and activate Job Definition mode for this job

Tip: An overview of Job Definition can be found in Chapter 3 - [Job Definition workflow](#), starting on p.53.

The new job will be listed in the **Job List**.


ID	Name	Info	Owner	Created
34	Daily News 0318		su2_jack	2011-02-10 15:43:15
33	ABC	8p., 4 colors	su2_jack	2011-02-10 13:02:02

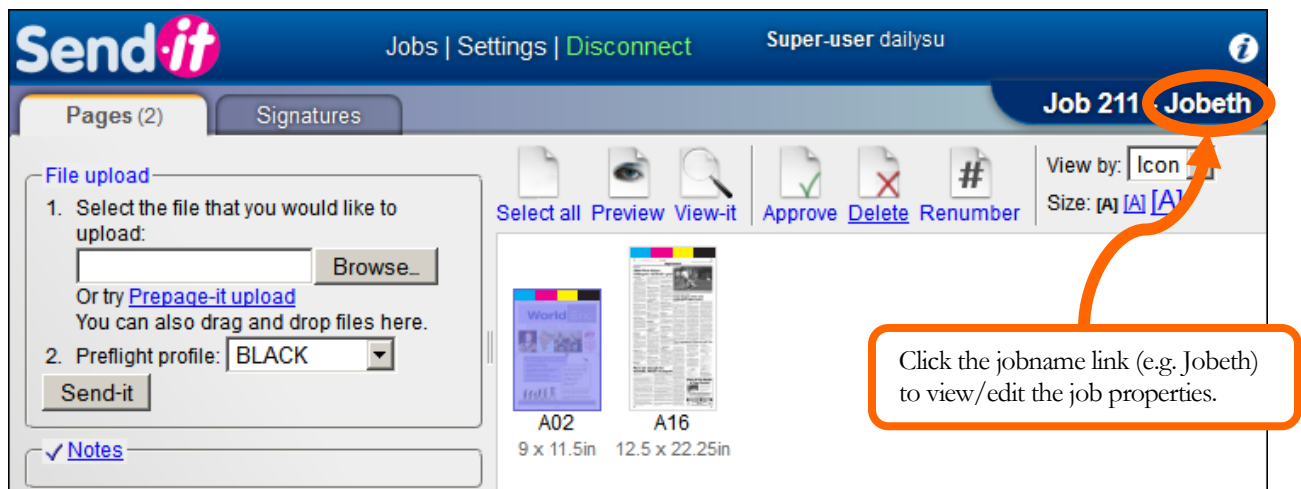
Editing Job properties

After a job has been created and its properties have been configured, some properties can later be modified or edited from the **Modify Job** dialog box.

As the job properties here are essentially the same as when you create a new job, you can refer to the illustration on p.29 ([Creating a new job](#)) to see descriptions of these options.

To access the **Modify Job** dialog box:

- click the **Edit Job** properties icon  in the [Job List window \(main interface\)](#) (refer to the figure on p.21)
- OR*
- click the **Edit Job** properties link located on the top right-hand side of any job window



Queues (Preflight profiles)

Queues determine how pages are preflighted and RIPped after they're uploaded. The user who submits the pages also selects the queue in which they will be processed.

Note

Jobs configured to work in Job Definition mode do not require you to select any queues. When pages are submitted to be processed in a Job Definition workflow, the software automatically determines which queue the pages will be sent to. Therefore you will not be able to choose a **Preflight Profile** – this option will not be available (it will be hidden from view).

Send-it lists two types of queues: **Pages (Normalize)** and **Upload Only**. These are explained next.

Pages (Normalize) queues / Preflight Profiles

NORM_PAGES_CMYK
 NORM_PAGES_K
NORM_PAGES_SPOT

These queues, also known as **Preflight Profiles**, preflight and process single-pages, RIPping them into rasterized, contone pages. As a result, all pages are “normalized” into a uniform, standard file type.

Typically, pages are processed through one of the following queues (although your setup may include differently-named or additional queues):

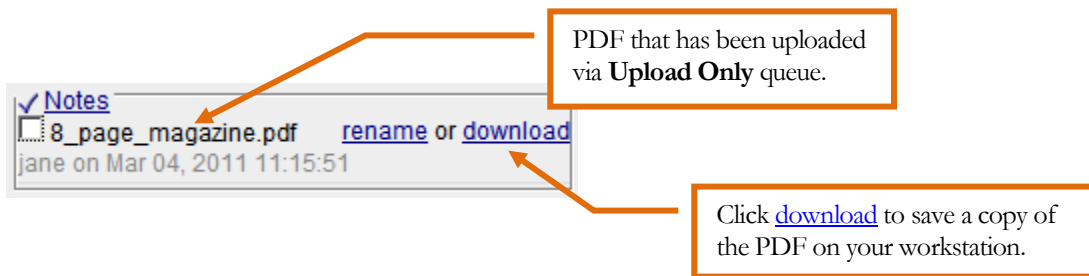
- NORM_PAGES_CMYK → forces a page to CMYK (4 plates max.)
- NORM_PAGES_K → forces a page to the black plate (1 plate max.)

- NORM_PAGES_SPOT → preserves all plate colors (process + spots) in a page

Upload Only



Upload Only is not really a queue per se since it does not RIP or process files. Rather, it provides a way of exchanging files between you (i.e. external users) and your printer company (who purchased the Send-it software). Similar to an FTP Client, it can be used to upload and download any type of file. This means not only PS or PDF jobs, but also source files that cannot be sent directly to a RIP e.g. native Quark/InDesign files or text files.

