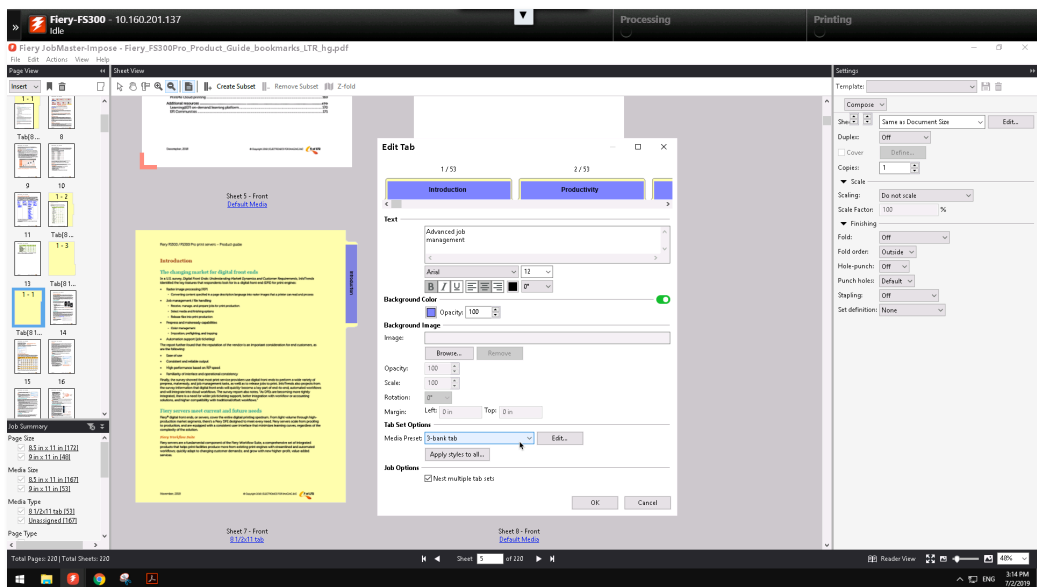


How-to: Auto tab and text stamping by PDF bookmark level



How-to: Auto tab and text stamping by PDF bookmark level

Feature overview

Auto tabs and text stamping by PDF bookmark level, can access up to 6 levels of multi-level PDF bookmarks to:

- Convert pages to tabs
- Create and insert tab sheets
- Text and number stamping

The Chapter and Bookmarks Actions feature converts a page to a tab sheet or inserts a tab sheet, by Chapters or Bookmark level, places them in the right location, and populates the tab ear content automatically by using up to 6 levels of bookmark links from PDF documents.

Auto Tabs by PDF Bookmark level is especially valuable for long PDF documents that require well-defined chapters or bookmarks, such as training manuals, reports or course packs.

The Chapter and Bookmarks Actions menu also features text stamping by PDF bookmark level. You can insert stamps such as text or page numbering.

Fiery® JobMaster™ is an advanced PDF-based makeready solution that helps operators be more productive on complex document preparation tasks such as tab insertion, scanning, chapterization, page numbering, stamping, and late stage editing.

Objectives of exercise

- Automatically convert PDF bookmarks into tabs by PDF bookmark level
- Automatically insert tabs by PDF bookmark level
- Insert a watermark stamp by PDF bookmark level

Additional resources

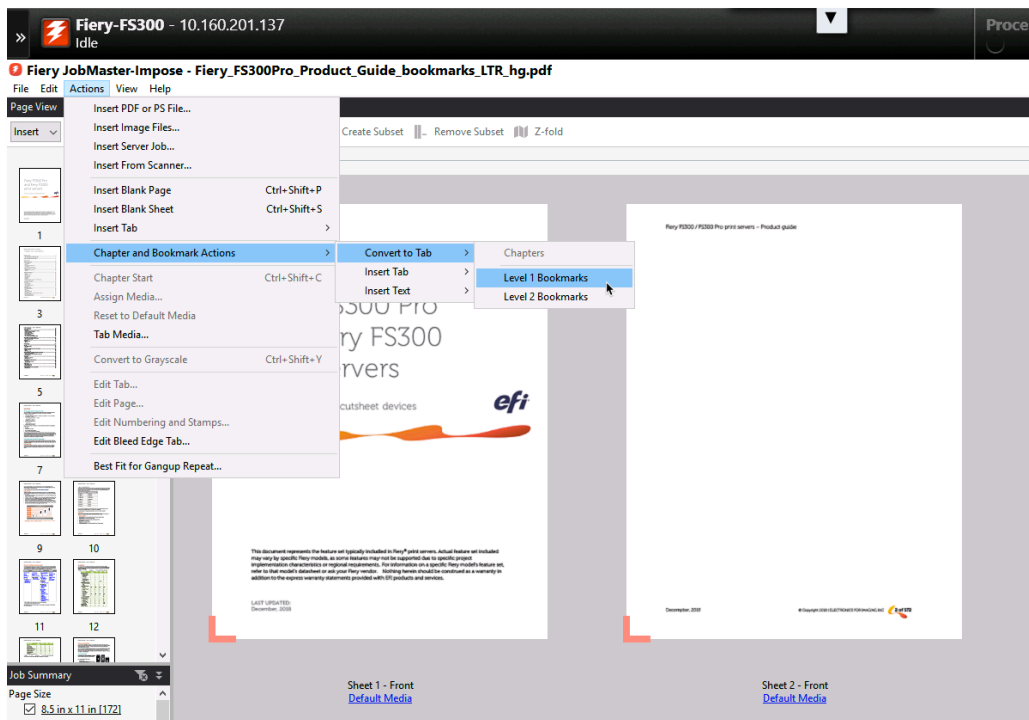
For additional software downloads, training resources and more, go to [Fiery Online Resources](http://www.efi.com/fieryonlineresources).

