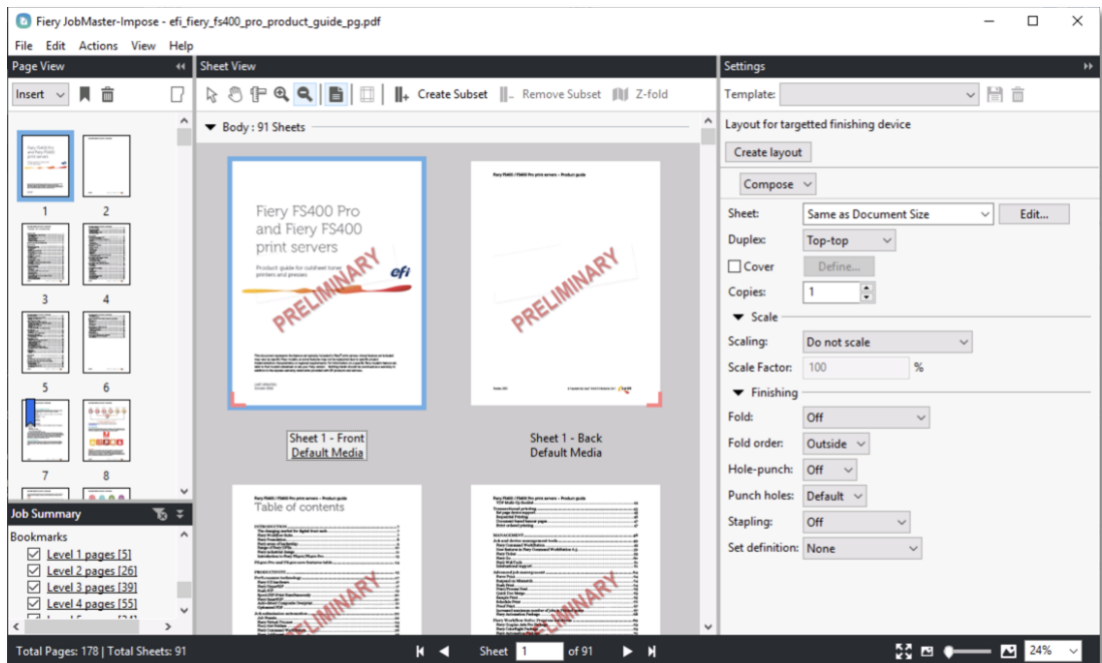# How-to: Apply advanced page numbering and stamping

How-to: Apply advanced page numbering and stamping

Feature overview

Fiery® JobMaster™ is an advanced PDF-based makeready solution that helps operators be more productive on complex document preparation tasks.

Long jobs usually require the ability to apply different page number sequences or insert stamps such as watermarks or logos. The Numbering and Stamps tool in JobMaster includes advanced capabilities to answer these demands.

Objectives

- Remove old page numbers
- Apply new page numbering to table of contents
- Apply section numbering to chapters
- Insert chapter title names
- Insert a watermark stamp

Additional resources

For additional software downloads, training resources, and more, go to Fiery Online Resources.

Before you begin

- Open Fiery Command WorkStation® 6.7 or newer. Connect to a Fiery Driven™ printer running Fiery FS500 / FS500 Pro system software or newer that supports Fiery JobMaster.
    - o For the updated list of supported printers, go to fiery.efi.com/jobmaster/supported-printers.

