

FS200 How to: Advanced page numbering



The screenshot displays the Command WorkStation interface. The main window shows a PDF preview of 'Fiery_FS150_Pro_Product_Guide_LTR-1.pdf'. The interface includes a menu bar (File, Edit, Actions, Go, Server, View, Help), a toolbar with icons for New Job, Import, Print, Properties, Preview, Delete, Calibrate, Logs, Paper Catalog, and Start Sample Print, and a search bar. The PDF preview window has a 'Thumbnails' pane on the left showing a grid of 12 page thumbnails, with page 7 highlighted. The main preview area shows the content of page 7, titled 'Introduction', with a page number '7' at the bottom center. A 'Job Summary' pane on the right displays 'Page 1 of 158', 'Pages: 158', 'Copies: 1', and 'Media: 8 1/2x11, High quality, 64-74 gsm'. At the bottom right, there are status indicators: 'Last calibrated: Default measurements', 'Preflight: Not Preflighted', and 'Last Modified Today 3:01:48 PM'.

FS200 How to: Advanced page numbering

Feature overview

Fiery® JobMaster is an advanced PDF-based job-preparation solution design.

To be productive, operators must deal effectively with complex document preparation tasks. 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 answer these demands.

Objectives

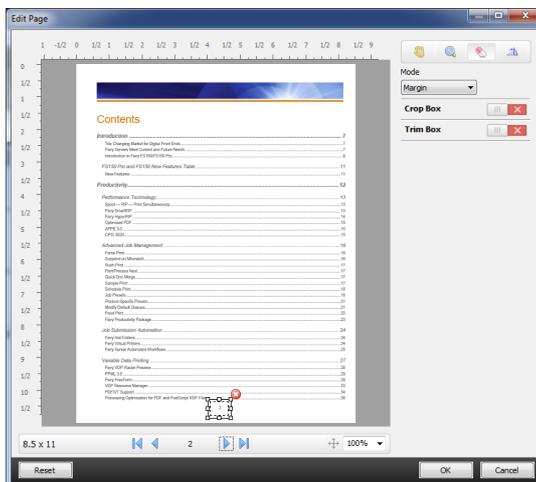
- JobMaster edit page process
- Apply page numbering to table of contents
- Apply section numbering to chapters
- Insert chapter title names
- Insert date and time stamp

Additional resources

For additional software downloads, training resources and more, go to [Fiery Online Resources](#).

Before you begin

- Open Fiery Command WorkStation 5.7 ® or later and connect to at least one Fiery Driven™ printer that supports Fiery JobMaster.
 - For the updated list of supported printers, go to www.efi.com/fieryjobmaster.
- Activate the Fiery JobMaster license on the computer running Command WorkStation.
- Place the sample file, **Fiery_FS150_Pro_Product_Guide_LTR.pdf** or **Fiery_FS150_Pro_Product_Guide_A4.pdf**, in the Fiery server Hold 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.