Before you begin

- Open Fiery Command WorkStation® 6.4 or later and connect to a Fiery server running Fiery System 10 and above that supports Fiery JobMaster.
 - For the updated list of supported printers, go to 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, **Fiery_FS300Pro_Product_Guide_bookmarks_LTR_hg.pdf** or **Fiery_FS300Pro_Product_Guide_bookmarks_A4_hg.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.

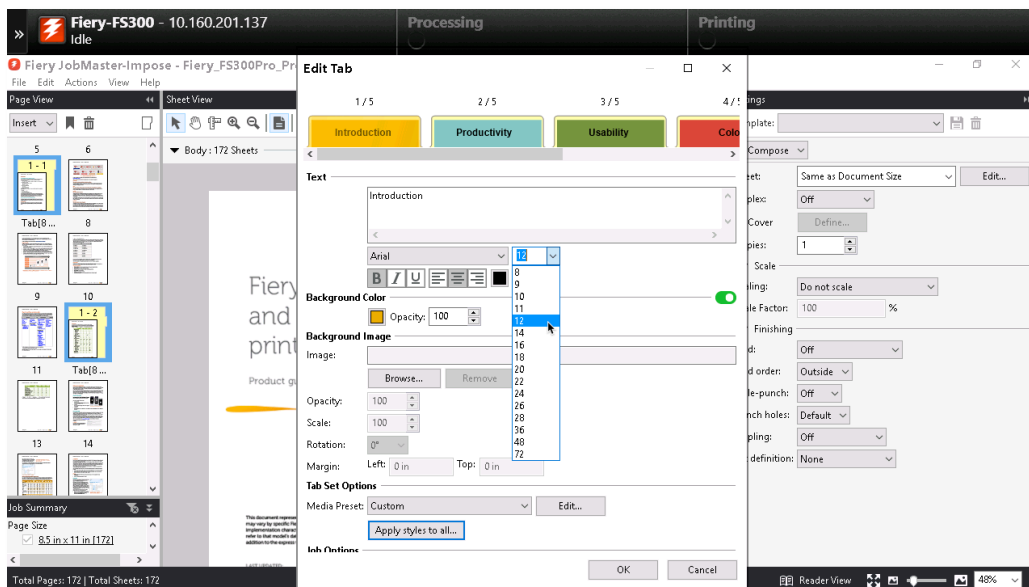
Convert page to tab by PDF bookmark level

1. Select the **Fiery_FS300Pro_Product_Guide_bookmarks_LTR_hg.pdf** or **Fiery_FS300Pro_Product_Guide_bookmarks_A4_hg.pdf** file in the Command WorkStation Held list. Then right-click and select JobMaster.
2. In the JobMaster window, click **Actions > Chapter and Bookmark Actions > Convert to Tab > Level 1 Bookmarks**.

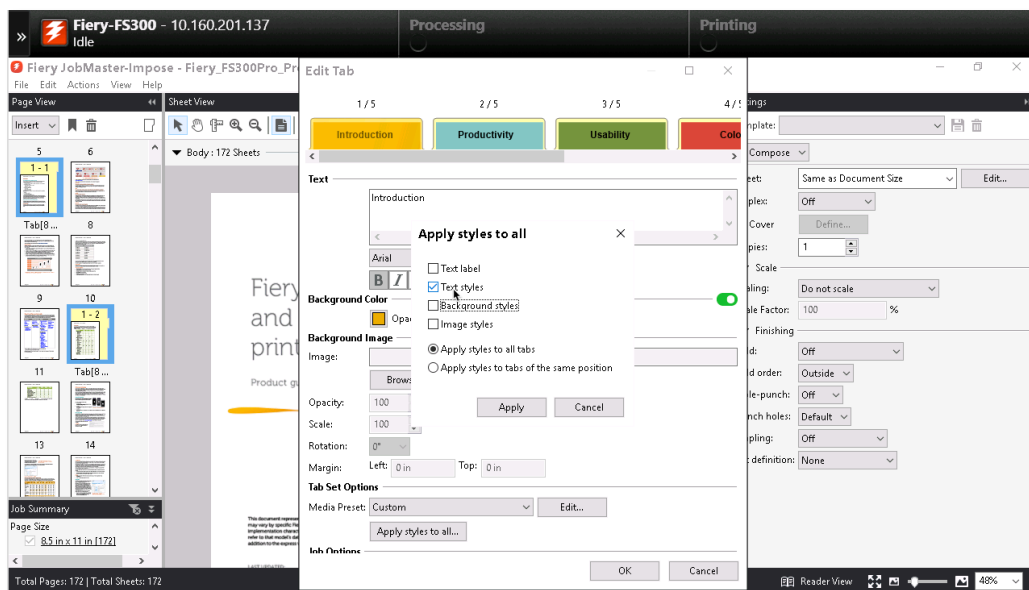


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3. In the **Edit Tab** window, modify the tab text and background color.
4. Change the font to **Arial** and the font size to **12**. Next select **Bold** type.



5. In the **Tab Set Options** area, click the **Apply styles to all** button. Clear all the option check boxes except **Text styles** and click **Apply**. This will apply the same font and font size to all tabs.