- To request the free 30-day trial for Fiery JobMaster, go to: fiery.efi.com/jobmaster/freetrial30.
- Activate the Fiery JobMaster license on the computer running Command WorkStation.
- Place the sample file, **efi_fiery_fs400_pro_product_guide_pg.pdf** or **efi_fiery_fs400_pro_product_guide_pg_en_uk.pdf**, in the Fiery server HELD queue. Drag the file to the Command WorkStation HELD list or use the Command WorkStation Import option.
- Ensure the printer and Fiery server have been calibrated before printing any output.
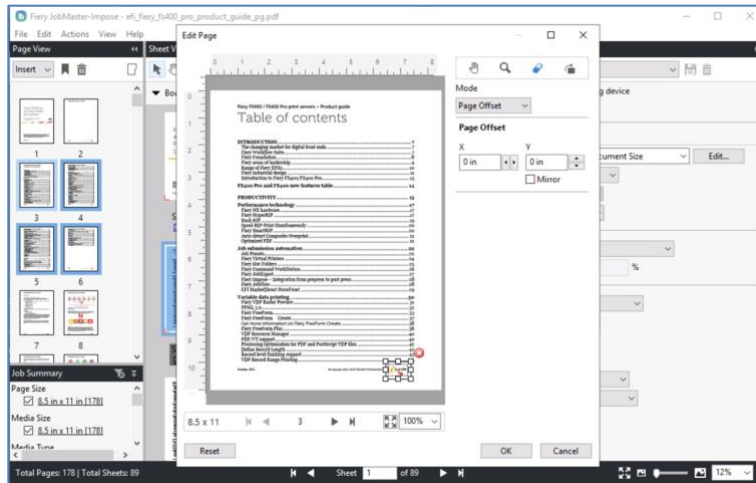
JobMaster edit page process

1. Select the **efi_fiery_fs400_pro_product_guide_pg.pdf** or **efi_fiery_fs400_pro_product_guide_pg_en_uk.pdf** file in the Command WorkStation HELD list. Then right-click to select **JobMaster**, or click the **JobMaster** icon from the toolbar.

   Note: In this How-to guide we will be working with the US document version. Therefore, all the images, chapters, and page ranges will reflect that PDF file.

2. In the Settings pane, select **Top-top** for Duplex.

3. To remove the existing page numbers, select pages 3-6 in the Page View pane, right-click on the selected pages and select **Edit Page,** or click **Actions > Edit Page**.

4. When the Edit Page dialog box appears, use the arrow keys to navigate to page **3**.

5. Select the **Mask tool** and draw a box around the page number to be removed.

   *Use the **Zoom** tool or magnifying glass to locate the current page number on the page you are looking at.*

6. Click on the Zoom icon and then scroll to page 6 and verify the page number has been removed.

7. Click **OK** to close the Edit Page window.

8. Select pages 7-178 in the Page View pane, right-click on the selected pages and select **Edit Page,** or click **Actions > Edit Page.**

9. When the Edit Page dialog box appears, use the arrow keys to navigate to page 7.

10. Select the **Mask tool** and draw a box around the page number to be removed.

11. Again, click on the Zoom icon, and then scroll to other pages and verify the page numbers have been removed.

12. Click **OK** to close the Edit Page window.

13. In the next section, you will apply page numbering to this document.
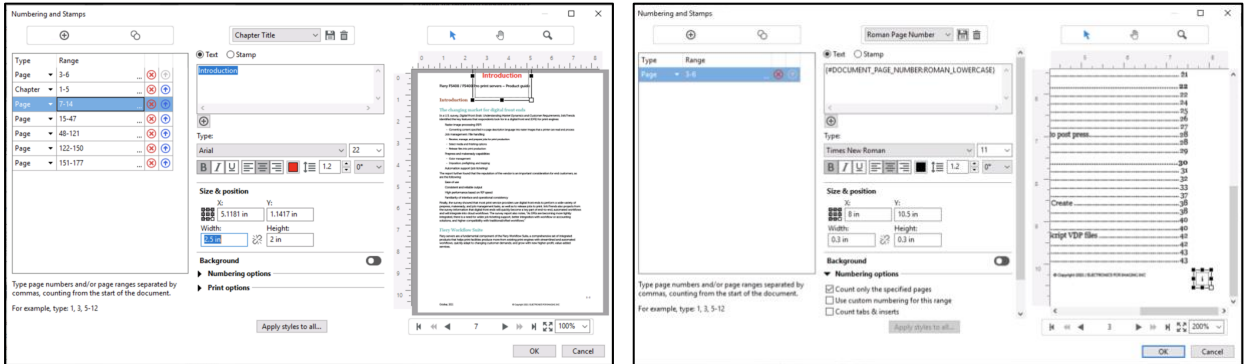
Apply page numbering to Table of Contents

1. In the Page View pane, right-click and select **Edit Numbering and Stamps,** or click **Actions > Edit Numbering and Stamps**.

