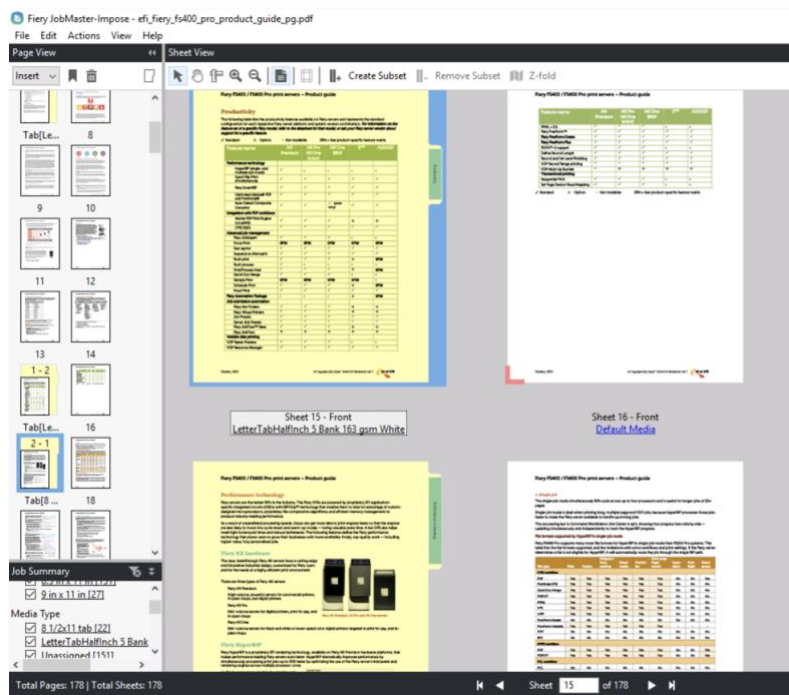# How-to: Produce documents with two sets of tabs

How-to: Produce documents with two sets of tabs

Feature overview

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.

The Fiery JobMaster multi-bank tabs feature allows the use of two different tab styles in a single document.

Objectives

- Create tab media presets
- Convert bookmarks to tabs and apply 5-bank tab media preset style
- Convert pages to tabs and apply 3-bank tab media preset style
- Use the tab filter to view only the tabs
- Assign media and finishing options

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.
    - o For the updated list of supported printers go to: fiery.efi.com/jobmaster/supported-printers.
    - o Check the supported engines list to ensure your Fiery Driven™ printer supports multi-bank tabs.

- To request the free 30-day trial for Fiery JobMaster, go to: http://fiery.efi.com/jobmaster/freetrial30.
- Activate the JobMaster license on the computer running Command Workstation.
- Place the sample file, **efi_fiery_fs400_pro_product_guide_pg** or **efi_fiery_fs400_pro_product_guide_pg_en_uk**, 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.
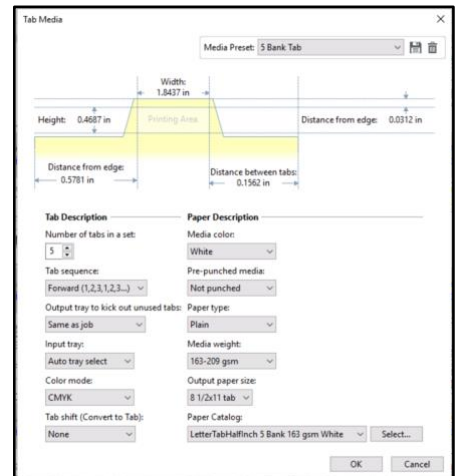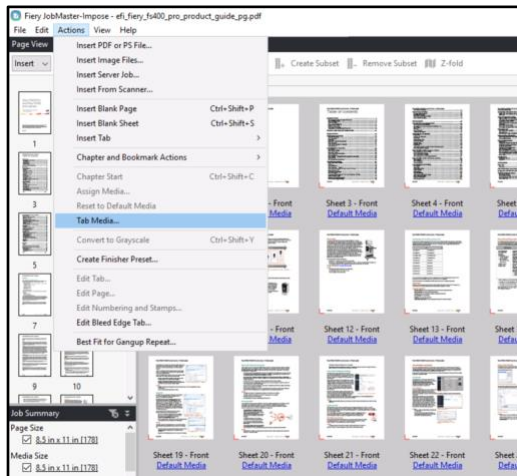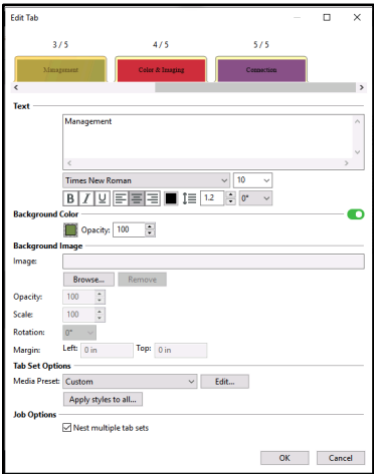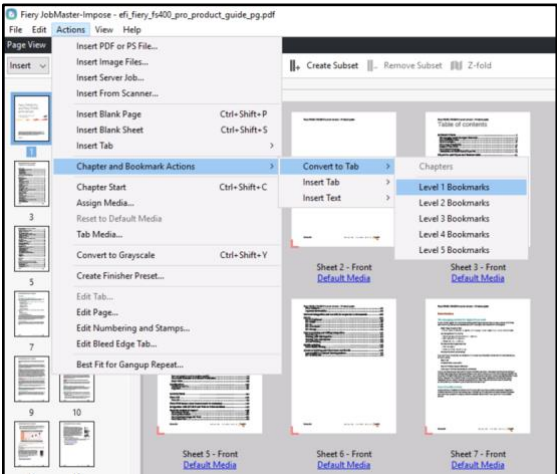
Create tab media presets