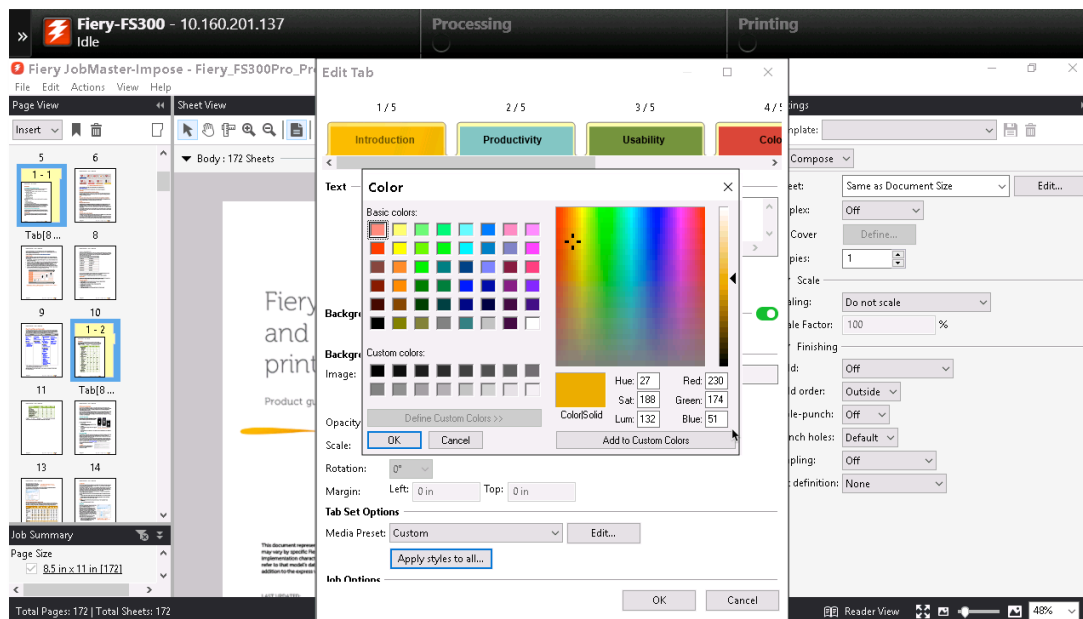
- To add a background color to the tab text field, click . When the icon changes to select the Background Color.
- For this example, specify the RGB values for each tab section color. Define the background color according to the chart information below.

Tab Position	Page	Tab Text	Background Color
Tab 1/5	7	Introduction	RGB 230 174 51
Tab 2/5	12	Productivity	RGB 138 202 199
Tab 3/5	47	Usability	RGB 126 150 79
Tab 4/5	93	Color	RGB 212 53 64
Tab 5/5	131	Integration	RGB 147 90 145

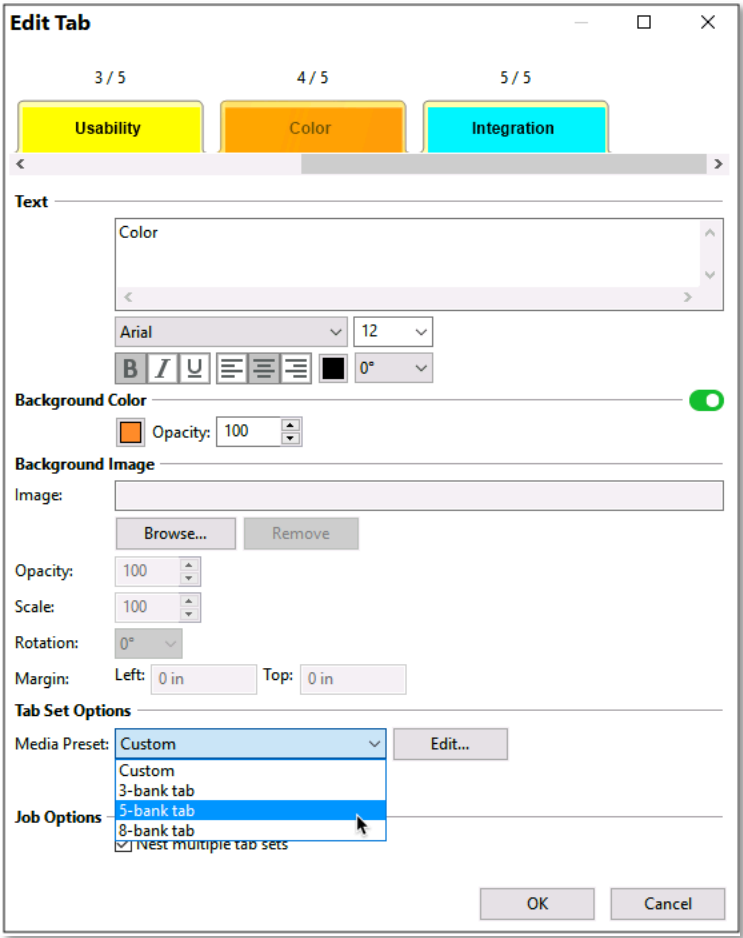
Tabs can contain up to three lines of tab text. Use the return or enter key on your keyboard as needed to create more than one line.

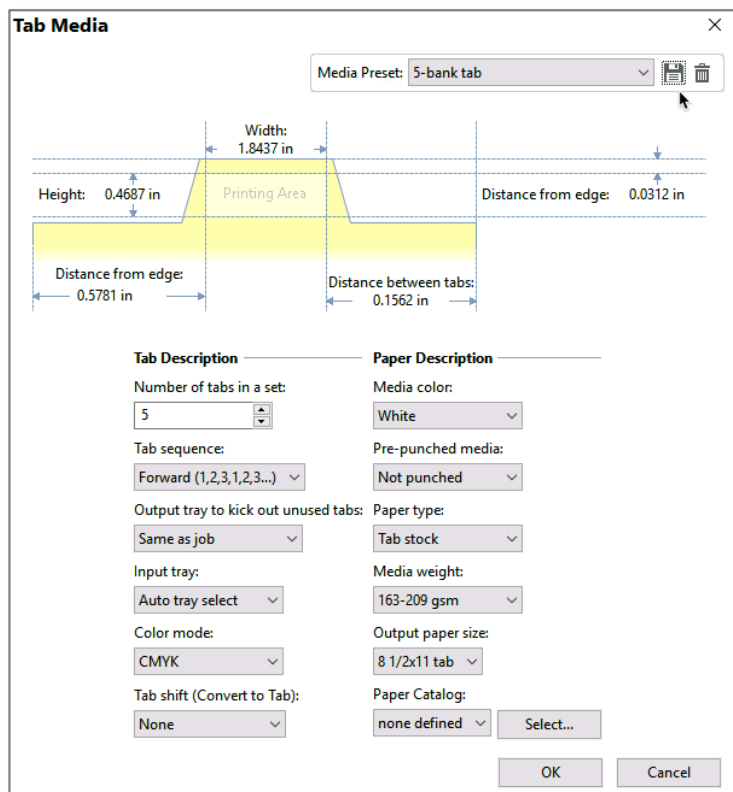
Navigation tip: Use keyboard shortcuts to quickly jump between tabs in the Edit Tab window. Use command-right (or left) arrow on a Mac and Ctrl-right (or left) arrow in Windows®.