2. Click the **Add Range** ⊕ icon to create a new page range.

3. Leave the range Type as **Page** and type the page range as **3-6**.

4. In the Text field, delete the current default selection **{#DOCUMENT_PAGE_NUMBER}**.

5. To add numbering properties, click the ⊕ icon below the Text field box and select **Page > Current Page > i, ii, iii**.

6. Use the arrow key to scroll to page **3**, and use the zoom tool to magnify the page number.

7. Modify the font, font size, and color as desired. Select **Center** alignment.

8. Select the **Count only the specified pages** check box under Numbering options.

> *By default, the page number will be placed in the lower-right corner. Use the **Select** icon to move the page number to your desired location on the page, and increase the field size so all the inserted text is visible.*

9. Click the disk icon to name and save these settings as a preset for future jobs. For this example, type **Roman Page Number** and click **OK**.

10. You can either click **OK** to exit Edit Numbering and Stamps or continue editing the document.
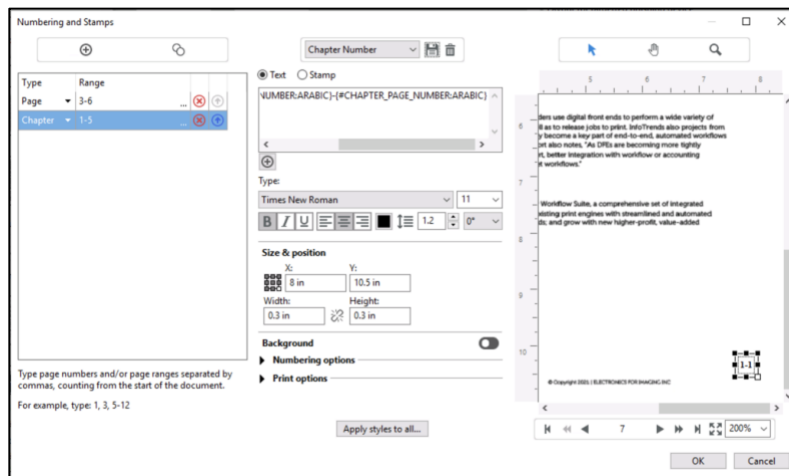
Apply section numbering to chapters

When a PDF document contains bookmarks, JobMaster recognizes them automatically.

1. Go to **Page View > Job Summary**

2. Click on the **Bookmark Level 1 pages** [5] link. This automatically selects all bookmarked pages in the Page View pane

3. Go to the **Actions menu** > **Chapter Start** or use ⬛ to ensure the first page of every chapter prints on an odd page number.

4. Right-click on one of the selected chapter pages in the Page View pane and choose **Edit Numbering and Stamps**

5. Click the **Add Range** ⊕ icon. The chapter start pages will display automatically.

6. For the range Type, change Page to **Chapter** and press the **return** key. The page range automatically indicates the number of chapters. For this example, **1-5** is displayed.

> *The page range will be displayed automatically ONLY if all pages were selected when Edit Numbering was opened; otherwise, users must type in the desired range.*

7. Use the double arrow key to scroll to page **7**, and use the zoom tool to magnify the page number.

8. In the Text field, delete the current default selection **{#DOCUMENT_PAGE_NUMBER}**.

   a. Insert chapter numbers. Click the ⊕ icon below the Text field box and select **Chapter > Current Chapter > 1, 2, 3**.

   b. Position the cursor after the current chapter selection and insert a **dash**.

   c. Insert chapter page numbers. Click the ⊕ icon below the Text field box and select **Chapter > Current Page > 1, 2, 3**.