1. Select the **efi_fiery_fs400_pro_product_guide_pg** file in the Command WorkStation HELD list. Then right-click to select **JobMaster**. Or click the **JobMaster** icon in the toolbar if it has been added.

> *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. Ensure under **Settings** pane, the application is in **Compose** mode.

3. To create the tab media presets for use in this exercise, click **Actions > Tab Media**.

4. Create **5-bank tab** and **3-bank tab** media preset styles.

5. In the Tab Media window, define the options to apply to your tabs and save the Media Preset.

6. Verify the Number of tabs in a set is **5**.

7. Select the Tab sequence that is appropriate for the tab stock and media tray that you are using to print tabs. For this example, use the default selection Tab sequence as **Forward**.

8. Select the Output tray to kick out unused tabs.

9. Specify any additional settings to assign media, including the media, tray or Paper Catalog to distinguish between the two sets of tabs for printing.

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

11. Name your preset, **5 Bank Tab,** and click **OK**.

12. Repeat steps 5 – 9, changing the number of tabs to **3**. Then save as the **3 Bank Tab** Media Preset.

> *The Output tray to kick out unused tabs will, by default, eject any unused tabs with the print job. Change this location as appropriate for your printer.*
>
> *The Media Presets you set are available for use as templates in future JobMaster jobs*

Convert PDF bookmarks to tabs and apply 5-bank tab media preset style

1. The PDF document contains bookmarks for the main chapters. To view the bookmark pages, go to Job Summary and uncheck **Non-bookmark pages**.

2. To automatically convert bookmarks to tabs, reselect **Non-bookmark pages** again in Job Summary if you deselect them in the step 1. And then click the **Actions** Menu **Chapter and Bookmarks Actions > Convert to Tabs > Level 1 Bookmarks**.

> *Note: A new window message will pop-up to inform that JobMaster will ignore additional bookmarks. Since documents with more than one bookmark per page are not supported.*

3. The **Edit Tab** window opens showing each tab with the bookmark title.

4. In the Edit Tab window, enter the tab text and change the tab background color from the chart information below step 6 and make adjustments to the tab text if required.

5. To add a background color to the tab text field, click ⬤ . When the icon changes to ⬤ **,** click on the Background Color. Then, click on the black square to change the color.

6. For this example, specify the RGB values – Red, Green, and Blue - 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	15	Productivity	RGB 138 202 199
Tab 3/5	47	Management	RGB 126 150 79
Tab 4/5	122	Color & Imaging	RGB 212 53 64
Tab 5/5	151	Connection	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*

7. Click **OK** to close Edit Tab.

8. To define the Media for the tabs, go to **Job Summary > Media Type** and deselect all media types except **8.5X11** tab (in the case you are using the Metric system, select A4).