*Background Color: Create a color palette for frequently used colors. Just click a color box under Custom colors and then click **Add to Custom Colors** to add each new color to the Custom colors as you define each one. It saves time for future jobs*



8. In the Tab Set Options area, select **5-bank tab** in Media Preset. If no media presets have been created yet, then click **Edit** next to Media Preset.





9. In the Tab Media dialog box, verify the Number of tabs in a set is **5**.
10. For this example, use the default selection **Forward** for Tab sequence.

Select the tab sequence that is appropriate for the tab stock and media tray you are using to print tabs.

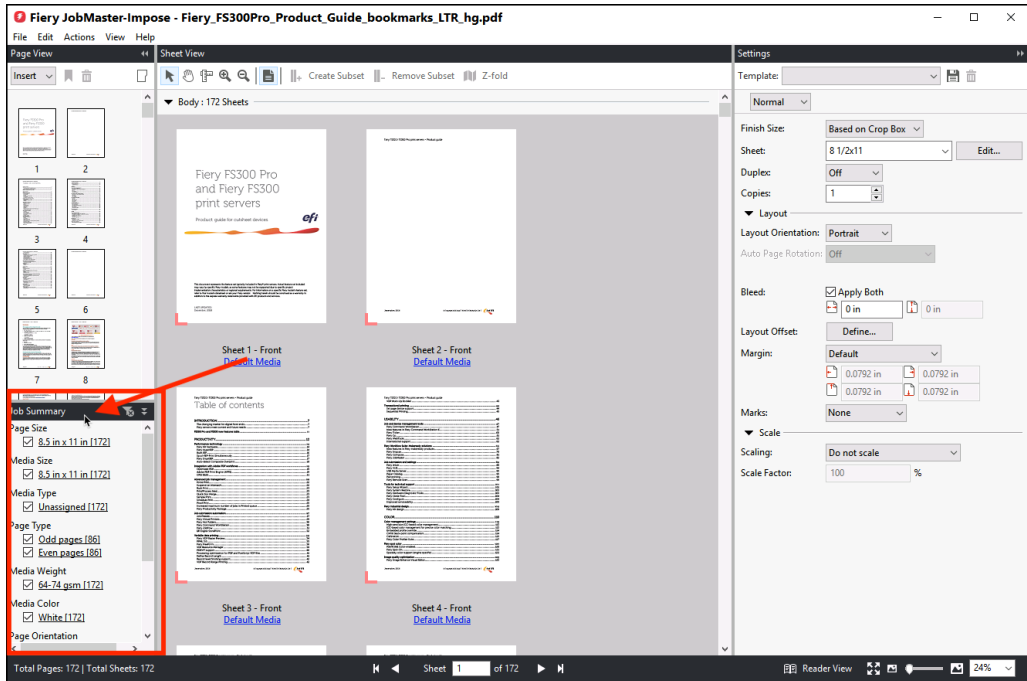
11. Specify the Output Tray to kick out unused tabs. (This option will vary with printer).
12. Continue to assign any additional settings, including media, tray or Paper Catalog.
13. Click the **disk** icon next to Media Preset after you have completed all the settings you want.
14. Name your preset **5-bank Tab** and click **OK**.
15. The selected media preset will 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.

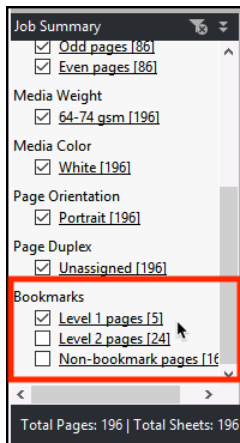
16. Click **OK** to exit the Edit Tab window.
17. In the Settings pane, specify any additional settings. For this example, set the Duplex option to **Top-Top**.

Use Job Summary pane to filter and select bookmark pages

1. In the lower left-hand corner, below the **Page View** pane, is the **Job Summary** panel
2. The **Job Summary** pane displays all page attributes that can be used for filtering or selecting certain groups of pages.