   d. For this example, the text field now displays **{#DOCUMENT_CHAPTER_NUMBER:ARABIC}-{#CHAPTER_PAGE_NUMBER:ARABIC}.**

9. Use the arrow keys to scroll through the document to view the results.

10. Change the font, font size, alignment, and color as desired.

11. Save this preset for use in future jobs. For this example, type **Chapter Number**.
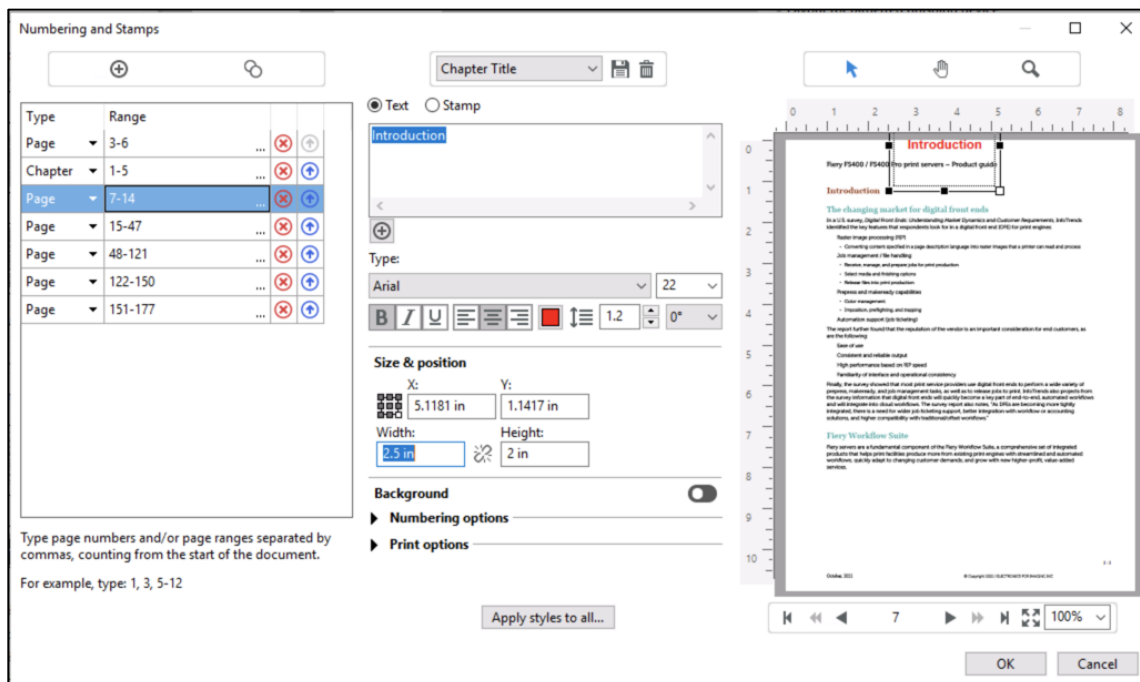

Insert chapter title names

1. Click the **Add Range** ⊕ icon to add a new defined page range.

2. Type the page range as **7-14**.

3. In the Text field, delete the current default selection **{#DOCUMENT_PAGE_NUMBER}** and type **Introduction**.

4. Change the font to **Arial – Bold** and font size to **22**.

5. Select **Center** alignment and apply a color as desired.

6. Use the double arrow to scroll to the first section of the document.

7. Use **Size & Position** to precisely position the text to the top of the page. **Select** the bottom right anchor point.

8. Define the X value as **X=5.2 in** or **X=130mm**.

9. Define the Y value as **Y=1.2 in** or **Y=29mm**.

10. Set the Width and Height values to define the text box: **Width=2.5 in or 64mm, Height=2 in or 51mm.**

11. Alternatively select the icon to move the text box and increase the field size manually.

12. Name the preset and save it. For this example, type **Chapter Title**.

13. Click the **Duplicate Range** icon to copy the previous range and settings. Update the page range and type the chapter name according to the chart below.