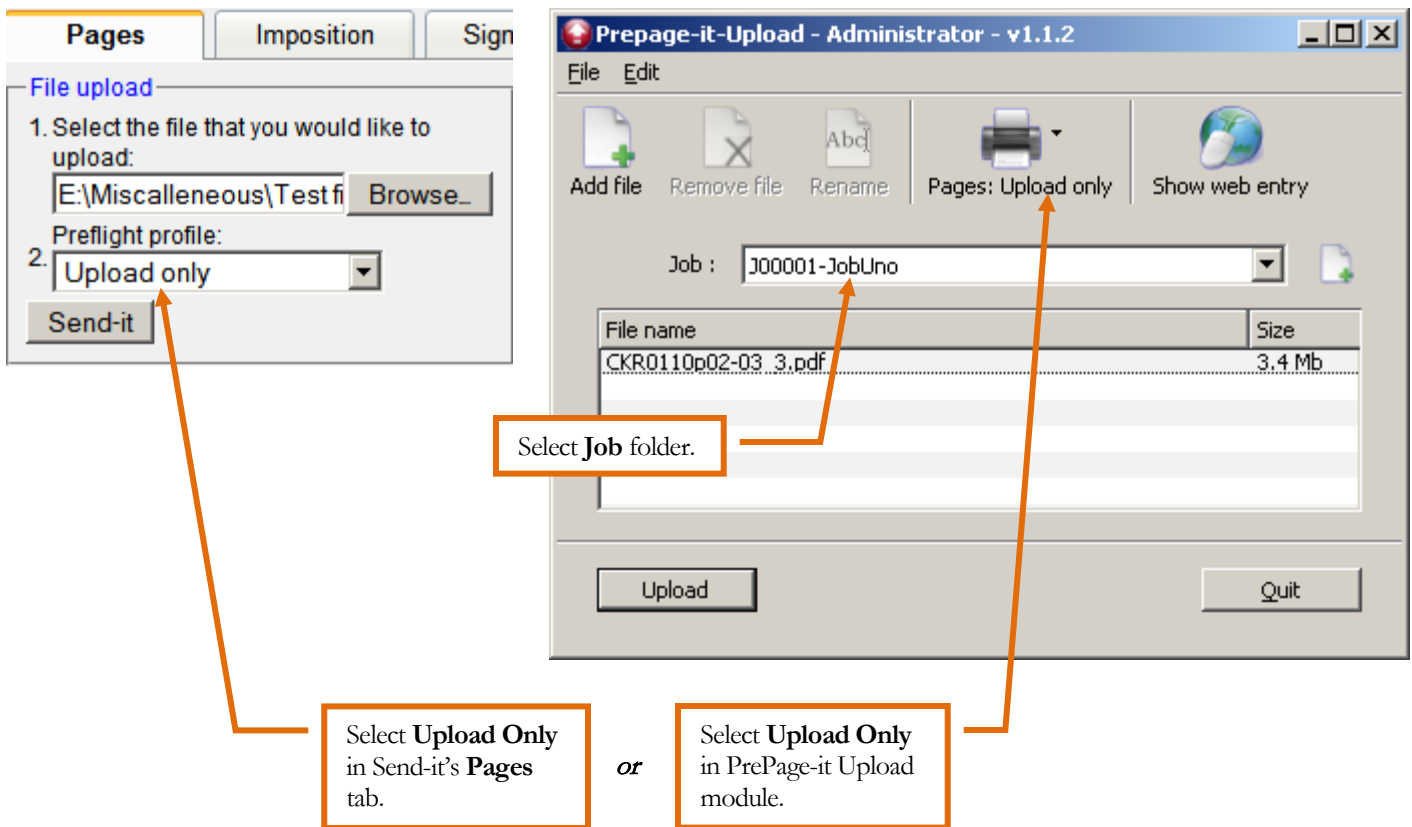


When a job is submitted to the **Upload Only** queue, it will appear in the **Notes** panel of the **Pages** tab (see figure above). Once it is listed in the **Notes** panel of a job, any user who has access to that particular job can download a copy of the file to their workstation.

- clicking [download](#) allows you to save the file on your hard disk
- the file will remain in the **Notes** panel until it is deleted by putting a checkmark next to the file and then clicking the [Delete](#) link



If a file is submitted with PrePage-it Upload, both the queue **Pages:Upload Only** as well as the **Job** folder must be specified.



Softproofing Tools

The [Softproofing Figure](#) shown in Step 9 of the Procedure Details (see p.17) shows an illustrated figure of the softproofing tools described in this section.

Tip

You can softproof multiple pages by first selecting several pages simultaneously (as described in the section [Selection of pages](#) on p.35) and then clicking a softproofing tool.

View-it Hi-Res softproof



View-it is a high-resolution softproof of the RIPped data, showing the actual rasterized pages as they will be printed on the plate. The proof is shown in a web browser and includes a number of tools for easy viewing (zooming, rotation), color information, viewing page offsets (using **Offset**

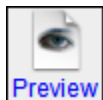
tool), approval/rejection and measuring (angles, distance). Colors can be viewed individually or together.

As well, Annotation comments can be written by anyone directly in a View-it softproof and will be visible to anyone who has access to that job (i.e. not just employees of your company, but also operators working at your printer company).

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.

Low-Res Preview



Clicking the **Preview** toolbar button will show quick, low-resolution previews of all selected pages. These low-resolution previews of RIPped pages can be downloaded or saved to your hard disk. If saved, a zipped file will be created containing a TIFF or JPG preview of each selected page.


By clicking the **Download** button (from inside the **Preview** window) you will be able to either download or save the preview, depending on your web browser's settings.

Single-page PDF proofs



Click the **PDF ROOM Proof** icon  to view/save a single-page med-res PDF.

Note

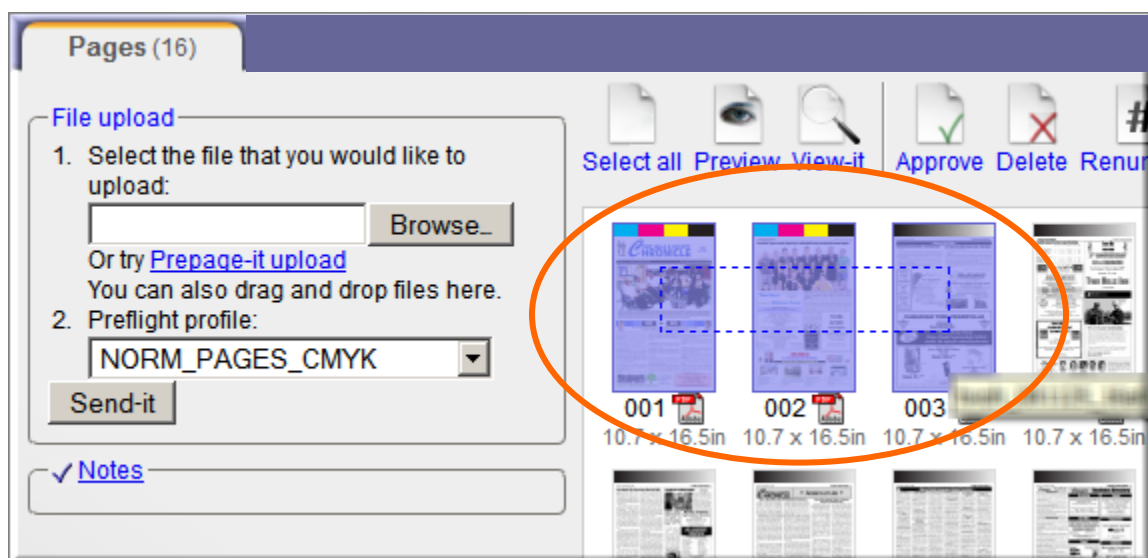
PDF proofs are only available in jobs that were processed in PrePage-it RIP queues configured (by your printer) to produce them. If the **PDF ROOM Proof** icon  is not visible underneath the page, this means that PDF proofs were not produced during the RIPping process and hence no softproof will be available.

Selection of pages

Here is a list of techniques for selecting pages in Send-it:

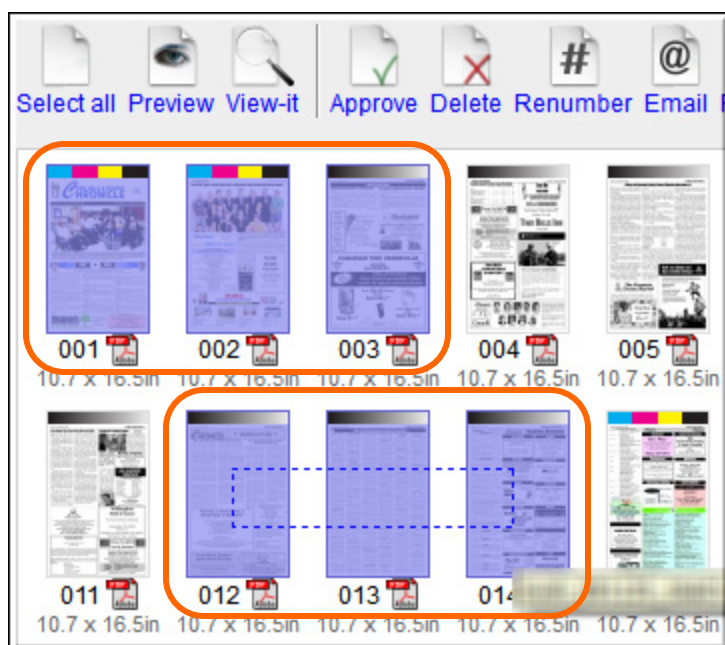
- You can select multiple adjacent pages by clicking inside a page and dragging the mouse across all other desired pages. (**Icon View** only)

Note: You can also deselect pages in the same way.