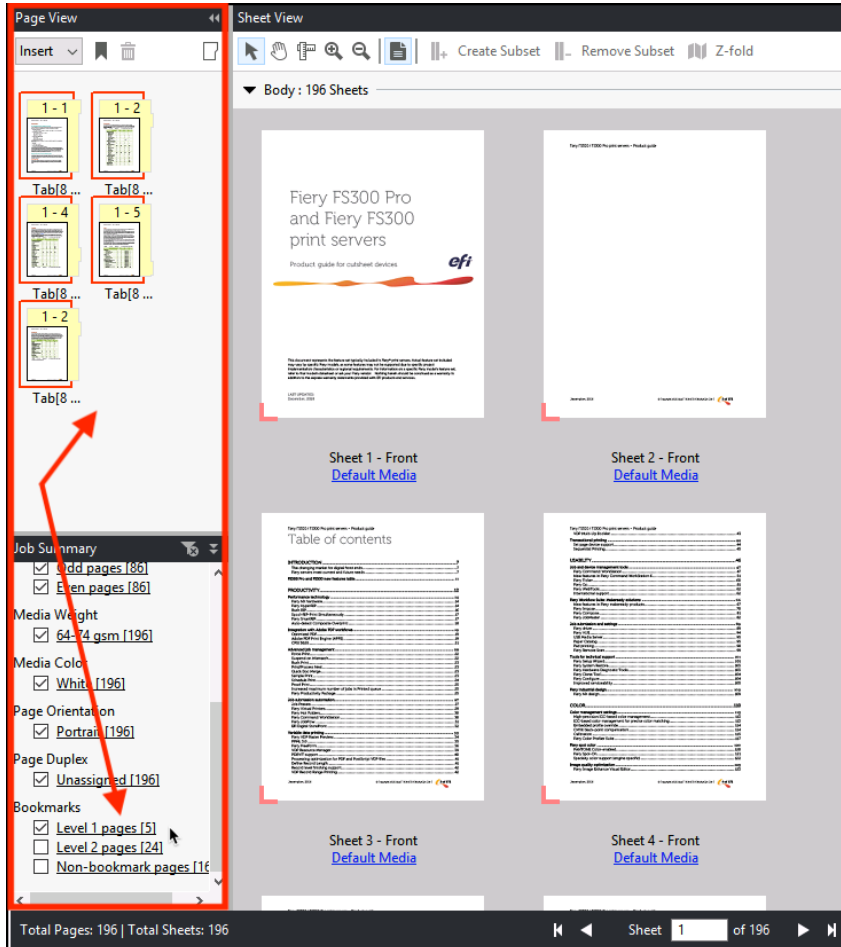


3. Scroll to the bottom of the **Job Summary** list.
4. You will see **Bookmarks**, **Select Level 1 pages [5]**



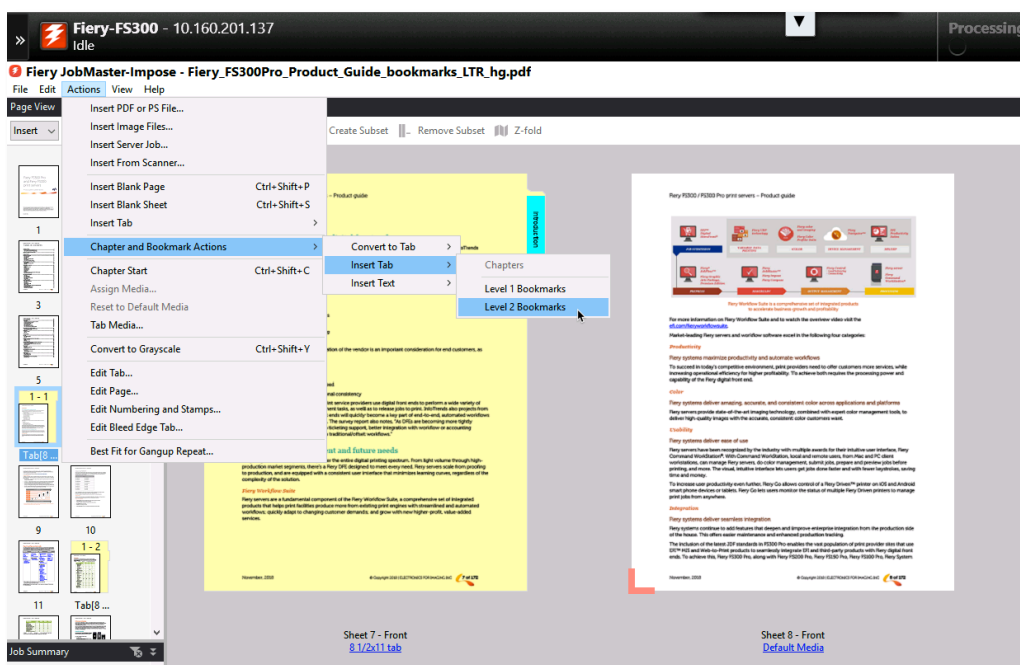
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- The Job Summary window allows you to filter and select you PDF bookmark tabs and reflects those selection in the Page View pane above.



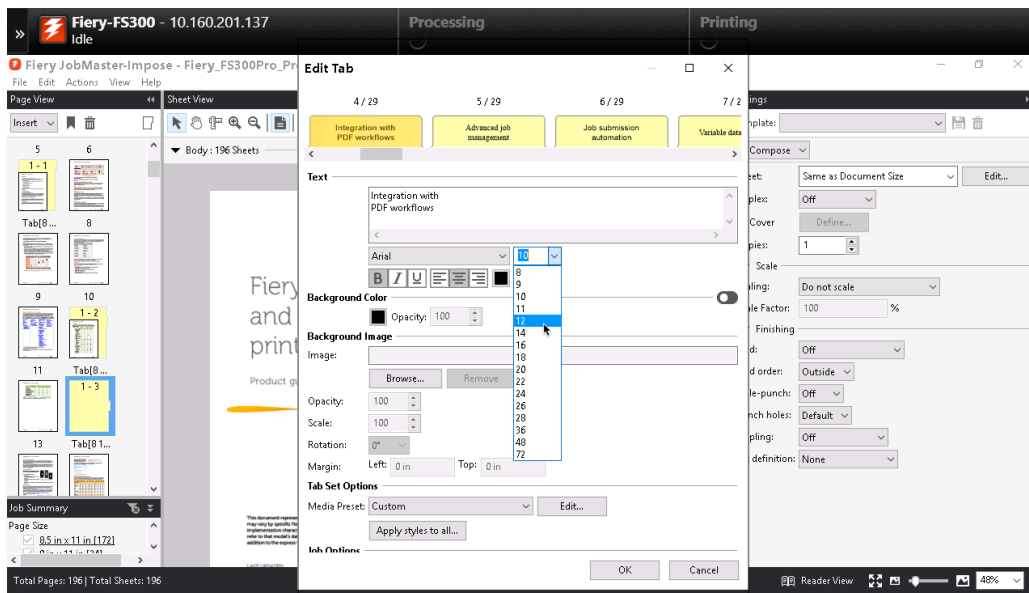
Insert tab pages by PDF bookmark level

1. If your document is still open from step 1 “Convert page to tab by PDF bookmark level”, please skip to step 2.
2. Select the **Fiery_FS300Pro_Product_Guide_bookmarks_LTR_hg.pdf** or **Fiery_FS300Pro_Product_Guide_bookmarks_A4_hg.pdf** file in the Command WorkStation Held list. Then right-click and select JobMaster.
3. In the JobMaster window, click **Actions > Chapter and Bookmark Actions > Insert Tab > Level 2 Bookmarks**.