9. Click on the Media Type link **8.5x11 tab,** which will activate all tabs in the Page View.

10. Right-click on the active tabs, choose **Change Tab Media** and assign the preset **5 Bank Tab**.
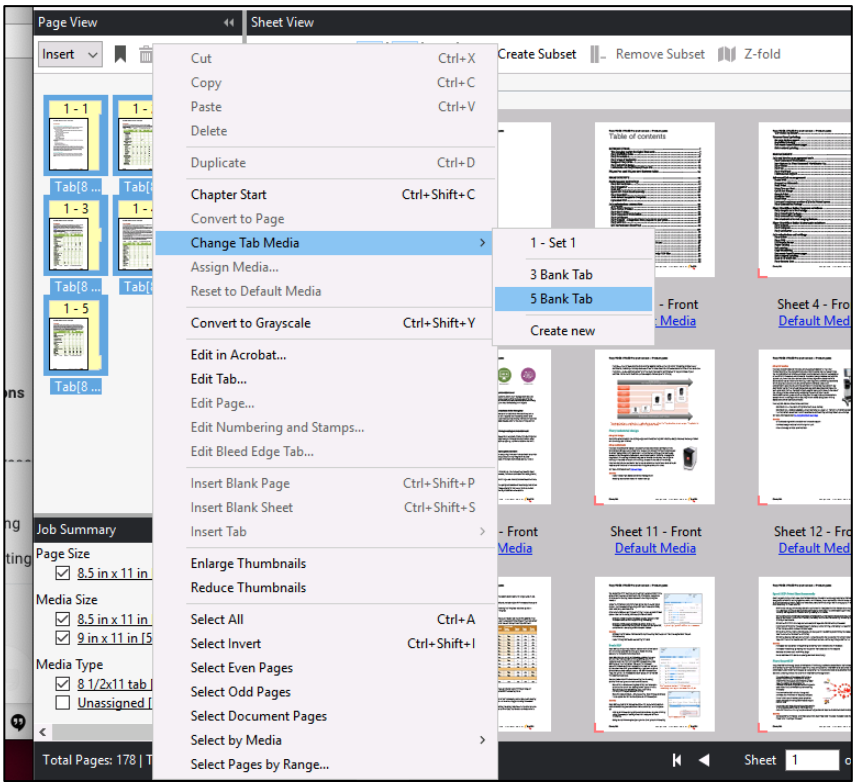
11. After assigning the **5 Bank Tab**, reselect all media types under **Job Summary > Media Type** if you deselect them in step 8**.**

In the next section, you will assign media and define the finishing options.
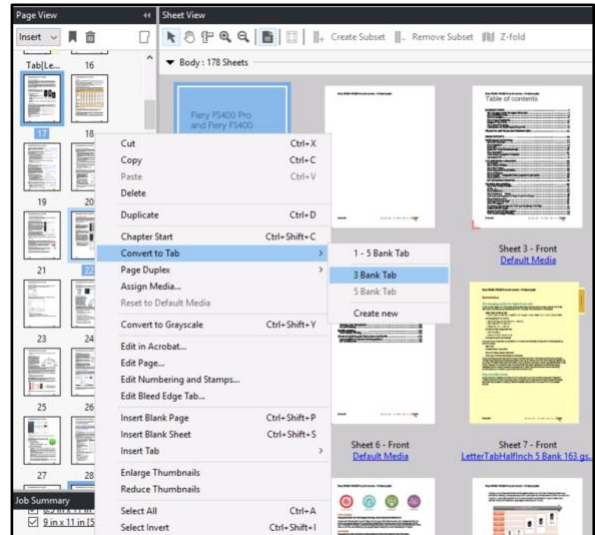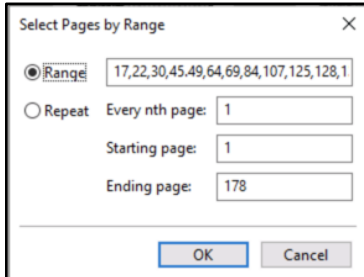
Convert pages to tabs and apply 3-bank tab media preset style

1. Next, define the second tab style using the **3 Bank Tab** preset. These tabs will be added using the Convert to Tab feature.
2. Select all the **Convert to Tab Pages** in the chart below step 6 by going to **Edit > Select Pages by Range** and type in the page numbers below in **Range** as a comma separated range, e.g. 17, 23, 29…... Click **OK**. You can also define wich Media you would like to use from the Paper Catalog and then click the **OK** button to confirm.
3. Right-click on a highlighted tab in page view and select **Convert to Tab > 3 Bank Tab**.