Type	Range	Chapter
Page	15-47	Productivity
Page	48-121	Management
Page	122-150	Color & Imaging
Page	151-177	Connection

14. Use the double arrow to scroll through the document chapters and view the results.

Double arrows for navigation are available ONLY when multiple chapters exist in the selection. For this example, users must click on the second range they created before they can use the double arrow.
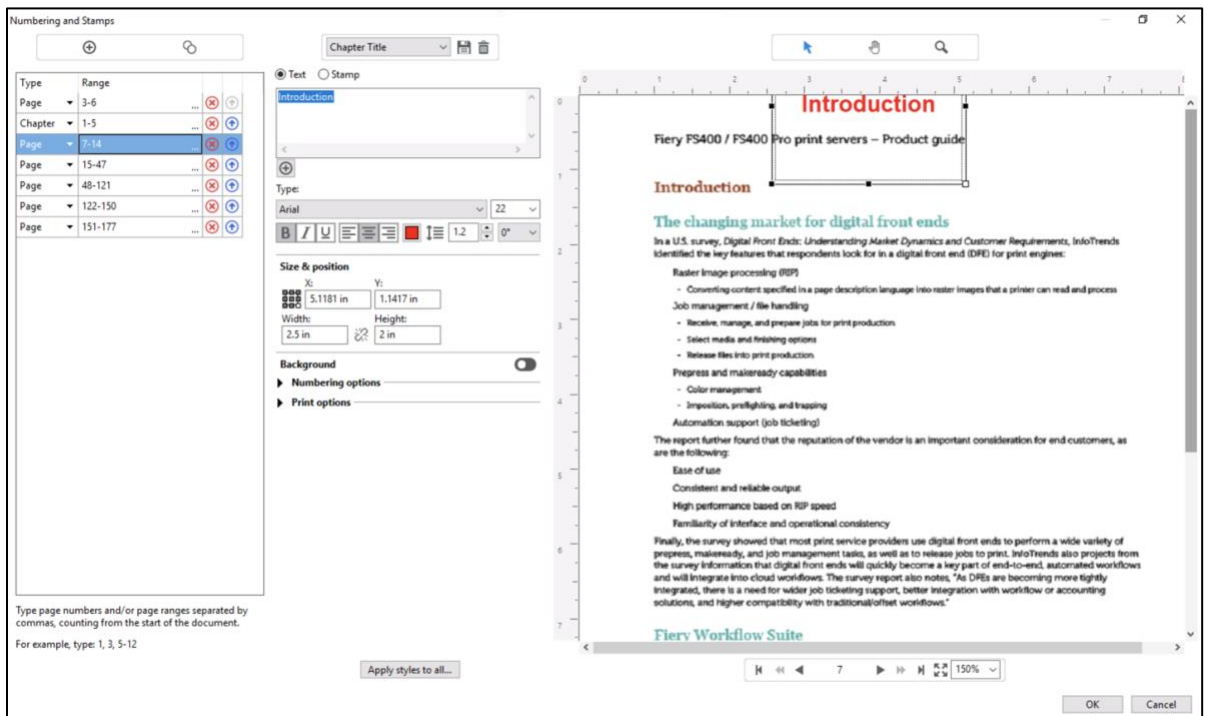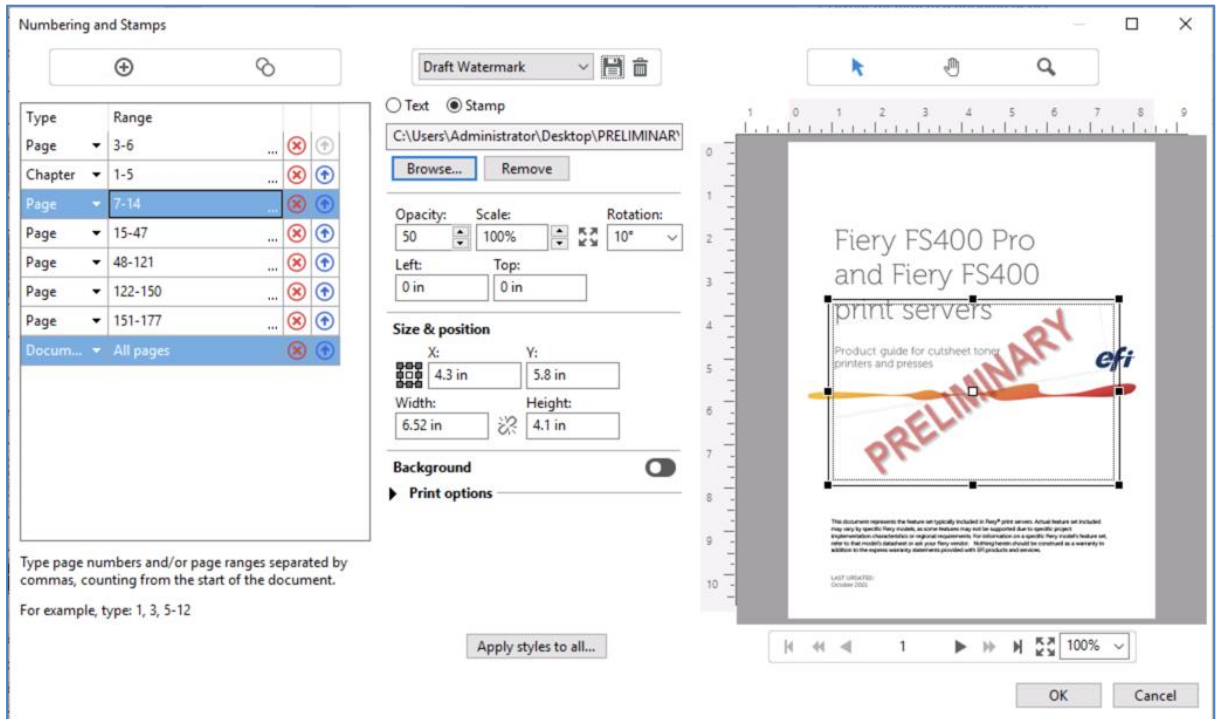
Insert a watermark stamp

