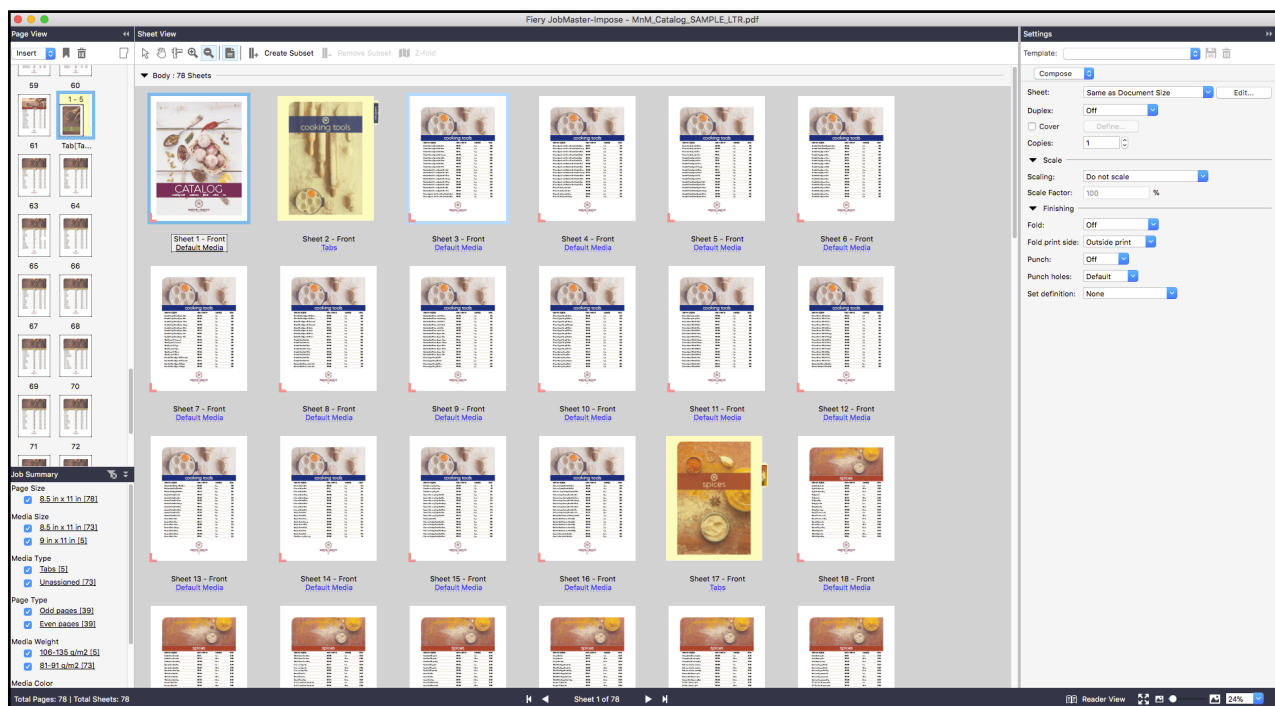


# How-to:

## Assemble a catalog with tabs and page numbers



# How-to: Assemble a catalog with tabs and page numbers

## Features overview

Fiery® JobMaster is a key component of the Fiery Workflow Suite that provides advanced PDF-based job-preparation functions. Operators can be more productive by efficiently performing makeready tasks on complex documents. Intuitive document assembly includes fully visual tab insertion and design, page-level ticketing, finishing, scanning and powerful late-stage editing features.

## Objectives

- Insert tabs
- Remove existing page numbers
- Insert new page numbering

## Additional resources

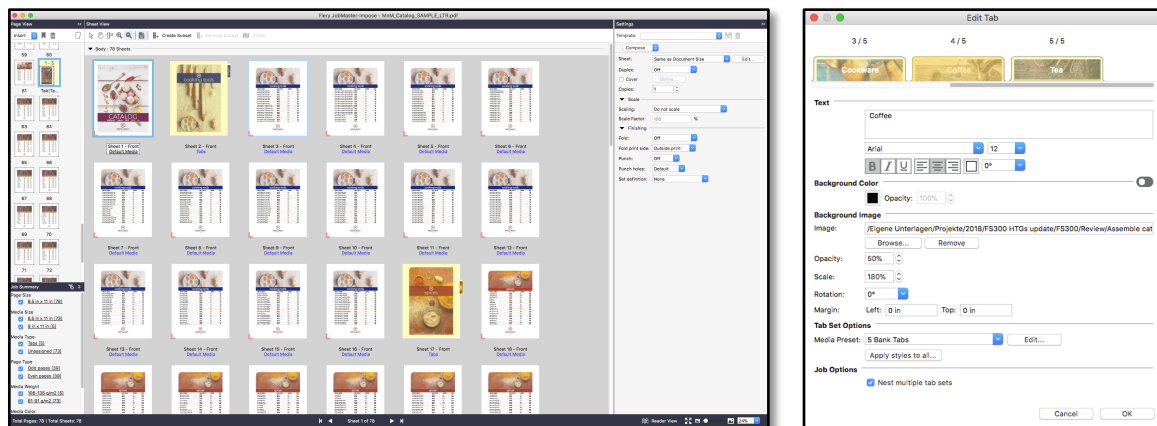
For additional software downloads, training resources and more, go to [Fiery Online Resources](http://www.efi.com/fieryonlineresources).