> *You can verify whether the correct page is selected by zooming into the page content anytime during your page selection. To zoom in to a page, hold alt key and click on the page you want to zoom in.*

4. Right-click on a highlighted tab again and select **Edit Tab**. Enter the tab text and define the background color using the chart information below step 6.
5. To add a background color to the tab text field, click ⬜. When the icon changes to 🟢 , select the Background Color.
6. For this example, select the RGB sliders to specify the RGB values for each tab section color. Define the background color according to the chart information below. Reuse the Custom Colors if you have them set up.

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Inserted Tabs	Convert to Tab Pages	Tab Position	Tab Text	Tab Color
Productivity	17	Tab 2-1	Performance technology	138 202 199
	22	Tab 2-2	Job submission automation	Light blue
	30	Tab 2-3	Variable data printing	
	45	Tab 2-1	Transactional printing	
Management	49	Tab 2-2	Job & device management tools	126 150 79
	64	Tab 2-3	Advanced job management	Light green
	69	Tab 2-1	Fiery Workflow Suite: Prepress solutions	
	84	Tab 2-2	Fiery Workflow Suite: Makeready solutions	
	107	Tab 2-3	Job submission and settings	
Color & Imaging	125	Tab 2-1	Integration with Adobe PDF workflows	212 53 64
	128	Tab 2-2	Color management settings	Red
	137	Tab 2-3	Fiery spot color	
	140	Tab 2-1	Image quality optimization	
	143	Tab 2-2	Fiery imaging features	
	150	Tab 2-3	Certifications	
Connection	152	Tab 2-1	Fiery JDF	147 90 145
	157	Tab 2-2	EFI MIS & Web-to-Print solutions	Purple
	158	Tab 2-3	Tools for technical support	
	166	Tab 2-1	Network integration and security in corporate environments	
	167	Tab 2-2	EFI IQ	
	171	Tab 2-3	Cost accounting and billing integration	
	175	Tab 2-1	Mobile printing	
	176	Tab 2-2	Access to training and Fiery users worldwide	

7. When you have defined all the tabs, click OK.

> *The Job Options, Nest multiple tab sets is only visible for supported printers. If your printer does not support it, you will not see it in JobMaster.*
>
> *Nest multiple tabs defines whether unused tabs from each tab set will eject during the print job, or whether it will print all tabs sequentially and only eject the unused tabs from the last tab after the print job.*
>
> *In this example, Tab Set/style 1 contains 5 tabs per set and we inserted 5 tabs (a complete set). So there are no unused tabs left to eject.*
>
> *Tab Set/style 2 contains 3 tabs per set, and does not use a multiple of 3 tabs for each section. So there are unused tabs in several sections of the job that require ejection.*
>
> *When Nest Multiple tabs is disabled, all tabs are printed sequentially, and it only ejects the unused tabs at the end of the job. Since Tab style 2 (3 Bank Tabs) contains 23 tabs, there will be only one unused tab at the end of the print job that needs to be ejected.*
>
> *When Nest Multiple Tabs is enabled, Tab style 2 (3 Bank tabs) will require tab ejection during the print job.*
>
> *All ejected tabs are sent to the selection specified in the Media Preset for Output Tray to kick out unused tabs.*

Use the tab filter to view only tabs

1. To view only the tabs in the job, select the **Tab** icon ▮ in the toolbar of the Page View pane. This will filter all the pages to display only the tabs.