TIP

This procedure can be repeated in order to select several non- adjacent “groups” of pages inside the same job e.g. p.4-7, 12-19, 22-26. The figure below shows an example.



Note

Please note the selection procedure described above (i.e. dragging across pages) is not supported in Internet Explorer, but is supported in Firefox, Safari and other browsers.

- You can select a list of consecutive pages by (i) clicking on the first page and (ii) **Shift**+clicking the last page you wish to select. (**List View** only)
- You can select a page while automatically deselecting all other selected pages. To do so, middle-click or **Shift**+click a page. (**Icon View** only)
- You can click the **Select All** toolbar button. (**Icon & List View**)
- You can click individual pages. (**Icon & List View**)

Renumbering



Renumber

Use the **Renumber** tool if you want to correct or change the page numbering of one or more selected pages.

The **Renumber** tool offers two different ways of renumbering:

- [Renumber - Method I](#) (p.37): First select page(s), then click **Renumber** tool.
- [Renumber - Method II](#) (p.38): First click **Renumber** tool, then select pages.

Tip

Please refer to the section [Selection of pages](#) on p.35 for detailed information about how to select items.

Renumber - Method I

Method I: To renumber one page only:

- ☐ select the page
- ☐ click the **Renumber** button
- ☐ type the new page number

Method I: To renumber multiple pages:

- ☐ select multiple pages
- ☐ click the **Renumber** button
- ☐ type the first (i.e. lowest) page number

See details below.

When you renumber multiple pages:

- the number you specify will go to the *lowest* selected page
- the other selected pages *in order from lowest to highest* will take on incremental values e.g. 015, 016, 017, 018, etc.

Note

Default increment = 1.

To increment page numbers by more than 1: add “/” followed by the increment value.

Example: 015 /3 will renumber pages →015, 018, 021, 024, etc.

- if required, add leading 0's to set the total number of digits that you want the page number to have e.g. 6 or 06 or 006

Renumber - Method II

1. Click **Renumber** toolbar icon.



2. In the **Notes** panel, type the page number that will go to the *first* page you select.

Pages (16)

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:

✓ **Notes**

Select a page to set its number to:

To cancel the last selection, use Ctrl+Z. When finished, click on "Apply".

3. Select (click) a page to renumber.
4. Continue by clicking once on each page that you want to renumber.

*Note: The page number in the **Notes** panel will automatically increment by 1 each time you click another page. Therefore each subsequent page that you select will take on an incremental value (e.g. 017, 018, 019, 020, etc.), in the order that you select them.*

✓ **Notes**

Select a page to set its number to:

To cancel the last selection, use Ctrl+Z. When finished, click on "Apply".

5. Type **CTRL+Z** if you wish to cancel or undo the last page renumber. Multiple undos are possible.
6. To finalize the pages renumbered, click the **Apply** toolbar icon.



What exactly gets renumbered?

Note: The points in the table below apply to both methods of renumbering.

Facts about Renumbering

✓	✗
<p>🔗 Yes, the page number displayed in the Send-it interface will change (whether in View by Icon or View by List mode).</p> <p>🔗 Yes, this new page number is what will be taken into account when pages are paired up (by your printer company)</p>	<p>🔗 No, the original file(name) that you submitted / uploaded is not changed.</p> <p>🔗 No, the Document name shown in the Send-it interface (View by List mode) will not change.</p>

Tip

In Send-it: if you re-submit the same file twice, it will overwrite the original, even if you used the **Renumber** tool to change its page number. A re-submitted file will overwrite the original *as long as the filename is the same*.

Send-it Login Accounts

In order to use Send-it, you must log on with a username and password. This Send-it account determines:

- what information is visible to you
- which actions/commands you are allowed to execute

There are two types of Send-it accounts: [Super-Users](#) (explained on p.40) and [Users](#) (see p.41).

Super-Users

The Super-User would typically be the person responsible (e.g. prepress manager) for creating and submitting jobs that are destined to be printed at the main company's printing press.

As explained in the [Tip](#) below (on p.43), it is advantageous for some companies to be set up with a single Super-User account (which is used by all the employees) without creating any additional User accounts.

A Super-User can do anything that a User can do, as well as a few other things. Depending on how the account is configured, the person can do some or all of the following:

- create a **New** job
- list and submit files to Page-RIPping queues (also called Normalize queues or **Preflight Profiles**) and Upload Only queues
- list & softproof (via **Preview** or **View-it**) all job pages
i.e. not only jobs submitted by themselves, but also those submitted by any User in their company
- **Approve/Delete/Renumber** all job pages
- create Users (in the **Settings** window)
- if authorized ⇒ list/softproof/approve pairs (flats) from the **Pairs** window
- if authorized ⇒ list and configure pages from the **Job Definition** window

Important

Each Super-User account is configured to do a select combination of the items listed above, depending on what is required for their Send-it workflow. Therefore you may not have access to all items mentioned above.

Note

Since Users cannot create or manage other user accounts, the **Settings** tab is only visible to Super-Users - not Users.

Users

Users, unlike the Super-User, cannot manage user accounts. This also means that the **Settings** tab is not visible to them. In addition, a User can only see their own jobs (where they are the Owner) - other User's jobs are inaccessible.

Users can:

- create a **New** job
- list and submit files to Page-RIPping queues (also called Normalize queues or **Preflight Profiles**) and Upload Only queues
- list & softproof (via **Preview** or **View-it**) only their own jobs (i.e. pages)
- **Approve/Delete/Renumber** only their own jobs (i.e. pages)

How to manage user accounts

User accounts can be created and managed by the Super-User (e.g. prepress manager) for any of his/her employees, or as an alternative they can be created by the Administrator at your printer company.

This section explains what a Super-User needs to know about creating and modifying Send-it accounts for his/her own employees.

Overview

Your company will be assigned at least one Super-User account. If you have more than one employee who will be working with Send-it, the Send-it accounts for your company can be set up in one of the following two ways:

- everyone uses the same Super-User account (therefore a single Send-it account)

See [Tip](#) below (on p.43).

OR

- one employee uses the Super-User account (e.g. prepress manager); other employees can be assigned User accounts (not the same as a Super-User account)

Ex. I: One single User account is created and used by all employees except the Super-User.

Ex. II: A separate, individual User account is created for each employee (except the Super-User).

