

How-To:

Prepare a Complex Job with Fiery JobMaster



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Features Overview

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

Customer Benefits

- **Shows how make-ready affects the print output.** Fiery JobMaster previews jobs in a page and sheet view, both working together to display media attributes at a glance for quick job navigation and to show exactly how the output will look like before going to print.
- **Provides drag-and-drop merging of PDF pages from digital and paper documents.** Create a new job, delete, move, add blank pages and even duplicate document pages.
- **Integrates and cleans up hard copy pages.** Users can de-skew and despeckle scanned documents; edit images for brightness, contrast and sharpness; make images fit to media size for a uniform appearance on every page; mask out staples, hole-punch marks or page content.
- **Provides tab creation with a WYSIWYG preview.** The preview changes dynamically as users program tab ear settings and content that can include images, logos and colored text.
- **Allows editing of selected pages.** Operators can redefine crop and trim size and mask unwanted content such as preexisting page numbers.
- **Numbers pages after creating the job from multiple sources.** JobMaster adds page numbers anywhere on the page, skips page numbers to avoid inserts or tabs and includes page-number templates for predefined numbering styles.

Objectives of the Exercise

- Use Scan Preview and Edit to edit scanned pages and insert into an existing document allowing you to add hard copy pages to a digital job.
- Insert pages from additional digital documents.
- Prepare WYSIWYG tabs to be inserted and assign existing document pages as tabs. Add text and insert images to be printed on each tab ear.
- Use Edit Page to remove a document's original page numbers.
- Use Page Numbers & Stamping to apply page numbering.
- Print the document with the defined media.

Additional Resources

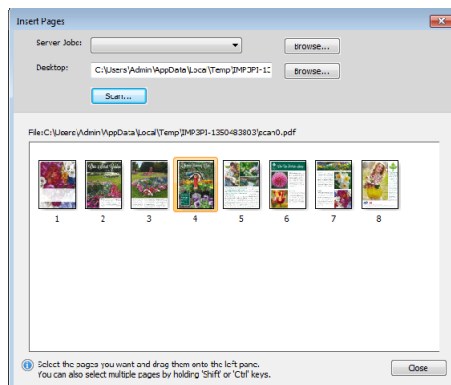
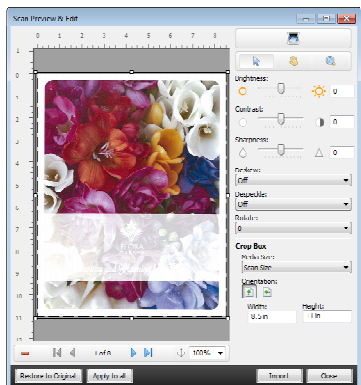
If you would like to learn more about Fiery product features, EFI has created interactive online courses designed to enhance Fiery product knowledge and help increase performance. For a complete list of the online courses we offer, go to the [Fiery eLearning](#) web page.

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 file **FGS_catalog_body_LTR.pdf** or **FGS_catalog_body_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.
- Place the following files in a location where your Command WorkStation can access and browse to locate these files for use later in this exercise.
 - **FGS_catalog_cover_LTR.pdf** or **FGS_catalog_cover_A4.pdf**
 - **FGS_planting_&_planning_for_spring_LTR.pdf** or **FGS_planting_&_planning_for_spring_A4.pdf**
 - Tab ear image files: **bulbs-tab.jpg**, **direct-sow-tab.jpg**, **rose-tab.jpg**, **bedding-tab.jpg** and **perennials-tab.jpg**,
- Have Fiery Remote Scan 6 installed on the client.
- Print the file **FGS_planting_&_planning_for_spring_LTR.pdf** or **FGS_planting_&_planning_for_spring_A4.pdf**.
 - Scan these pages into a Fiery mailbox. Consult the user documentation for your Fiery driven printer for additional information on Fiery Remote Scan and scanning to a Fiery Mailbox.
- Create Paper Catalog entries for the media that is appropriate for your environment.
 - Ideally you will have available three stocks
 - Cover stock
 - Tab stock
 - Body stock
- Ensure the printer and Fiery have been calibrated before printing any output.



Note: Each output device will have different procedures for configuring and printing the finished document. Consult the user documentation for the copier and Fiery that will be used for this How-To Guide.



JobMaster Scan Process

1. Right-click on the job, **FGS_catalog_body_LTR.pdf** or **FGS_catalog_body_A4.pdf** in the Command WorkStation Held queue and select **JobMaster**.
2. Select **Insert Pages** from the **Actions** menu.
3. Select **Scan** to retrieve the pages that you prescanned using Fiery Remote Scan.