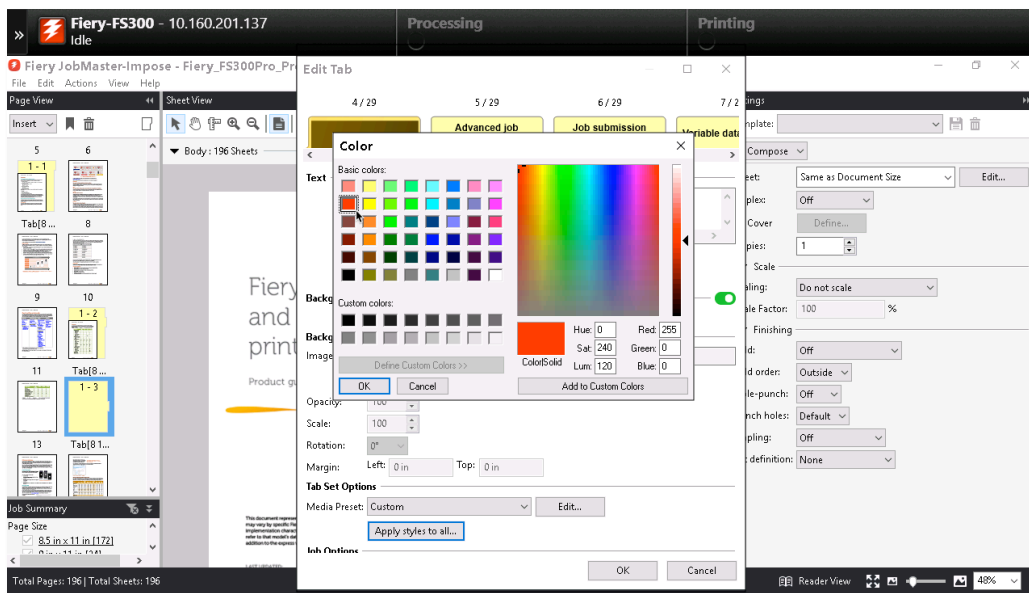




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5. In the **Edit Tab** window, modify the tab text and background color.
6. Change the font to **Arial** and the font size to **12**. Next, select **Bold** type.
If the tab text does not fit, tabs may contain up to three lines of tab text. Use the **Return** or **Enter** key on your keyboard as needed to create more than one line.

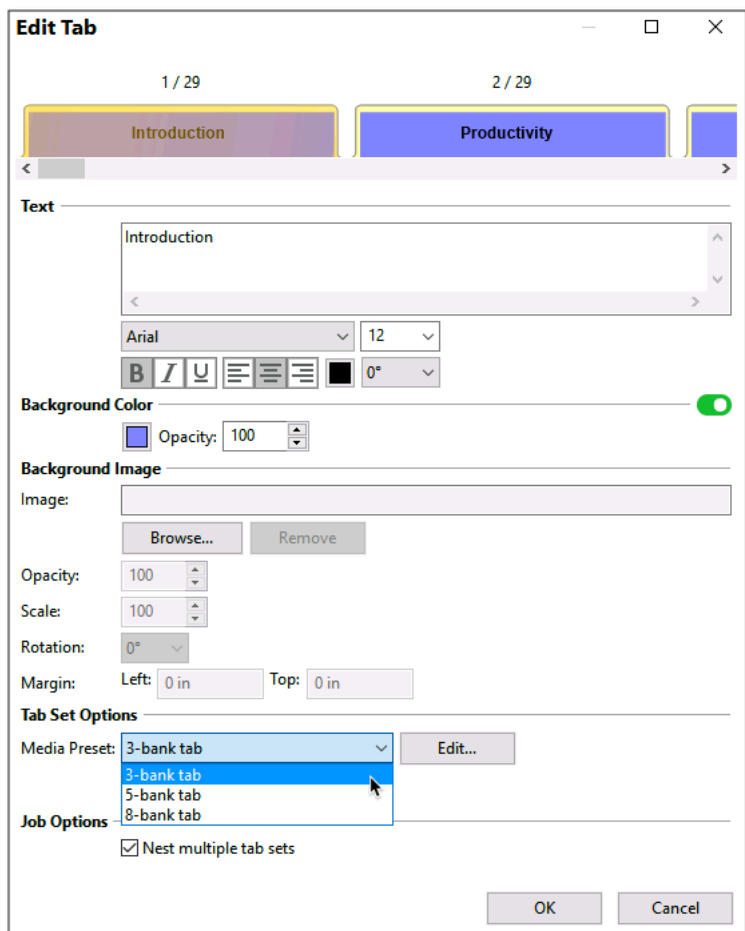


7. In the Tab Set Options area, click the **Apply styles to all** button. Clear all the option check boxes except **Text styles** and click **Apply**. This will apply the same font and font size to all tabs.



8. To add a background color to the tab text field, click . When the icon changes to  select the Background Color.
9. For this example, Select the RED color in the upper-left of the color chart.

10. Next, in the Tab Set Options area, click the **Apply styles to all** button. Clear all the option check boxes except **Background styles** and click **Apply**. This will apply the same background color to all tabs.



11. In the Tab Set Options area, select **3 Bank tabs** in Media Preset. If no media presets have been created yet, then click **Edit** next to Media Preset.

