

How-To:

Apply Advanced Page Numbering



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Feature Overview

Fiery JobMaster is an advanced PDF-based job-preparation solution design to help operators be more productive by effectively dealing with complex document preparation tasks. Jobs that require makeready of long, complex jobs require the ability to apply different page number sequences or formats to the multiple sections within a document. The expanded page numbering tool in JobMaster includes advanced capabilities to cater to these demands.

Customer Benefits

- Advanced Page Numbering allows operators to create unique numbering sequences for one or multiple sections, using a combination of custom texts, formats and macros.
- Advanced Page Numbering offers ease of use and flexibility to meet various document numbering requirements in long documents.
- Automatically detects chapter starts to skip and restart numbering accordingly.
- All changes are applied in Fiery JobMaster, eliminating the need to open the original native document and saving time.

Objectives of the exercise

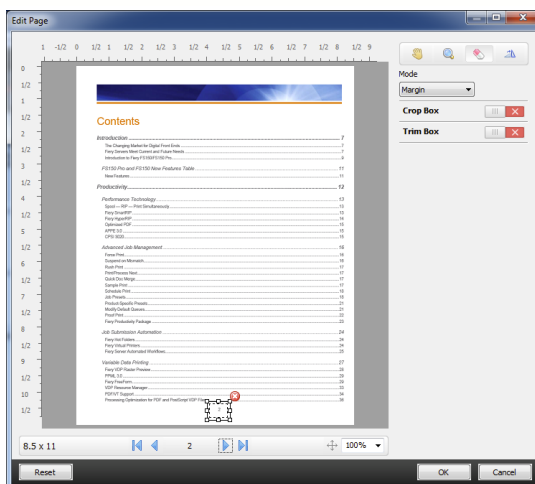
- Remove the existing page numbers
- Insert Roman numeral page numbering to the table of contents.
- Insert section and page numbering to chapters.
- Insert a chapter title to the sections.
- Insert a date and timestamp to all pages.
- Save each option as a preset for future jobs.

Additional Resources

If you would like to learn more about Fiery product features, EFI has created interactive online courses designed to enhance Fiery product knowledge and help increase performance. For complete list of the online courses we offer, go to the [Fiery eLearning](#) web page.

Before you begin

- Have Fiery Command WorkStation 5.7 or above opened and connected to at least one Fiery Driven™ printers that supports Fiery JobMaster.
 - For the updated list of supported printers go to <http://w3.efi.com/Fiery/Products/Workflow-Suite/Fiery-JobMaster/Specifications>
- Activate the Fiery JobMaster license on the Command WorkStation client.
- Place the sample file: **Fiery_FS150_Pro_Product_Guide_LTR.pdf** or **Fiery_FS150_Pro_Product_Guide_A4.pdf** in the Fiery Held queue. Drag and drop the file to the Command WorkStation Held queue or use the Command WorkStation Import menu option.
- Ensure the printer and Fiery have been calibrated before printing any output.



JobMaster Edit Page Process

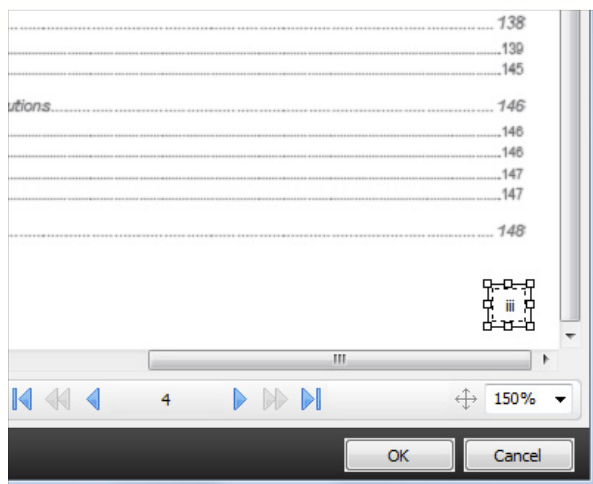
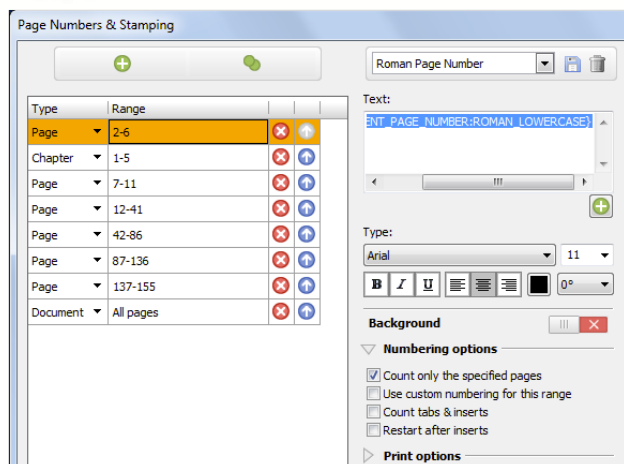
1. Select the file **Fiery_FS150_Pro_Product_Guide_LTR.pdf** or **Fiery_FS150_Pro_Product_Guide_A4.pdf** in the Command WorkStation Held queue and right-click to select **JobMaster** from the pop-out menu. Or select the **JobMaster** icon from the toolbar if it has been added.
2. In the Setting pane select **Top-top** from Duplex
3. Assign Chapter Starts for use later in this exercise. In the **Page View** pane hold the CTRL/Command key while selecting pages **7, 12, 42, 87, and 137**, right-click and select Chapter Start.
4. To remove the existing page numbers, select all the pages to edit in the **Page View** pane. Right-click on any page and select **Select All** or select **Select All** from the Edit menu.
5. In the Page View pane, right-click and select **Edit Page...** or select **Edit Page...** from the Action menu.
6. When the **Edit Page** window opens, use the arrow keys to navigate the document and go to page **2**.
7. Select the **Mask tool** and draw a box around the page number to be removed.