## Before you begin

- Open Fiery Command WorkStation® 6.4 or later and connect to at least one Fiery Driven™ printer 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\_SAMPLE\_LTR.pdf** or **MnM\_Catalog\_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.
- Place the following files in a location where Command WorkStation can access and browse to locate these files for use later in this exercise.
  - Tab ear image files: **Cooking Tools-tab.jpg**, **Spices-tab.jpg**, **Cookware-tab.jpg**, **Coffee-tab.jpg** and **Tea-tab.jpg**
- Create Paper Catalog entries for the media that you plan to use.
  - Ideally you will have the Tab stock available.
- Ensure the printer and Fiery server have been calibrated before printing any output.

## How-to: Assemble a catalog with tabs and page numbers



### Insert tabs




1. Select the **MnM\_Catalog\_SAMPLE\_LTR.pdf** or **MnM\_Catalog\_SAMPLE\_A4.pdf** file in the Command WorkStation HELD list. Then right-click to select **JobMaster**, or click the **JobMaster** icon from the toolbar if has been added.
2. Select the pages to convert to tabs in the Page View pane by holding the **Ctrl** or **Command** key while clicking on each page. For this example, select pages **2, 17, 32, 47** and **62**. Then right-click to select **Convert to Tab** and apply a tab media.
  - a. Select **Create New** if no tab media presets are listed.
  - b. If tab media presets are already created, select an appropriate 5-bank tab media.

*Navigation Tips. Collapse the Settings pane so the Sheet view can display more of the sheets in your job. Hold Control+A to select all pages in the Page View pane. Select a page in the Sheet View pane using Alt-Click in Windows® or Option-Click on a Mac, to automatically select the page in the Page View pane.*

3. To edit the text on the tabs, select a tab. Then right-click and select **Edit Tab**. Click tab 1/5 and begin to edit each tab using the chart information below step 7.

*Navigation Tip. Use keyboard shortcuts to quickly jump between tabs in the Edit Tab window. Use command-right (or left) arrow on a Mac and Ctrl-right (or left) arrow in Windows®.*

*Tabs can contain up to three lines of text. Use the return or enter key on your keyboard as needed to create more than one line.*

4. Change the font to **Arial** and the font size to **10**.
5. Select the text as **Bold**.
6. Select the **Apply styles to all** check box. Clear all the option check boxes except **Text styles**. Then click **Apply**. This will apply the same font and font size to all tabs.
7. To add a background color to the tab text field, click . When the icon changes to  select the Background Color. For this example, remain the background color as default  without change anything.

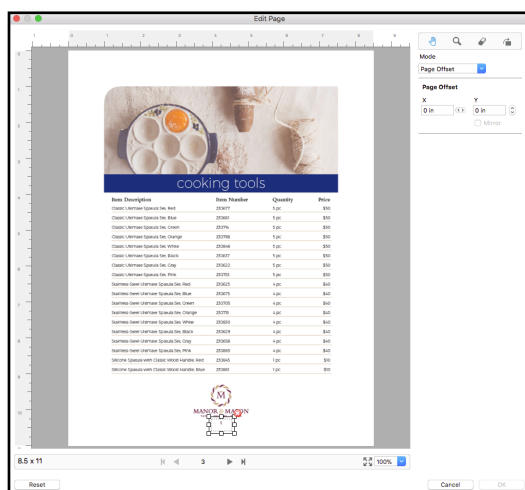
## How-to: Assemble a catalog with tabs and page numbers