To decide which of these two setups would be more suitable, the following factors should be considered:

- the Super-User can see and work on all jobs produced by your company, whereas a User can only see and work on their own jobs (i.e. where they are the Owner) - other User's jobs are inaccessible

*Note: Every job has an Owner. If a Send-it user creates a job, then he/she is the Owner. When you look in the **Job List** window, you will see the Owner of each job listed in the **Owner** column.*

- some limits can be placed on what any given User account can access and do (e.g. **Approve** / **Delete** / **Renumber** pages), however note that these limitations can only be configured by the Administrator at the printer company
- only a Super-User can create or modify User accounts; someone logged on with a User account cannot create or manage other User accounts

Tip

Rather than creating multiple user accounts, a simpler alternative is to let all your employees use the same Super-User account. This setup may be convenient for companies with only a few employees. Or it may be suitable for companies where security concerns are not problematic, all employees are authorized to have access and work on the same jobs, to perform the same functions within a job, and where it is not essential to track exactly what each employee did within each job. Note that this type of setup will give all employees the ability to create and manage user accounts.

If there is a need to limit what some users can do or have access to, then you will need to create additional accounts for these users. To better assess this question, compare the sections [Super-Users](#) (p.40) vs. [Users](#) (p.41).

Creating a new User

1. Click the **Settings** link, then click the **Add New** link.

The screenshot shows the Send-it application interface. At the top, there is a navigation bar with the Send-it logo and links for Jobs, Settings, and Disconnect. The 'Settings' link is circled in orange. Below the navigation bar, the 'Settings' page is displayed. On the left, there is a section titled 'Registered users' with a list showing 'dailysu' and 'dailyuser1'. A link labeled '(Add new ...)' is circled in orange, and an orange arrow points from the 'Settings' link in the navigation bar to this link. On the right, there is a section titled 'User information :'. It contains several fields: 'Class' (set to 'Super-user'), 'Login' (set to 'dailysu'), 'Full name' (empty), and 'Description' (empty). There are also some partially visible text elements on the right side of the form.

2. Specify the required **User information**.

Settings

Registered users: ([Add new ...](#))

- dailysu
- dailyuser1

User information :

Class : User

Login : dailyuser2 Identifier used to login to Send-IT

Full name : Optional name used for display

Description : Arbitrary text you would like to add

Email : Email address if you plan to use

Password : Case sensitive, can be empty.

Confirm :

Add **Delete**

- **Login**, **Password** and **Confirm** are required.
- **Full Name** and **Description** are optional.
- **E-mail** should be left blank unless instructed by a *Polkadots* specialist.
- **Class** is determined automatically - it cannot be changed manually.

3. Finally, click the **Add** button. The new user will be added to the **Registered Users** list.

Send-it Jobs | Settings | [Disconnect](#)

Settings

Registered users: ([Add new ...](#))

- dailysu
- dailyuser1
- dailyuser2**

User information :

Class : User

Login : dailyuser2 Identifier used to login to Send-IT

Full name : Optional name used for display

Description : Arbitrary text you would like to add

Email : Email address if you plan to use

Password : Case sensitive, can be empty.

Confirm :

Modify **Delete**

Modifying settings for a Registered User

1. Select a User from the **Registered Users** list (see previous figure).
2. Make the required changes (e.g. **Password**), then click the **Modify** button.

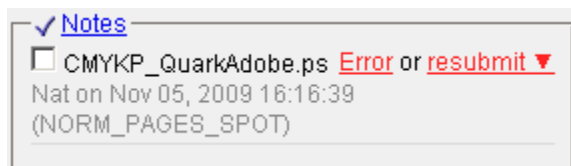
Tip

To remove a User, select them from the **Registered Users** list and click the **Delete** button.

Files that error out

General error handling

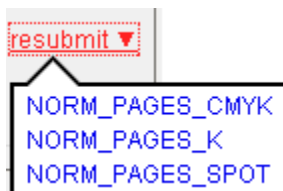
When a file that is being processed by the workflow errors out, it may show up in the **Notes** panel of the **Pages** tab. To the right of the filename, you may see one or both of these options displayed in red: **Error** or **Resubmit**.



- **Error** → displays the RIP's error message

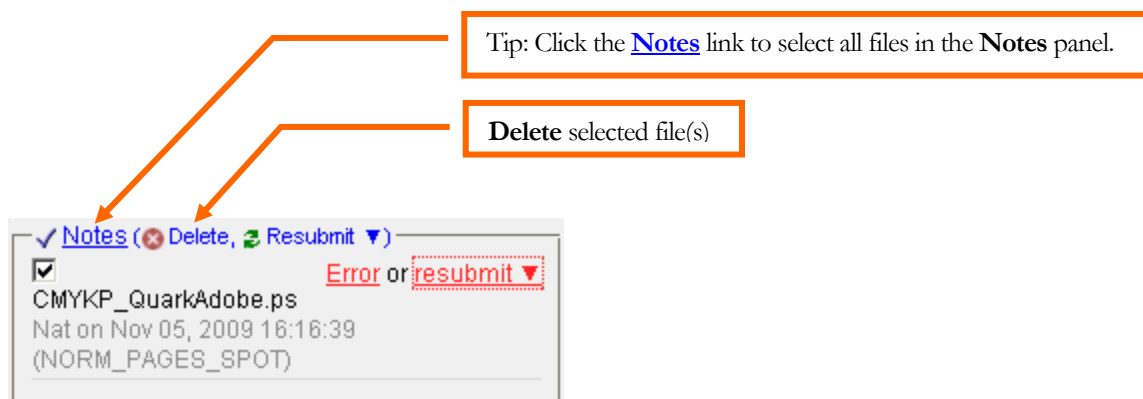
Example: If the RIP generated a “missing fonts” error, then you might try embedding the missing font and re-submitting the page once again.

- **Resubmit** → displays a list of queues from which you can choose to resubmit the file



When you select the checkbox to the left of the errored file, one or both of these options appear above the filename:

- **Delete** → deletes the file from Send-it
- **Resubmit** → same as **Resubmit** option explained above



Deleting multiple entries

To delete multiple entries (errors) in the **Notes** panel (refer to figure above):

1. Select the files to delete by:
 - a clicking the checkbox next to each required file
 - OR
 - b clicking the **Notes** link (to select all files in the **Notes** panel)
2. Click the **Delete** link.

Note that you can also *deselect* all entries in the **Notes** panel by clicking the **Notes** link again.

Errors in Job Definition and Standard workflows

In a Job Definition workflow, pages that have been submitted/uploaded and that do not match the job definition specifications may cause an error or a warning message to appear. Shown below are several illustrated examples, along with some possible solutions.