Note: Use the **Zoom** tool or magnifying glass to zoom in and locate the current page number on the currently viewed page.

8. Scroll through several pages and check to see that the page numbers will be removed.
9. Select **OK** to close the **Edit Page** window.
10. In the next section, you will apply page numbering to this document.

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Apply page numbering to Table of Contents

1. In the **Page View** pane, right-click and select **Edit Numbering...** or select **Edit Numbering...** from the **Action** menu.
2. Select the **Add Range (+)** icon to create a new page range.
3. Leave the **Type:** as **Page** and enter page range **2-6**.
4. In the **Text** field delete the current default selection **{#DOCUMENT_PAGE_NUMBER}**.
5. Select the **Plus (+)** icon and choose **Page, Current Page, i, ii, iii**.
6. Use the arrow key to scroll to page 2 and use the zoom tool to magnify the page number.
7. Modify the Font, Font Size and Color as desired. Select **Center** alignment.
8. In the Numbering options, check **Count only the specified pages**.

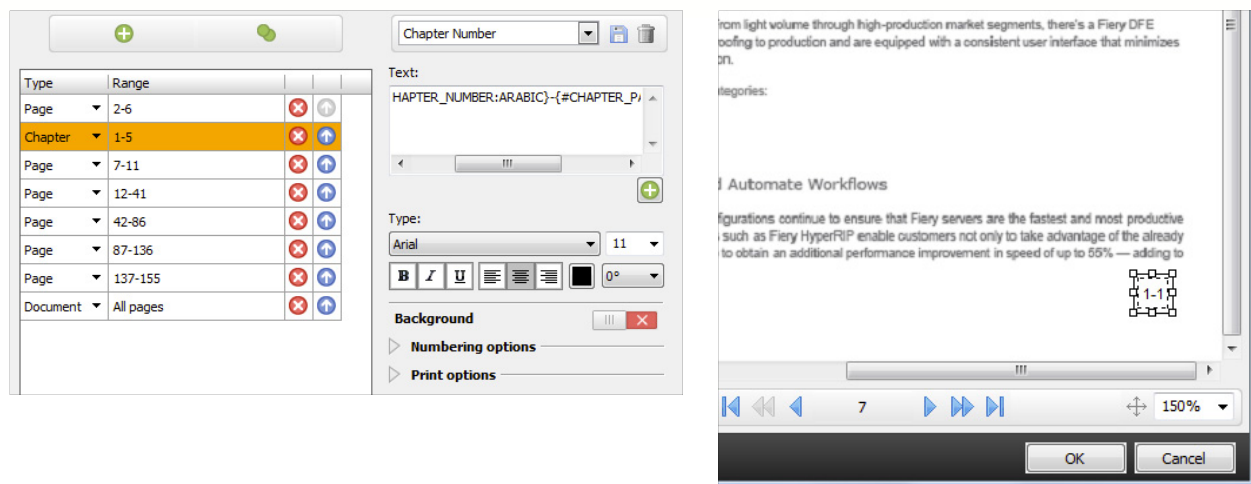


Note:

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. Save this preset. For this example, enter **Roman Page Number**.