2. To edit any tabs, select the tab you want to edit. Then right-click and select **Edit Tab**.
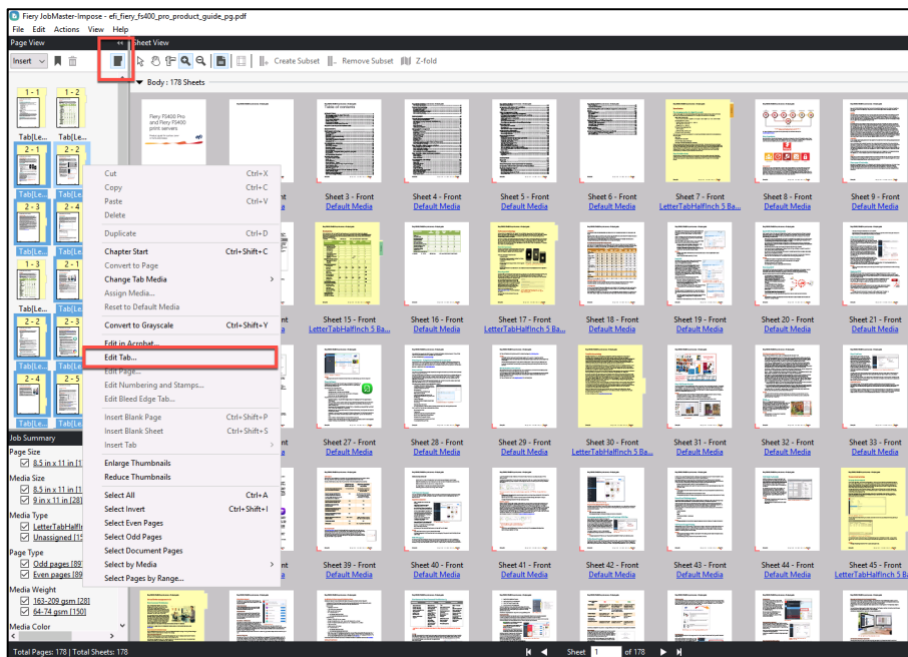
Assign Media and Finishing Options

1. Under Settings pane, set the job to Duplex.

2. Complete assigning any Paper Catalog media for the cover and body of the job, based on your workflow.

3. In the JobMaster Settings pane, click **Cover**.

   a. Select **Front Cover** and **Back Cover** check boxes.

   b. Assign the Media.

   c. In Print on, select **Both Sides** for **Front Cover,** select **Outside** for **Back Cover**.

   d. Click **OK** when done.

4. Assign the media for the body of the job. Go to **Job Summary>Media Type** and deselect all media except **Unassigned**. Then click on the **Unassigned** link to select them.

5. In the Page View, right-click on one of the active pages ad select **Assign Media**. Define the media that is appropriate for your workflow. Then click **OK** when done.
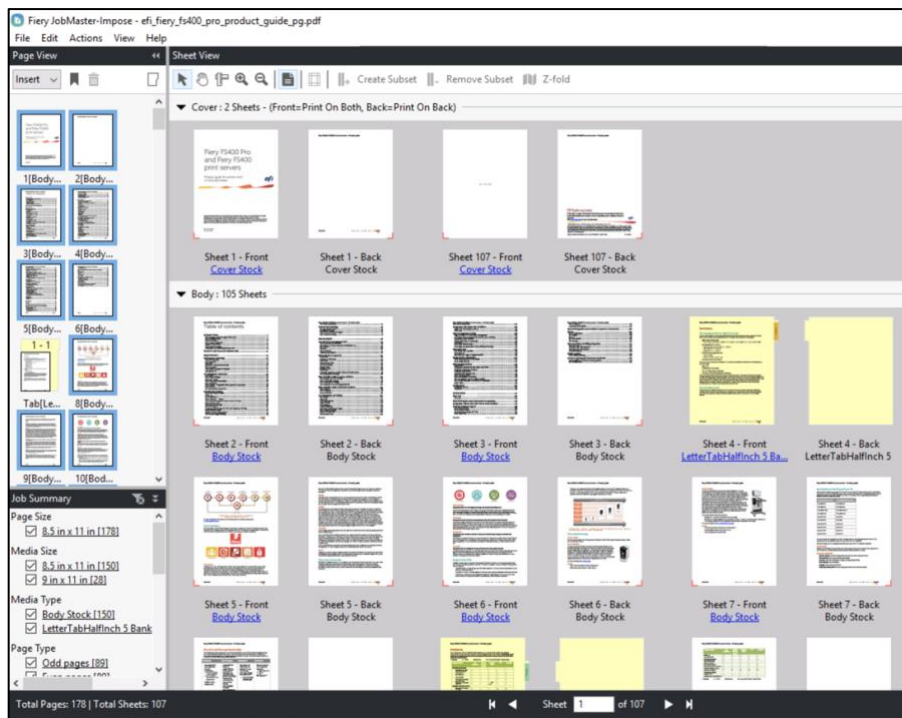
6. Save the document and Close **JobMaster**.

7. Click **File > Save**.

8. In the **Save As** field, change the document name to **Multi-Bank tab** and select **OK**.

9. Open Job Properties for the **Multi-Bank tab** job and apply finishing options appropriate for your printer. For this example, select **Ring binding** if available

10. You are now ready to print your document.

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.