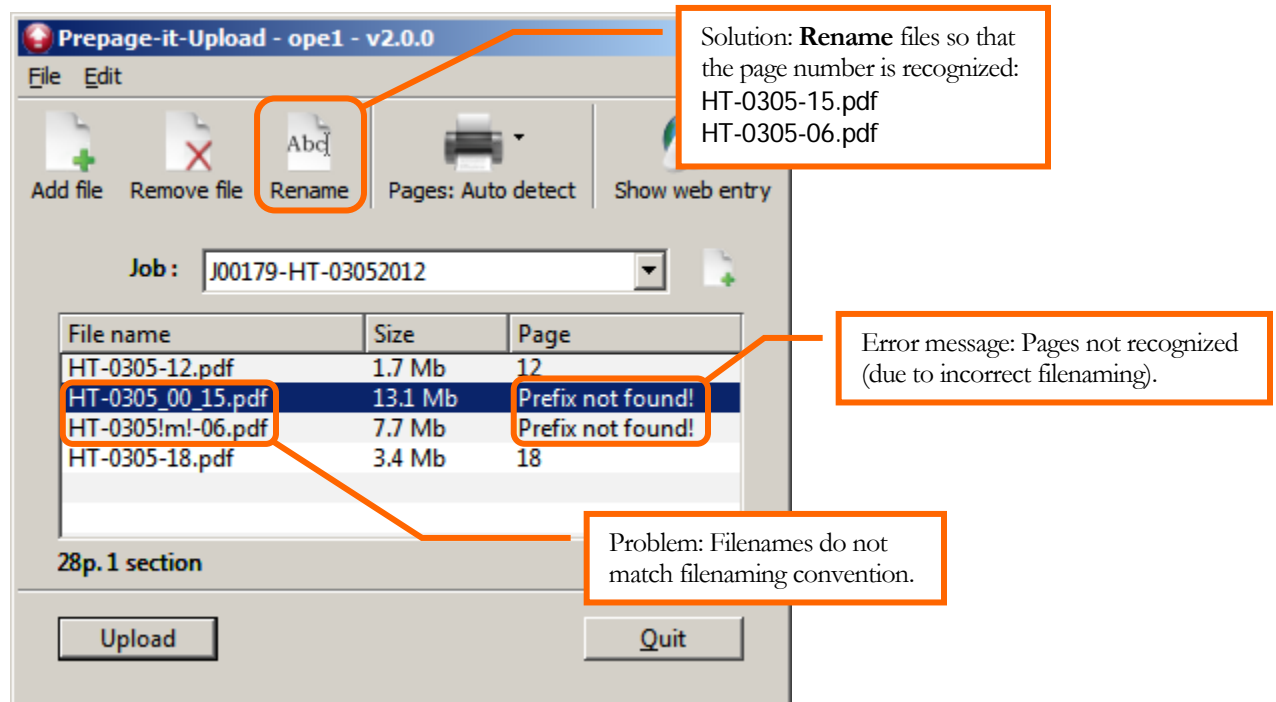
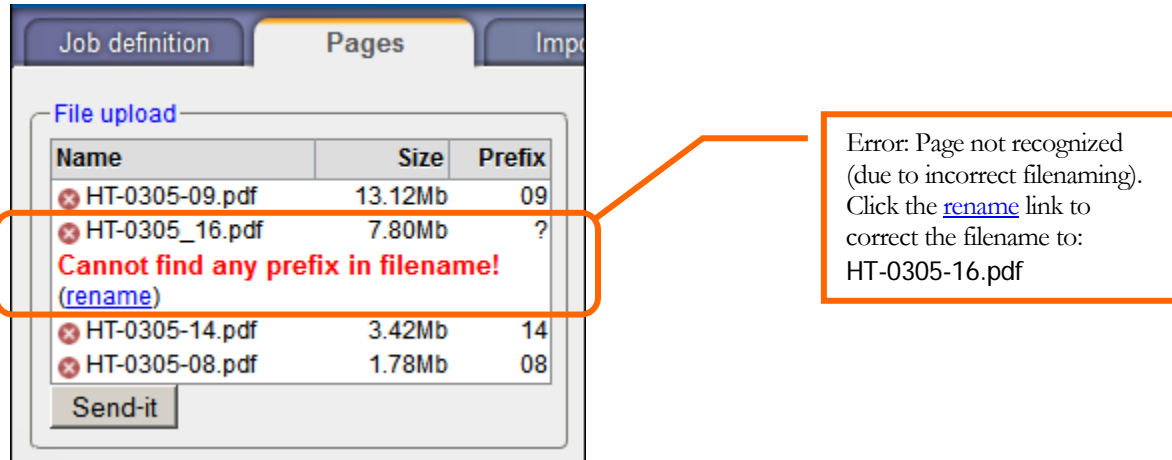
Note

Although this section documents the errors and warnings that can occur when working in Job Definition mode, some of the errors and possible solutions illustrated in the examples below also apply to standard jobs.

Example I

Error: Some submitted pages were named incorrectly (i.e. their filenames do not conform to your established filenaming convention, as per the **Page Prefix**).

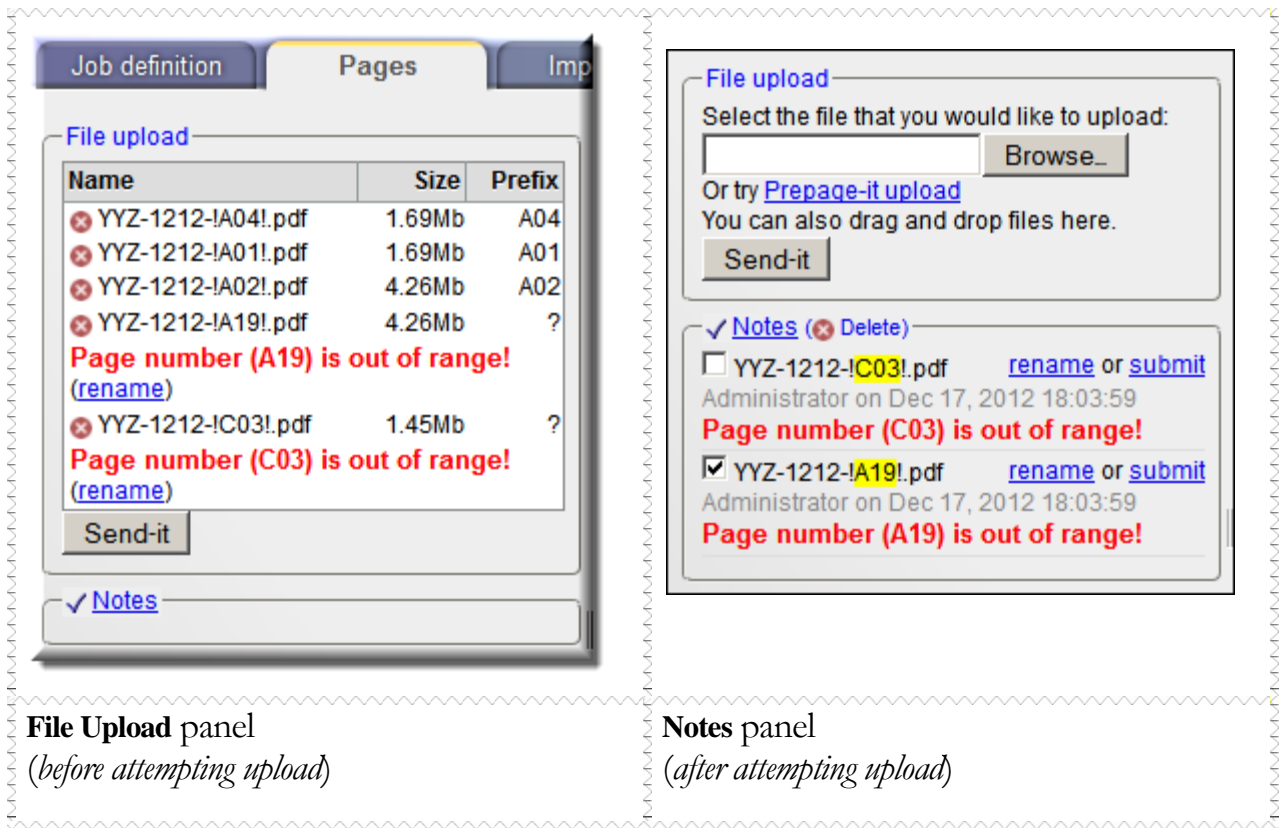
Solution: Send-it / PrePage-it Upload will not upload pages if they contain certain types of errors, most notably if they have an incorrect filename. An error message will be displayed, such as Prefix not found! When this happens, make the necessary corrections (i.e. rename the files) and then click the **Send-it** or **Upload** button again.