1. In the Numbering and Stamps window, click the **Add Range** ⊕ icon to create a new page range.
2. Change the range type to **Document** and press the tab key to apply. The range will update to **All pages**.
3. Click the **Stamp** radio button.
4. Click **Browse** and select the **PRELIMINARY.png.** Then click **Open**.
5. Set Opacity to **50%**.
6. Set the Rotation to **10 degrees**.
7. Increase the size of the watermark.
8. By default, the stamp will be placed in the lower-right corner. Move the stamp to the middle of the page. Use the **Size & position** settings to position the stamp box and size to whatever location you want.

9. For this example, choose the center point ⊞.

10. Set X to **4.3 inches** or **109 mm**.

11. Set Y to **5.8 inches** or **147 mm**.

12. Set Height to **4.1 inches** or **105 mm** .

13. Navigate using the arrow keys to scroll through several pages, and check to see that the watermark appears on all the pages.

14. Click the **disk** icon to name and save these settings as a preset for future jobs. For this example, type **Draft watermark** and click **OK**.

15. Click **OK** to close **Numbering and Stamps**.

16. Select the last page (page 178) in the Page View pane, click **Actions** menu > **Chapter Start** or use ⚑ to separate the back cover from the previous chapter (chapter 5).

17. You can save and name the job, using the **File** menu and then **Save**. In the **Save As** field, enter a name for the job, and choose the **Where** to save the job location. For this example, save the job to the default **Held** queue. Click **OK** when done.

18. Click **File > Exit** to close Fiery JobMaster. Or click the red **X** in the corner.

19. The completed job is ready for printing.

We develop breakthrough technologies for the manufacturing of signage, packaging, textiles, ceramic tiles, building materials and personalized documents, with a wide range of printers, inks, digital front ends, and a comprehensive business and production workflow suite that transforms and streamlines the entire production process, increasing your competitiveness and boosting productivity. Visit www.efi.com for more information.