Tab Media

Media Preset: 3-bank tab

Width: 3.177 in

Height: 0.4687 in

Distance from edge: 0.0312 in

Distance from edge: 0.5781 in

Distance between tabs: 0.1562 in

Printing Area

Tab Description

Number of tabs in a set:

3

Tab sequence:

Forward (1,2,3,1,2,3,...)

Output tray to kick out unused tabs:

Same as job

Input tray:

Auto tray select

Color mode:

CMYK

Tab shift (Convert to Tab):

None

Paper Description

Media color:

White

Pre-punched media:

Not punched

Paper type:

Tab stock

Media weight:

163-209 gsm

Output paper size:

8 1/2x11 tab

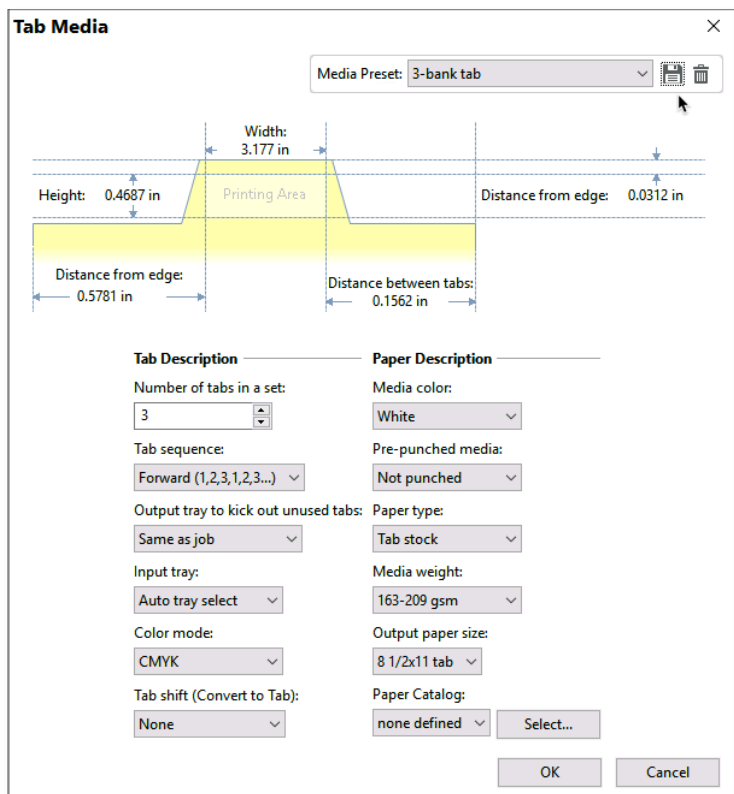
Paper Catalog:

none defined

Select...

OK

Cancel



13. In the Tab Media dialog box, verify the Number of tabs in a set is **3**.

14. For this example, use the default selection **Forward** for Tab sequence.

Select the tab sequence that is appropriate for the tab stock and media tray you are using to print tabs.

a.

15. Specify the Output Tray to kick out unused tabs. (This option will vary with printer).

16. Continue to assign any additional settings, including media, tray or Paper Catalog.

17. Click the **disk** icon next to Media Preset after you have completed all the settings you want.

18. Name your preset **3 Bank Tab** and click **OK**.

19. The selected media preset will display **3 Bank Tab**.

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

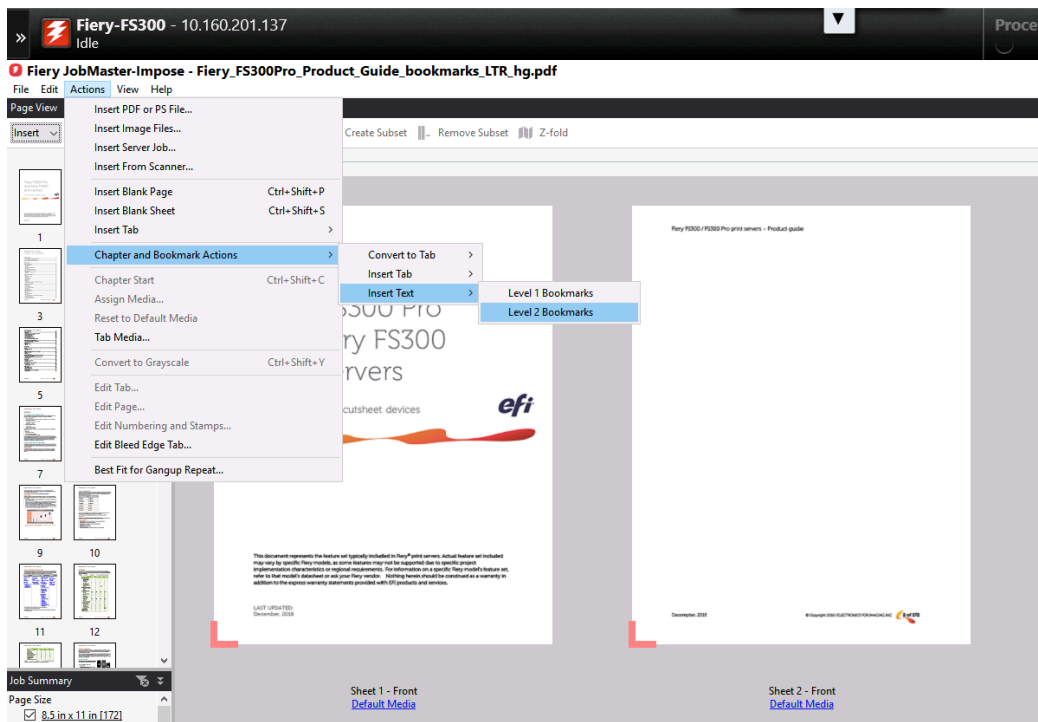
a.