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Apply Section numbering to Chapters

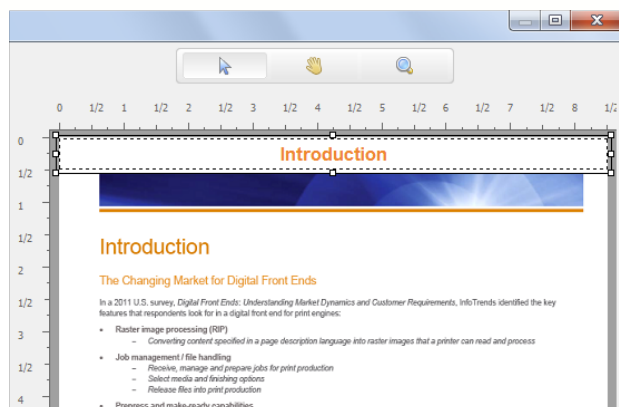
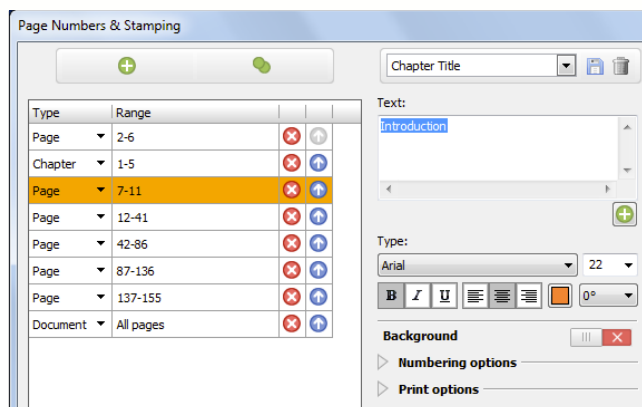
1. Select the **Add Range (+)** icon to create a new page range.
2. Under the section **Type**, change Page to **Chapter** and press the return key. The page range automatically populates to indicate the number of chapters. For this example **1-5** is displayed.



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

3. Use the double arrow key to scroll to page 7 and use the zoom tool to magnify the page number.
4. In the **Text** field delete the current default selection **{#DOCUMENT_PAGE_NUMBER}**.
 - a. Select the **Plus (+)** icon and insert **Chapter, Current Chapter, 1, 2, 3**.
 - b. Position the cursor after the current chapter selection and insert a dash.
 - c. Select the **Plus (+)** icon and insert **Chapter, Current Page, 1, 2, 3**.
 - d. For this example the text field will now display.
{#DOCUMENT_CHAPTER_NUMBER:ARABIC}-{#CHAPTER_PAGE_NUMBER:ARABIC}
5. Use the arrow keys to scroll through the document to view the results.
6. Change the Font, Font Size, Alignment and Color.
7. Save this preset. For this example, enter **Chapter Number**.

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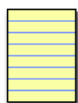


Insert Chapter Title names

1. Select the **Add Range (+)** icon to add a new defined page range.
2. Enter page range **7-11**.
3. In the **Text** field delete the current default selection **{#DOCUMENT_PAGE_NUMBER}** and type **Introduction**.
4. Change the font: **Arial – Bold** and font size: **22**.
5. Select **Center** alignment and apply a color as desired.
6. Use the double arrow to scroll to the first section.
7. Use the **Select** icon to move the text box to the top of the page and increase the field size to the full width of the page so all the inserted text is visible.
8. Save the preset. For this example, enter **Chapter Title**.
9. Select the **Copy Range** icon to duplicate the previous the range and settings. Update the page range and enter the chapter name per the chart below.

Type	Range	Chapter
Page	12-41	Productivity
Page	42-86	Usability
Page	87-136	Color
Page	137-155	Integration

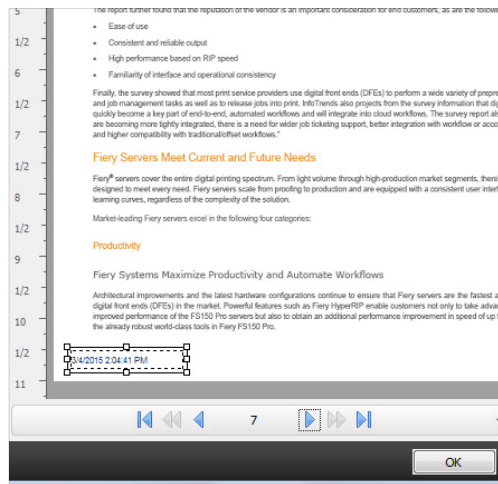
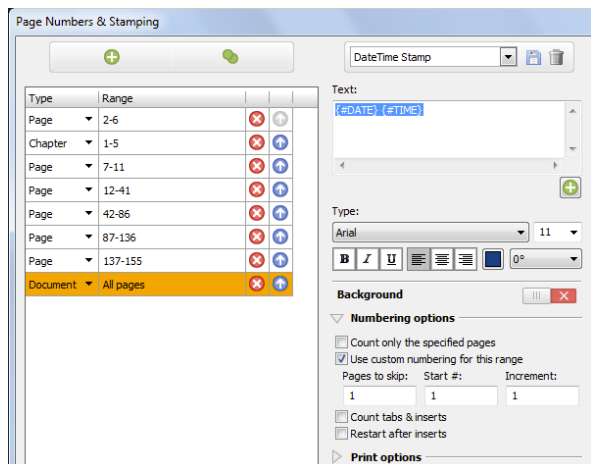
10. Use the double arrow to scroll through the chapters and see the results.