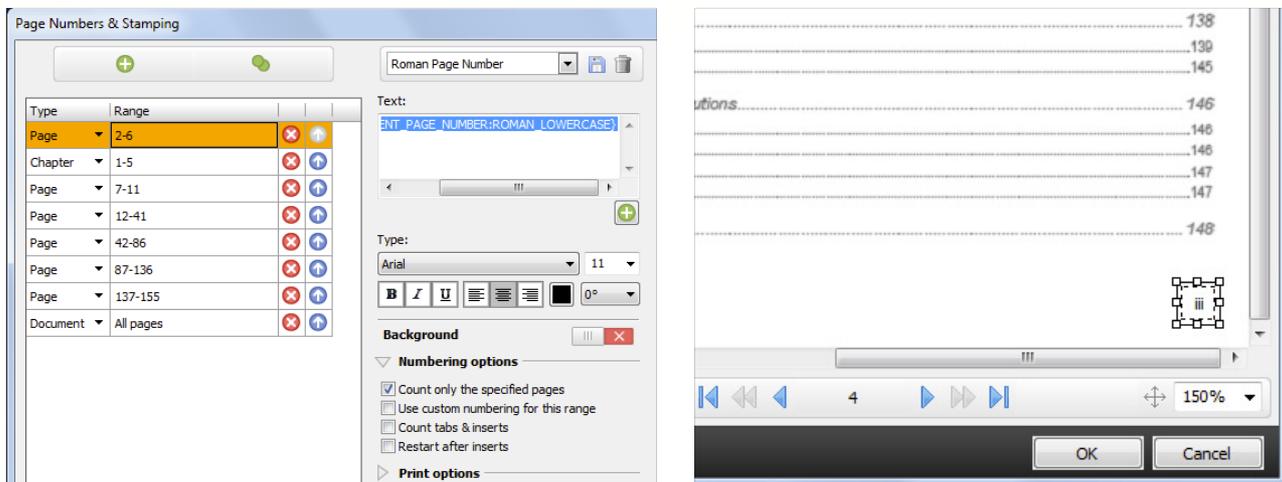


JobMaster edit page process

1. Select the **Fiery_FS150_Pro_Product_Guide_LTR.pdf** or **Fiery_FS150_Pro_Product_Guide_A4.pdf** file in the Command WorkStation Held list. Then right-click to select **JobMaster**, or click the **JobMaster** icon from the toolbar if has been added.
2. In the Settings pane, select **Top-top** for Duplex.
3. Assign Chapter Starts for use later in this exercise. In the Page View pane, hold the **Ctrl** or **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 click **Actions > Select All**.
5. In the **Page View** pane, right-click and select **Edit Page**, or click **Actions > Edit Page**.
6. When the Edit Page dialog box appears, use the arrow keys to navigate to page **2**.
7. 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.*

8. Scroll through several pages and verify the page numbers have been removed.
9. Click **OK** to close the Edit Page window.
10. In the next section, you will apply page numbering to this document.

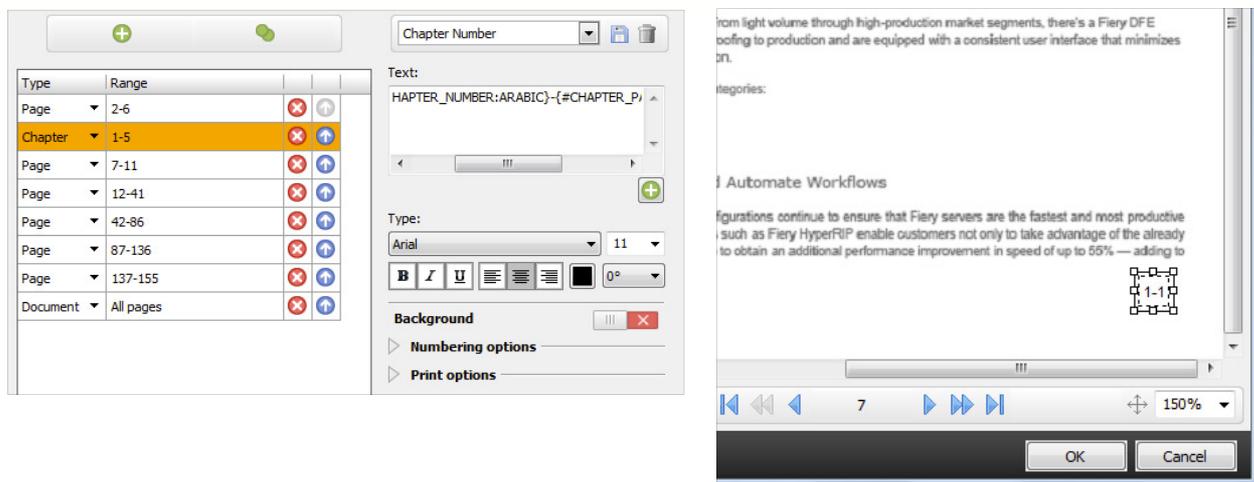


Apply page numbering to Table of Contents

1. In the Page View pane, right-click and select **Edit Numbering**, or click **Actions > Edit Numbering**.
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 **2-6**.
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 **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. 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**.