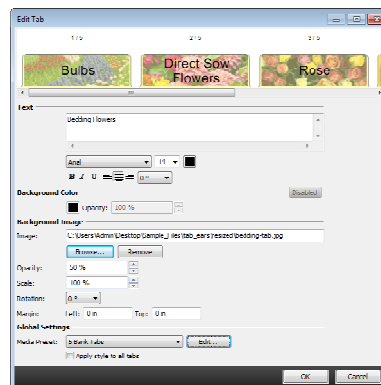
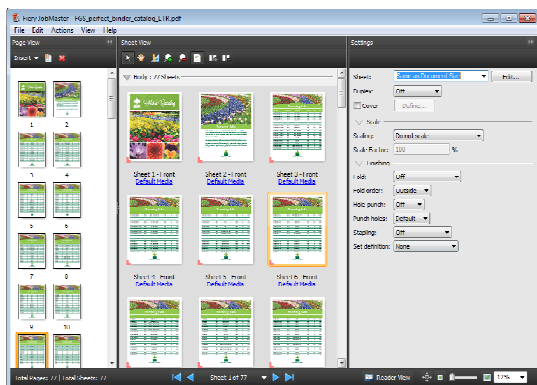
Note: If your output device does not have a scanner, you will need to use the **Browse...** option to locate the file **FGS_planting_&_planning_for_spring_LTR.pdf** or **FGS_planting_&_planning_for_spring_A4.pdf** and skip ahead to step number 12.

4. Select **Fiery Remote Scan** as the scanner. The Fiery Remote Scan 6 application will open.
5. Select and connect to your Fiery server.
6. Enter your mailbox and password and Login.
7. Select your scan job from the list and **Acquire**. The pages from the scanned job will be opened in the **Scan Preview & Edit** window.
8. Apply **Despeckle** and **Deskew** as needed to the scanned pages.
9. In the Crop Box, Media Size section, select **Automatic** to detect the nearest page size for the scan or choose a page size based on the supported paper sizes of the connected Fiery.
10. When you have made the required adjustments, select **Apply to All** and **Import** the pages.
11. When the **Insert Pages** window opens, select the pages to insert and drag them to the desired location in the **Page View**. For this example, select all the pages and drag-and-drop to place the inserted pages after page 60.



Note: If you want to insert all the pages from your scanned document, you can also select the file name and drag-and-drop this onto the **Page View** pane.

12. Use the **Browse...** option to locate the file **FGS_catalog_cover_LTR.pdf** or **FGS_catalog_cover_A4.pdf**. Drag-and-drop the front cover before the first page in the page view pane. Repeat the procedure to insert the back cover after the last page.
13. **Close** the insert window when you have completed inserting pages.
14. In the next section, tabs will be added to this document.



Tab Creation and Preparation

1. Select the pages to convert to tabs in the **Page View** pane by holding the CTRL/Command key while selecting each page. For this example select pages **2, 17, 32, and 47**, right-click and 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 have already been created, select an appropriate 5-bank tab media..
2. To insert new tabs, select the page(s) to insert the tab after in the **Page View** pane. For this example select page 62, pane, right-click and select **Insert tab**. Select the top tab media preset listed.
 - a. If you selected Create New in step 1a, then select **1- Set 1**.
 - b. If you selected a 5-bank tab media in step 1b, then select the same tab media preset.
 - c. Selecting another tab option will print the inserted tabs on a second tab media stock, also referred to as the Fiery JobMaster feature for multi-bank tabs.



Note:

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

3. To edit the text on the tabs, select a tab, right-click and select **Edit Tab**. Select tab 1/5 and begin to edit each tab per the chart information below.
 - a. Enter the tab text and define the Background Images per the chart information below.
 - b. For each Background Images set the Opacity to 50% and Scale to 125%.

Tab Position	Tab Text	Background Image
Tab 1/5	Flower Bulbs	Bulbs-tab.jpg
Tab 2/5	Direct Sow Flowers	Direct-sow-tab.jpg
Tab 3/5	Roses	Rose-tab.jpg
Tab 4/5	Bedding Flowers	Bedding-tab.jpg
Tab 5/5	Planning for Spring	



Note:

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

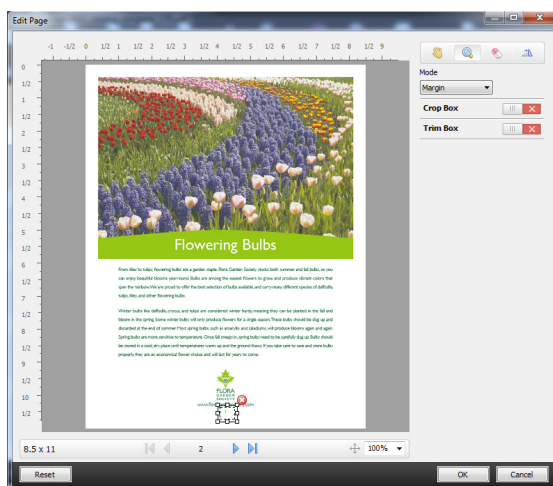
Tabs can contain up to three lines of tab text. Use the return or enter key on your keyboard as needed to create more than one line.