Tab Position	Tab Text	Background Image	Opacity	Scale
Tab 1/5	Cooking Tools	Cooking tools-tab.jpg	50%	180%
Tab 2/5	Spices	Spices-tab.jpg	50%	200%
Tab 3/5	Cookware	Cookware-tab.jpg	50%	180%
Tab 4/5	Coffee	Coffee-tab.jpg	50%	200%
Tab 5/5	Tea	Tea-tab.jpg	50%	180%

8. Click **Edit** next to Media Preset if this is the first time you have set up a tab job.
  - a. Verify the Number of tabs in a set is **5**, which is the default number.
  - b. Select the tab sequence that is appropriate for the tab stock and media tray that you are using to print tabs.
  - c. Specify the Output tray to kick out unused tabs. This option will vary with printer.
  - d. Continue to specify any additional settings including the media, tray or Paper Catalog.
  - e. Click the **disk icon** next to Media Preset when you have completed all the settings you want.
  - f. Name your preset, **5 Bank Tab**. Then click **OK**.
9. The selected Media preset will be display **5 Bank Tab**.

*Media Presets will save the tab template setup for use in future jobs. You can save multiple presets for various tab media.*

10. Click **OK** to close Tab Media.
11. Click **OK** to close Edit Tab.
12. In the Settings pane, set Duplex to **Top-top**. This option will vary with printer.
13. In the next section, you will remove the current page numbers from this document.



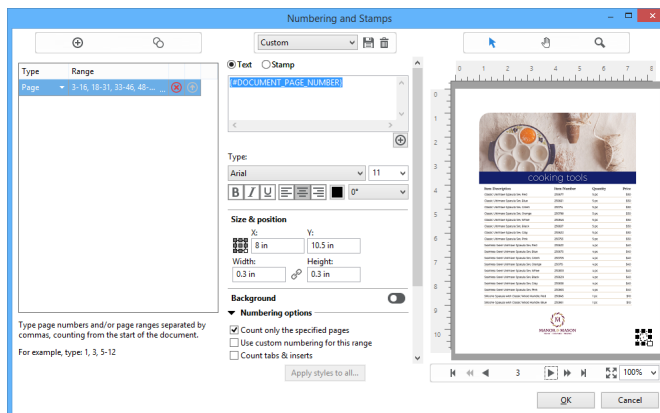
## Remove existing page numbers

1. To edit pages, select the page(s) to edit in the Page View pane, then right-click and select **Edit Page**. Or **Actions > Edit Page**. For this example, select **Edit>Select All** the pages in the job. Then hold the Ctrl or Command key and deselect pages, **1, 2, 17, 32, 47, and 62**.
2. Right-click on the selected pages and select **Edit Page**.
3. When the Edit Page window opens, use the arrow keys to navigate the document and go to page **3**.
4. Select the **Mask tool** and draw a box around the page number to be removed.

*Use the **Zoom** tool or magnifying glass to zoom in and locate the current page number on the page you're looking at.*

5. Scroll through several pages and check to see that the page numbers are all removed.
6. Click **OK** to close Edit Page when all the changes have been applied.
7. In the next section, you will reapply page numbering to this document.

## How-to: Assemble a catalog with tabs and page numbers



### Insert new page numbering

1. Select a page in the Page View pane. Then right-click to select **Edit Numbering and Stamps**. Or select **Actions > Edit Numbering and Stamps**.
2. In the Numbering and Stamps window, click the **Add Range** icon to create a new page range.
3. Leave the range Type as **Page**. To restart the numbering after each tab, type the page range as **3-16, 18-31, 33-46, 48-61, 63-78**
4. In the Text field, select the text to be inserted. For this example, use the default selection **{#DOCUMENT\_PAGE\_NUMBER}**.
5. Scroll to page **3** using the arrow buttons.
6. By default, the page number will be placed in the lower right corner. Use the **Select** icon to move the page number to the location you want it to be. For precise positioning define the **X** and **Y** values. For this example, leave the number location.
7. Change the Font Type to **Arial**, and alignment to **Center**.
  - a. In the Numbering options area, select the **Count only the Specified Pages** check box.
8. In the Print options area:
  - a. Print on **Both Sides**.
  - b. Select the **Mirror** check box to offset the page number location on even and odd pages in this duplexed document.
9. Navigate using the arrows to scroll through several pages and check to see that the page numbers are alternating sides and are not appearing on the front or back cover pages.
10. Save this custom preset for future jobs.
11. Click **OK** when done to close Page Numbering and Stamps.

### Complete the job

1. Click **File > Save**.
2. **Save** your job with a new name and click **OK** when done.
3. Click **File > Exit** to close JobMaster. Or click the red **X** in the corner
4. You are now ready to print your document.



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