

# How-to:

## Produce documents with bleed-edge tabs



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## Features overview

Fiery® JobMaster is a key component of the Fiery Workflow Suite. JobMaster provides advanced PDF-based job-preparation functions. With Fiery JobMaster, users can print tab ears with bleed-edge settings on each page of a section, with incremental tab position for each successive chapter.

Applications include books, manuals or catalogs.

## Objectives

- Define bleed-edge tabs on a catalog

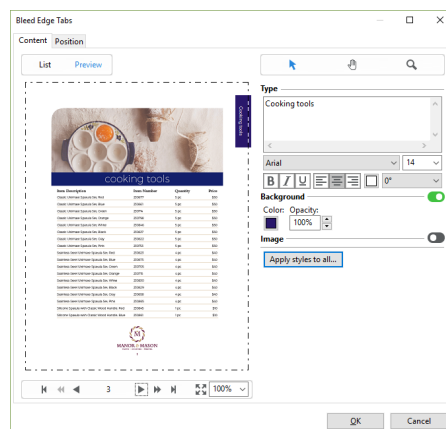
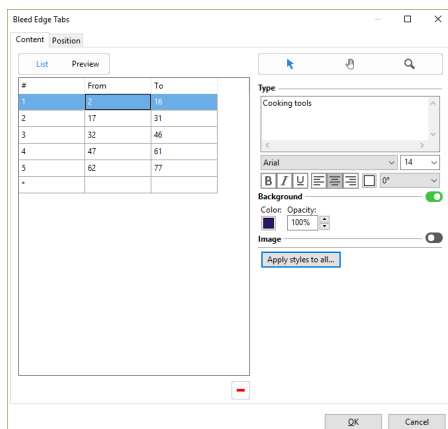
## Additional resources

For additional software downloads, training resources and more, go to [Fiery Online Resources](#).

## Before you begin

- Open Fiery Command WorkStation® 6 or later and connect to a Fiery server running Fiery FS350/FS350 Pro that supports Fiery JobMaster.
  - For the updated list of supported printers, go to [www.efi.com/fieryjobmaster](http://www.efi.com/fieryjobmaster).
- To request the free 30-day trial for Fiery JobMaster, go to: <http://fiery.efi.com/jobmaster/freetrial30>.
- Activate the Fiery JobMaster license on the computer running Command WorkStation.
- Place the file, **MnM\_Catalog\_bookmarks\_SAMPLE\_LTR.pdf** or **MnM\_Catalog\_bookmarks\_SAMPLE\_A4.pdf**, in the Fiery server HELD queue. Drag the file to the Command WorkStation Held list or use the Command WorkStation Import menu option.
- Ensure the printer and Fiery server have been calibrated before printing any output.

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


## Define bleed-edge tabs

1. Select the **MnM\_Catalog\_bookmarks\_SAMPLE\_LTR.pdf** or **MnM\_Catalog\_bookmarks\_SAMPLE\_A4.pdf** file in the Command WorkStation Held list. Then right-click and select **JobMaster**. Or click the **JobMaster** icon from the toolbar if has been added.
2. In the Job Summary pane select **Bookmark pages**. Then click **Chapter Start** icon. Or click **Actions > Chapter Start**.
3. In the Page View pane select all pages. Right click anywhere in the Page View pane and select **Select All**.
4. In the Settings pane select **8 1/2** or **A4** for the sheet size.
5. For Duplex, select **Top-Top**.
6. Select **Cover** option. In the Cover Media dialog box, select **Front Cover > Print on: Outside**. Select **Back Cover > Print on: Outside**. Then click **OK** button.
7. Right-click on a selected page and select **Edit Bleed Edge Tab**. Or Click **Actions > Edit Bleed Edge Tab**.
8. The Bleed Edge Tabs window will open. In the Content tab window, enter the **Page Range**, **Tab Text** and **Color** using the chart information below.

Page Range	Tab Text	Color
2-16	Cooking tools	41,23,107
17-31	Spices	156, 48,26
32-46	Cookware	46, 126, 226
47-61	Coffee	132,51,43
62-77	Tea	138,141,75

- a. Enter the page range numbers into the From and To window. Use the tab key after entering each page range number to advance to the next entry.
- b. Enter the tab text for each section into the Type window.
- c. Change the Font to **Arial** and the Font Size to **14**.
- d. Click **Apply styles to all**. Clear all the option check boxes except **Text Styles** and click **Apply**. This will apply only the font text styles to all tabs.
- e. Select each page range and define the color for each section.

- f. To add a background color to the tab text field, click . When the icon changes to  select the Background Color. Click on the **Background color** and choose a color picker. Select the RGB sliders to specify the RGB values for each tab section color. Define the background color according to the chart.

*To delete a page range, select the **Remove icon** (red minus symbol) at the bottom.*

*Create a color palette for frequently used colors by dragging each new color on to the color palette box as you define each color. Save time by creating the complete color palette first, before selecting each section and assigning the color.*

**Apply styles to all...** allows you to select which options to apply to all tab sections and then **Apply** with a click. (Tab Label, Text Styles, Background Styles and Image styles; or Apply styles to tabs of the same position).


9. Select **Content Preview** to view your document with the settings you entered. Here you can make changes to the tab text and background color, and see a live update in the preview.
10. Select the Position tab to define additional tab positioning and size options. For this example, leave the default settings and Number of tabs: **5**
11. In the Printing Area, set the Distance from edge for Side to **0.25** for this example.
12. Click **OK** when you are done viewing or changing the additional options.

*The Position window includes options for the number of tabs, position and printing of the bleed tabs, as well as the repeat style.*

13. Save the document and Close **JobMaster**.
14. Click **File > Save**.
15. **Save** your job with a new name, and click **OK** when done.
16. Open Job Properties and select any inline booklet and trim finishing options for your printer, if available.
17. You are now ready to print your document.

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