20. Click **OK** to exit the Edit Tab window.

21. In the Settings pane, specify any additional settings. For this example, set the Duplex option to **Top-Top**.

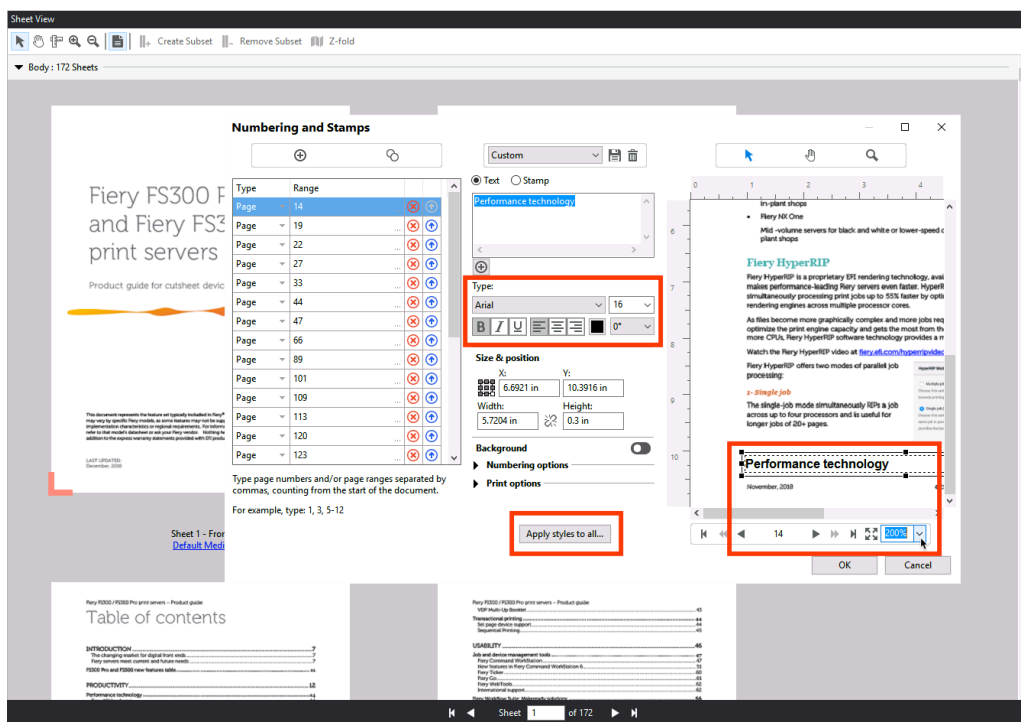
Text Stamping by PDF bookmark level

1. If your file is still open from step 2 “Insert tab pages by PDF bookmark level”, please skip step 2.
2. **Select the Fiery_FS300Pro_Product_Guide_bookmarks_LTR_hg.pdf or Fiery_FS300Pro_Product_Guide_bookmarks_A4_hg.pdf file in the Command WorkStation Held list. Then right-click and select JobMaster.**
3. In the JobMaster window, click **Actions > Chapter and Bookmark Actions > Insert Text > Level 2 Bookmarks.**



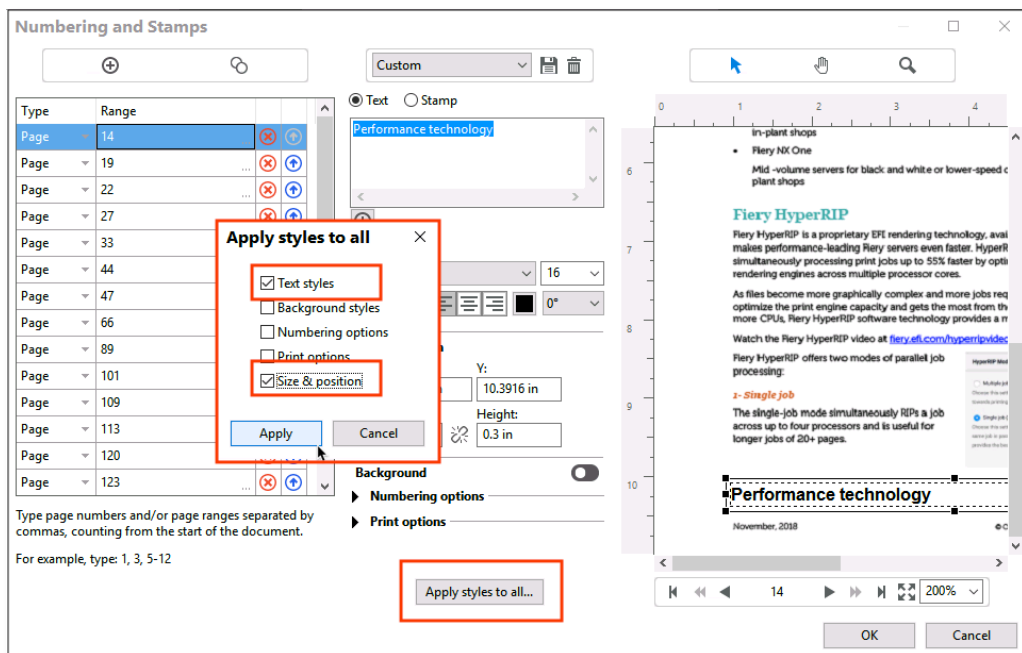
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4. The Numbering and Stamps window will open
5. There is no need to click **Add Range** icon to create a new page range as the pages have been automatically selected by PDF bookmark level 2.
6. Change the font to **Arial – Bold** and font size to **16**.
7. Keep Left alignment and apply whatever color you choose.
8. Use the **Select** icon to move the text box to the bottom-left corner of the page, and increase the field size so all the inserted text is visible.
9. Use the double arrows keys to scroll through the document's odd-numbered pages and view the results.



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10. After you have selected your font and the position of your text box, select Apply styles to all.
11. Uncheck all boxes except the Text styles and Size and position.



12. Click **OK** when done.
13. Click **File > Save**.
14. **Save** the job as default setting and click **YES**.
15. The job is ready for printing.

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