Note:

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

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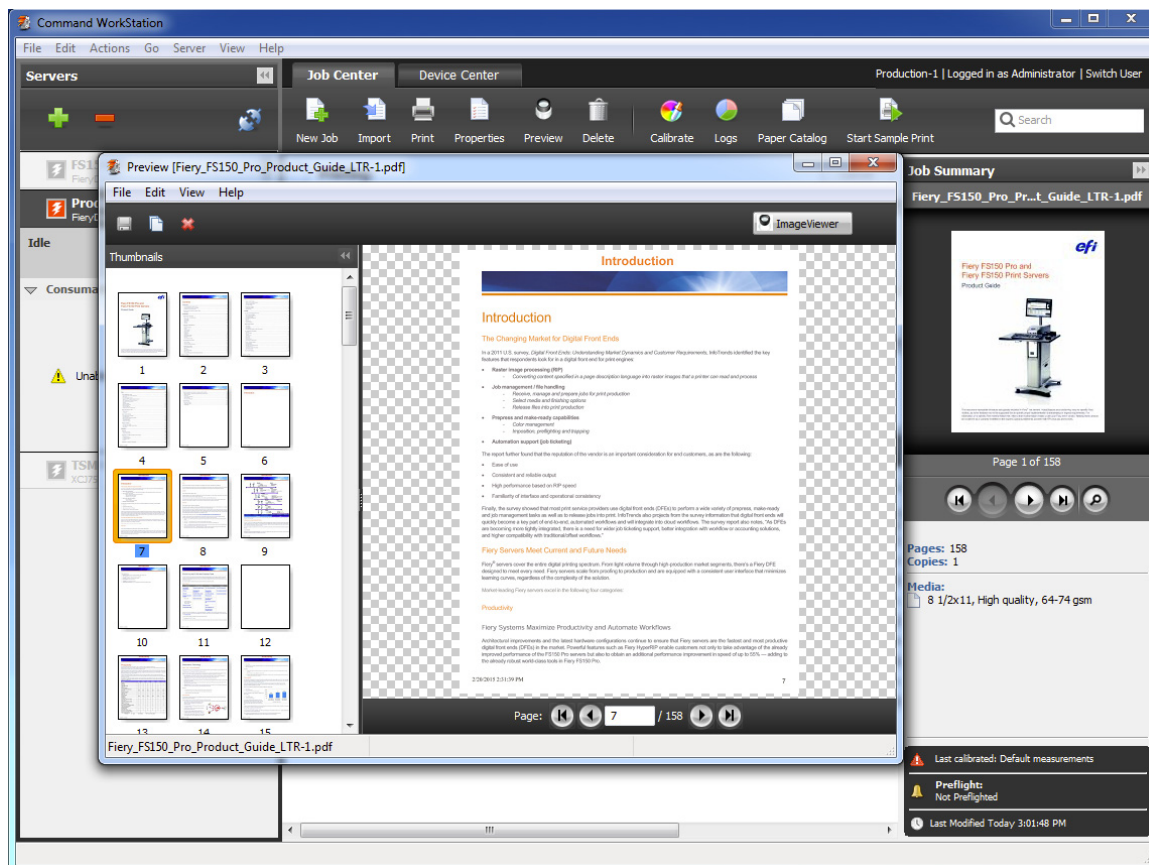
Insert Date and Time Stamp

1. Select the **Add Range (+)** icon to add a new range.
2. Under the section **Type**, change the Type to **Document**. The range updates to show All Pages.
3. In the **Text** field delete the current default selection **{#DOCUMENT_PAGE_NUMBER}**.
4. Select the **Plus (+)** icon and select **Date & Time** and **Date & Time**.
5. By default the Date & Time stamp will be placed in the lower right corner. Use the **Select** icon to move the field to the lower-left corner, and increase the field size so all the inserted text is visible.
6. Change the Font, Font Size and Color as desired.
7. In the **Numbering options** section, check the option **Use custom numbering for this range**, and enter 1 for **Pages to skip** (This option will not show the Date & Time stamp on the cover).
8. Navigate using the arrows to scroll through several pages and check to see that the page numbers are accurate.
9. Save the preset. For this example, enter **DateTime Stamp** for future jobs.



Note: Select a range to quickly navigate to the first page defined in the range to view the results in the preview window.

10. Select **OK** when done to close Page Numbers and Stamping. Close **JobMaster** and save the document.
11. Process and Hold to view the job in the **Job Summary** pane. Use the magnifying glass to view it in the Preview window.



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