Example II

Error: Pages A19 and C03 have not been defined in the job definition.

Solution: Modify the page number (by clicking the [rename](#) link) if it is incorrect or delete the page if it was mistakenly uploaded (by clicking the delete icon ✖).



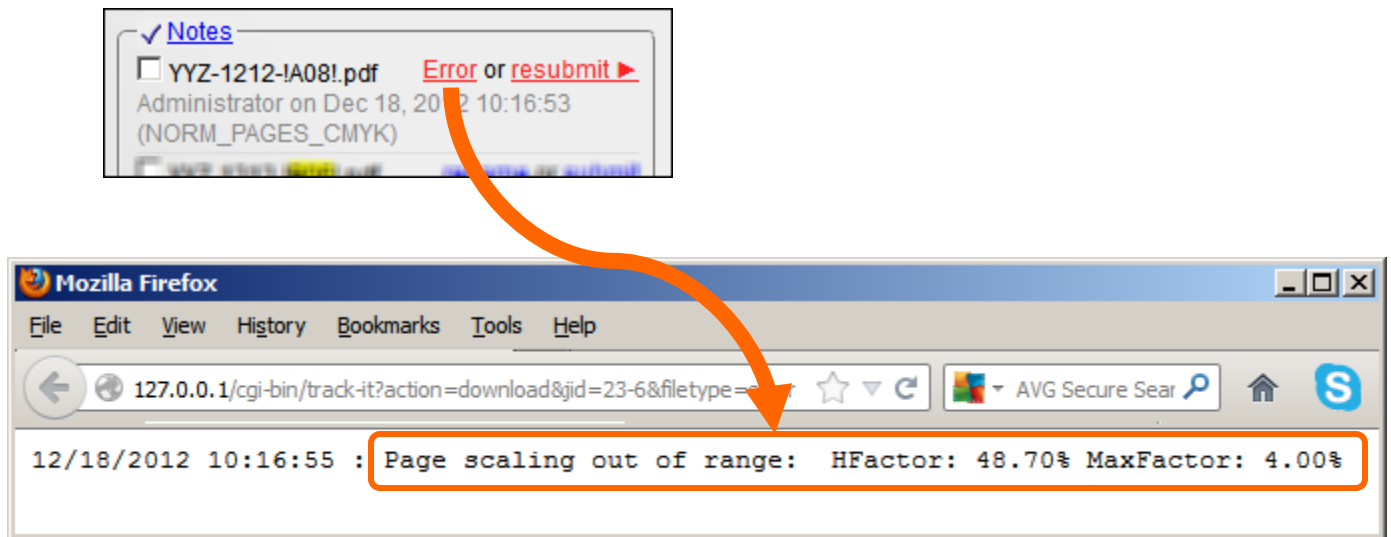
Note: Some errors/warnings may appear before or after pages are submitted to the RIP for processing.

Example III

Error: Page A08 has a bigger page size than what is defined in the job definition.

Solution: When the size (height, width) of a submitted page differs from its job-defined size, there are two possible outcomes:

- if the difference in size is less than 4%, the page will be automatically scaled to the correct size (as per job definition)
In this case, you do not need to do anything.
- if the difference in size is more than 4%, the page will not be scaled or RIPped - instead an error message will be generated
In this case, you will have to find out why there is such a big discrepancy and then decide what you want to do with that page.



Example IV

Warning: The colorspace of a submitted page does not correspond to the colorspace specified in the job definition.

Solution: When this happens, a warning is issued, but the page is processed anyway.

Example I: If a page has been specified as CMYK in the job definition, but a Black page is submitted by the user, the page will be processed and a warning will be issued. The warning will alert the internal/external users, who can then decide if anything needs to be modified with that page.

Example II: If a page has been specified as Black in the job definition, but a CMYK page is submitted by the user, the page will be processed - no warning will be issued. By default, in cases like this the software will be guided by the job definition and hence will apply an Autofix which converts the CMYK page to black

Tip

Some errors/warnings, when viewed in the **Pages** tab (**View by Icon**), are shown with a background color surrounding the thumbnail of the page, typically:

↳ **yellow** (for warnings)

↳ **red/pink** (for errors).

Tip

When warnings regarding colorspace are issued, they take into account every color in a page, including any CMY marks (registration, folding, etc.). So, for example, a black & white page containing CMYK registration marks will be considered a 4-color process page, not a 1-color black page.

Basic Troubleshooting & Tips

This section includes a few basic troubleshooting guidelines and tips in a question and answer format, including several pointers regarding the proper display of the Send-it window.

Q: If portions of the Send-it interface are displayed incorrectly or missing?

A1: Try to reload/refresh the web page using the web browser's **Reload** or **Refresh** command.

A2: Try clearing the web browser's cache or temporary internet files.

A3: Try it on a different web browser if possible and see if the same issue occurs so as to determine whether this issue is isolated to only one type of web browser.

Q: Some windows are not opening when you click a link in the Send-it Client?

A1: Make sure you are using a recent version of your web browser.

A2: Pop-up blockers and other browser security mechanisms/settings can prevent some Send-it windows from being displayed.

A3: Avoid adding extra toolbars and add-ons (e.g. Google toolbar, etc.).

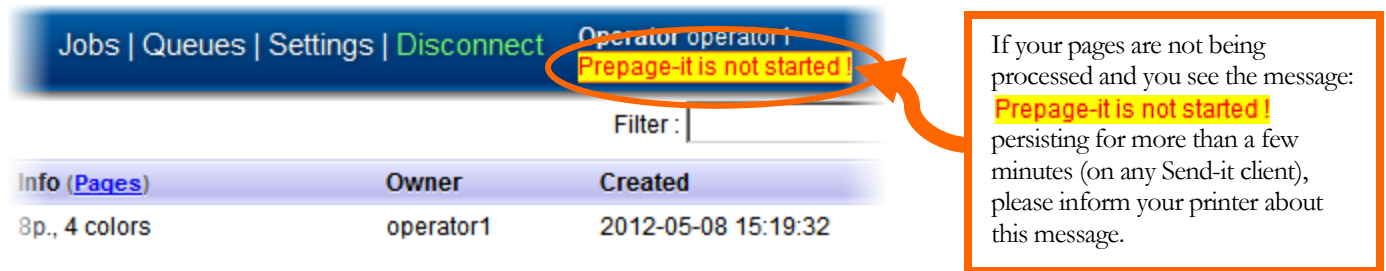
Q: If uploaded job files don't get processed?

or

If some Send-it features are not working properly, especially those relating to queues (e.g. listing of queues, uploading files to queues, etc.)?

A: If you see the message "PrePage-it is not started!" appearing in red & yellow at the top of the Send-it window, this means the PrePage-it RIP application is not turned on and therefore no pages can be RIPped. In addition, other Send-it features may not work properly, most notably those

relating to the listing of queues. Note that the PrePage-it application is located on the server machine and can only be launched from there. If this message persists and your pages are not being processed, please contact your printer company and inform them about the problem.



Jobs | Queues | Settings | Disconnect Operator operator 1

Prepage-it is not started !