4. Change the Font to **Arial** and the Font Size to **12**. Select the **Apply styles to all...** and uncheck all options except **Tab styles** and click **Apply**. This will apply the same font and font size to all tabs.
5. Change the **Font Color** on Tab 5 to **Blue** and set the Background Color to **Light-Green**. You must first click on the **Disabled** button to enable the Background color option.
6. Select **Edit...** next to **Media Preset** if this is the first time you have setup 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 device).
 - d. Continue to specify any additional settings to assign the media including the media, tray or Paper Catalog.
 - e. Select the **disk icon** next to Media Preset when all desired settings are completed.
 - f. Name your preset, **5 Bank Tab** and select **OK**.
7. The select Media preset will be display **5 Bank Tab**.

**Note:**

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

8. Select **OK** to exit the Edit Tab window.
9. In the **Settings** pane, set Duplex to **Top-top**. (This option will vary with device).
10. In the next section, you will remove the current page numbers from this document.



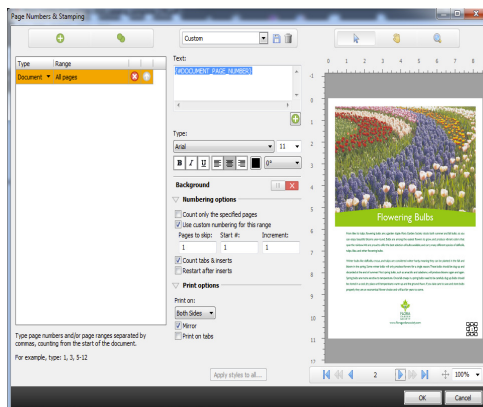
JobMaster Edit to remove existing page numbers

1. To edit pages, select the page(s) to edit in the **Page View** pane, right-click and select **Edit Page** or select Edit Page from the Action menu. For this example select the all the pages in the job and then deselect pages, 1 and 62-70.
2. When the **Edit Page** window opens, use the arrow keys to navigate the document and go to page **2**.
3. Select the **Mask tool** and draw a box around the page number to be removed.



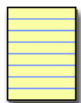
Note: Use the **Zoom** tool or magnifying glass to zoom in and locate the current page number on the currently viewed page.

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



JobMaster Page Edit Numbering to insert new page numbering

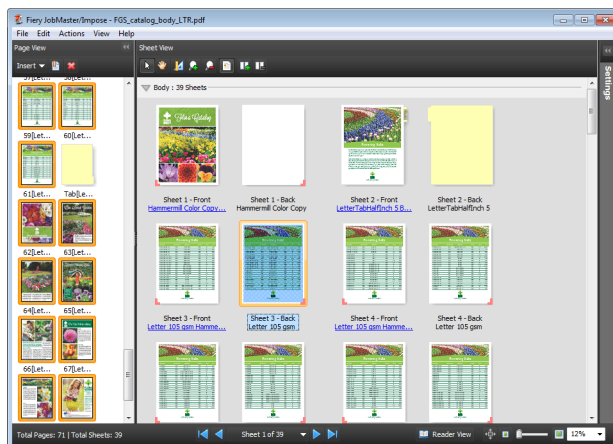
1. Select all pages in the **Page View** pane and right-click to select **Edit Numbering...** or select **Edit Numbering...** from the **Action** menu.
2. In the **Page Numbers & Stamping** window, select the **Add Range (+)** icon to create a new page range.
3. Leave the **Type:** as **Page** and enter the page range **2-69**.
4. Scroll to page **2** using the arrow buttons.
5. Select the text to be inserted. For this example, use the default selection **{#DOCUMENT_PAGE_NUMBER}**.



Note: Preset selections are available for **Page**, **Chapter**, **Document**, and **Date & Time** from **Plus (+)** icon.

6. 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. For this example, leave the number location.
7. Change the Font Type to **Arial**, and alignment to **Center**.
8. In the **Numbering options** section,
 - a. Check the option **Count only the Specified Pages**
 - b. Check the option **Count tabs & Inserts**.
9. In the **Print options** section,
 - a. Print on Both Sides.
 - b. Check **Mirror** to offset the page number location on even and odd pages in this duplexed document.
 - c. Check **Print on tabs**.
10. 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.
11. Save this custom preset for future jobs.
12. Select **OK** when done to close Page Numbers and Stamping.

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JobMaster Completed Job

1. Complete assigning any Paper Catalog media based on your workflow.
2. Close **JobMaster** and save the document.
3. Save your job as a regular job, change the document name to JobMaster and select **Yes**.
4. You are now ready to print your document.



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