Filter :

Info (Pages)	Owner	Created
8p., 4 colors	operator1	2012-05-08 15:19:32

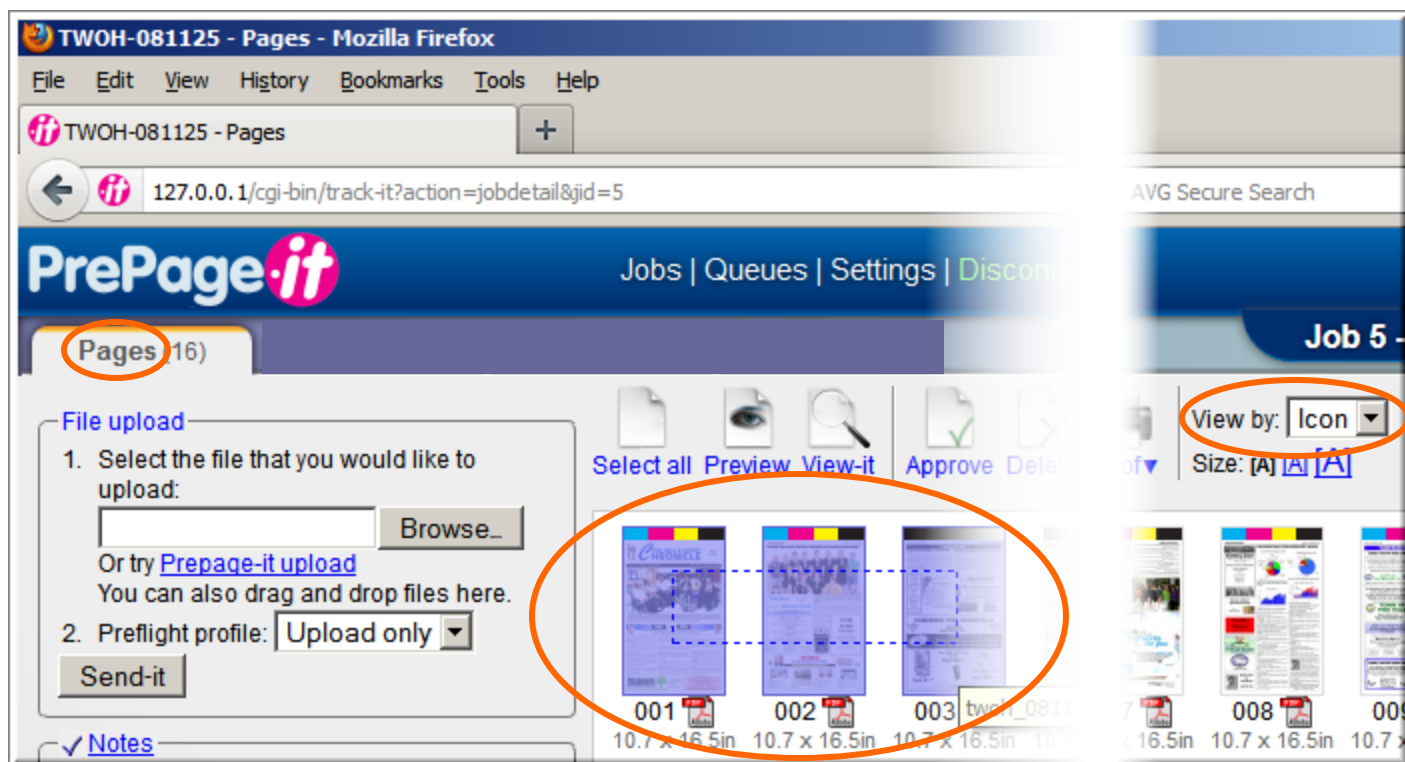
If your pages are not being processed and you see the message: **Prepage-it is not started !** persisting for more than a few minutes (on any Send-it client), please inform your printer about this message.

Q: I am not able to select pages by dragging the mouse (across the pages that I want to select)?

A1: Make sure your mouse cursor is positioned inside one of the pages that you want to select, and then click and drag the mouse across all other desired pages.

A2: Make sure your Send-it window is set to **Icon** view and that you are working from the **Pages** or **Pairs** tab.

A3: Note that as of this writing (April 2013), Internet Explorer does not support this feature. You may consider trying out or switching over to another web browser such as Firefox.



Chapter 3 -

Job Definition workflow

This chapter only applies to customers whose Send-it workflow has been configured to work in Job Definition mode rather than Standard mode.

In Standard mode: a job is defined/configured and produced as you go, step-by-step. Several of the steps are done manually. This is the default mode of operation and is what you'll find explained throughout most of this user guide.

In Job Definition mode: you define as many parts of a job as possible *before* you begin any production on it. The advantages are that (i) pre-defining large parts of a job can be done quickly, (ii) the production phase can be completed faster, and (iii) it helps to minimize user errors. This is because submitted pages and other job elements are systematically checked against the specifications of the job definition *as the job progresses*. If they do not conform, they are disallowed or rejected, and an error message is issued.

This chapter summarizes some basic facts about Job Definition mode as well as outlining the procedure for completing a job in a Job Definition workflow.

Basic Facts

Before pages are submitted...

In Job Definition mode, before pages are submitted for processing:

- ✱ users who submit pages must name them according to a pre-established filenaming convention
- ✱ for each job, a user must specify attributes in the **Job Definition** tab (either manually or by importing paginations), such as:
 - sections: how many? prefix character?
 - how many pages per section

- the page number/color/size of each page

Tip

After completing the job definition, it must be approved by a user (internal or external, depending on your workflow). However note that the job definition can be approved before or after pages are submitted, depending on what is more suitable for your workflow environment. Therefore operators should be aware that it is possible to submit pages even though the job definition has not yet been approved.

After pages are submitted...

After the job definition has been completed, users can submit files and they will be processed according to the job definition. This means that submitted pages will automatically:

- ✳ go to the correct RIPping queue (**Preflight Profile**), therefore pages will be processed according to the colorspace specified in the job definition
- ✳ be scaled according to the **Page Size** specified in the job definition:
 - when a page is specified as being a certain size (height and width) in the **Job Definition** tab, that page will be automatically scaled if the difference in size *between the actual submitted page and the job-defined page size* is less than 4%
 - if the difference in size is more than 4%, then the page will error out

Tip

Pages cannot be approved before the job definition has been approved.

Tip

Pages that do not match the job definition specifications may error out. Examples of mismatches are an incorrect filename, page number out of range, incorrect page size, etc.. See the section [Errors in Job Definition and Standard workflows](#) on p.46 for details.

Job Definition Procedure

Here we go over the essential steps required to complete a job in Job Definition mode, focusing on the steps required *specifically for Job Definition mode* and which are different from the standard procedure.

The steps required to complete a job using the standard procedure is summarized in Chapter 1 - [QuickStart Procedure](#), starting on p.6. Additional information about the various tools and features can be found throughout Chapter 2 - [Basic Facts](#), starting on p.19.

Here are the main steps to follow in a Job Definition workflow:

1. Create a new job:
 - a. Select **Discover and enable Job Def** from the **Page Prefix** dropdown list.
 - b. Select any other required options as in the standard procedure.

Create new job

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

Work mode: ☒ Web ☐ Sheet fed

Pub code: Enter manually... XYZ

Run date: 1031

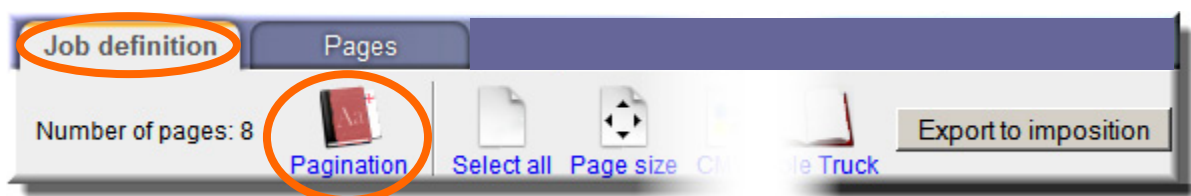
Owner: Administrator (admin)

Page prefix: Discover and enable job def

Options: ☐ Visible ☐ Auto-approve ☐ Zones

Create Cancel

2. Open the job. You will see an extra tab called **Job Definition**.



3. To start building up the Job Definition, click the **Pagination** toolbar button. This will open the **Edit Sections** dialog box.

From here you will either define the job automatically (by importing a pagination) or you will define the sections/pages of your job manually. Both are shown in the following steps.

Edit Sections
Job name: XYZ-1031

[Paginations](#)
• [Manual](#)

Name: Pages: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Format:

Name	Pages	Size	
Direct Line Advertisements	2p.	36x24in	<input type="button" value="Select"/>
Full Color Market: No Index	3p.	11x12.875in	<input type="button" value="Select"/>
Full Color Market: Index	3p.	11.25x12.875in	<input type="button" value="Select"/>
Full Color Market: Index	4p.	11x12.875in	<input type="button" value="Select"/>
Variable Format: Broadsheet	4p.	12.5x22.75in	<input type="button" value="Select"/>
Variable Format: Full Color Market	4p.	11.375x12in	<input type="button" value="Select"/>

4. **Automatic:** If your workflow includes pre-defined paginations which you will use to build up this job then you will see them listed in the **Edit Sections** dialog box, as shown in the figure above. Once you see the list of paginations, select the one you require by clicking the corresponding **Select** button.

*Note: If you don't see any paginations listed in the **Edit Sections** dialog box, it is either because you have to click the **Paginations** link or your workflow does not give you access to pre-defined paginations.*

PAGINATIONS PRIMER

Paginations are pre-configured by some printer companies and made available to their external suppliers. If paginations have been made available to you, you will see them listed in the **Edit Sections** dialog box (accessed by clicking the **Paginations** toolbar button in the **Job Definition** window). You can then use these paginations to quickly set up new jobs.

A pagination is like a saved job that can be used as a basis for creating new publications. More precisely, it pre-defines most of the elements of a job. Therefore when you import a pagination, most of your job layout design will be automatically done for you, since it will establish the page numbering for the entire job, the colorspace and size of each page, as well as page-pairing information which will be used by your printer. And since paginations are pre-defined by your printer company, you have the added reassurance that the setup will conform to their specifications.

After a pagination has been imported and the job definition has been approved (in step 8), this will populate the **Job Definition** and **Pages** windows with information about expected pages (e.g. page number/colorspace/size). As a result, your job definition setup may be complete at this point. If it is not, then you will have to manually configure the few remaining items required to finish the setup (note: there are a few job elements which cannot be configured with paginations, such as double-trucks and zones).





5. ***Manual:*** *If you do not use pre-defined paginations to build up your jobs* then define the sections/pages manually.

*Note: If the **Edit Sections** dialog box does not look similar to the one in the figure below, you may need to click the **Manual** link.*

Edit Sections
Job name: XYZ-1031

- [Pacinations](#)
- **Manual**



Add, remove or edit section for your job:

	Start	End	Pages	Prefix
 	1	16	16	A
 	1	8	8	B

Total: 24 2 sections

Save **Add section** **Remove all** **Cancel**

Annotations:

- Specify **Page** info.
- Provide a section **Prefix** if required.
- You can **Delete**  or **Duplicate**  a section, if needed.
- Click **Add section** once for each section you want to add.

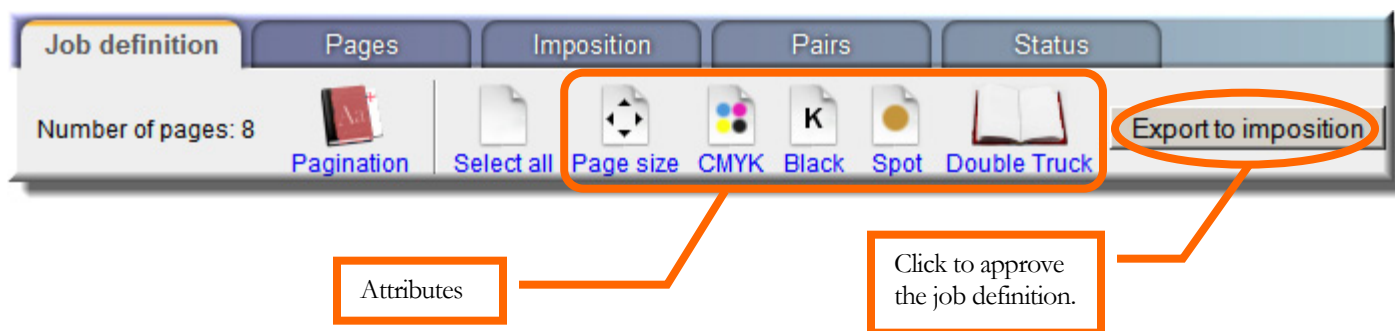
For each section that you require, click **Add Section** and specify the following:

- Start** → Starting page.
- End** → Last page.
- Pages** → Total number of pages in the section.
- Prefix** → Only if required, specify a prefix character to be added in front of the page number (these are typically added when newspapers have sections). For example, adding the section characters A, B, C, etc. will yield page numbers such as A001, A002, A003, A004, ... B001, B002, B003, B004, ... C001, C002, etc.

After adding all the required sections, click the **Save** button.

*Once the job definition is approved (in step 8), this will populate the **Job Definition** window, and in some cases the **Pages** window, with information about expected pages.*

- Next, if there are any attributes that you need to specify manually in the **Job Definition** window, do so now. Attributes appear as toolbar buttons and can vary per workflow. Examples are: page colorspace (**CMYK**, **Black**, **Spot**) / **Page Size** / **Double Truck**.



7. Users can now submit pages to this job. For each page, the software will identify its page number and direct it to the appropriate queue for preflighting and RIPping. After it has been processed, you will be able to softproof it, just like in the standard procedure.

Note

Since pages are automatically directed to the appropriate queue in Job Definition mode, PrePage-it RIP queues (**Preflight Profiles**) are typically not visible (and hence cannot be selected) when you're uploading pages.

Warning

Pages that do not match the job definition specifications may error out. This includes incorrectly named files (i.e. pages that do not conform to your pre-established filenames convention) and page numbers that are out of range. See the section [Errors in Job Definition and Standard workflows](#) on p.46 for more information.

8. After completing the job definition, it must be approved by a user (internal or external, depending on your workflow) - see [Tip](#) on p.54. To approve, click the **Export to imposition** or **Approve Pagination** toolbar button.

*Note: The toolbar buttons **Export to imposition** and **Approve Pagination** are equivalent. One or the other may be visible, depending on various factors (e.g. User Account / Job Owner, Import Pagination method).*

9. After softproofing, approve pages that are OK.



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