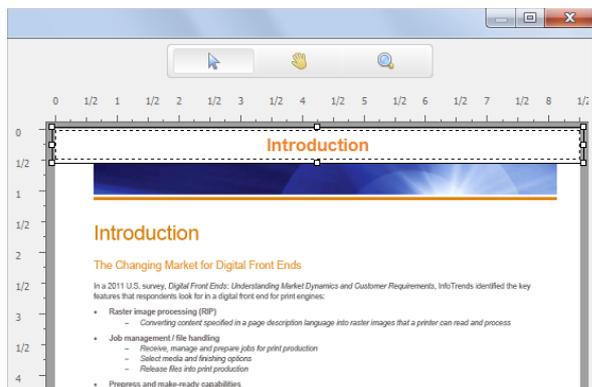
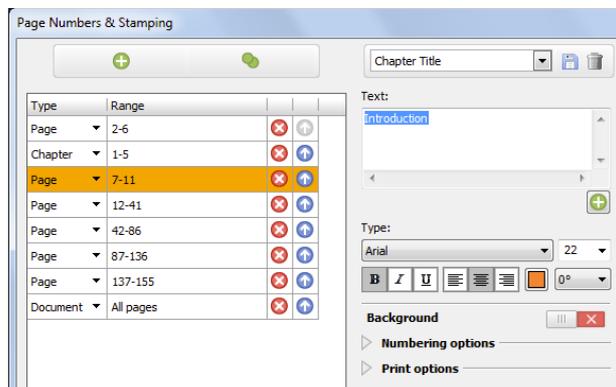


Apply section numbering to chapters

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

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. 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}**.
5. Use the arrow keys to scroll through the document to view the results.
6. Change the font, font size, alignment, and color as desired.
7. Save this preset. For this example, type **Chapter Number**.



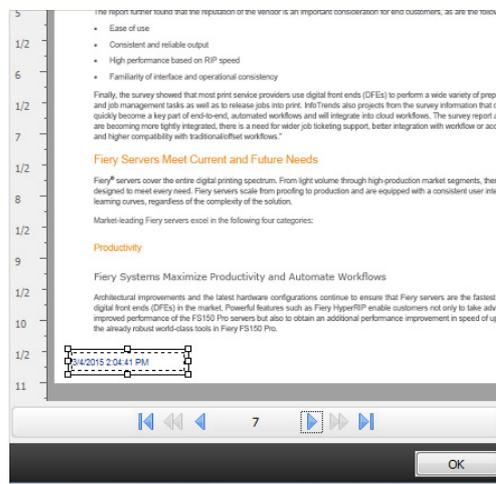
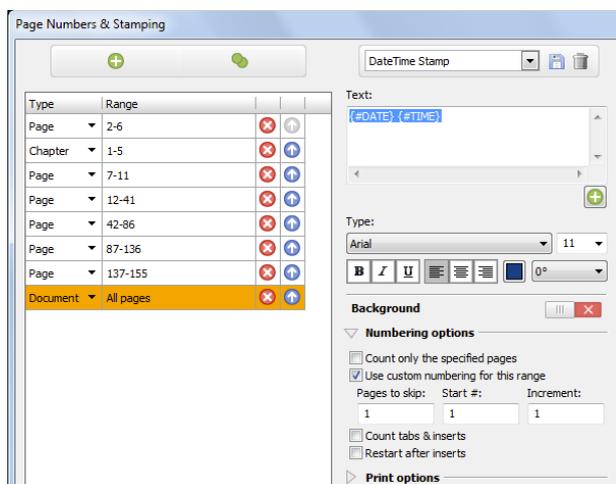
Insert chapter title names

1. Click the **Add Range**  icon to add a new defined page range.
2. Type the page range as **7-11**.
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 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. Name the preset and save it. For this example, type **Chapter Title**.
9. 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 | 12-41 | Productivity |
| Page | 42-86 | Usability |
| Page | 87-136 | Color |
| Page | 137-155 | Integration |

10. 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 date and time stamp

1. Click the **Add Range**  icon to add a new range.
2. In the range Type, change the Type to **Document**. The range will now show **All Pages**.
3. In the Text field, delete the current default selection **{#DOCUMENT_PAGE_NUMBER}**.
4. Insert a date and time stamp. Click the  icon below the Text field box and select **Date & Time > Date & Time**.
5. By default, the Date & Time stamp is 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 area, select the **Use custom numbering for this range** check box, and enter **1** for **Pages to skip**. This setting will not insert the Date & Time stamp on the cover.
8. Use the arrows to scroll through several pages of the document and verify that the page numbers are accurate.
9. Name the preset and save it. For this example, type **DateTime Stamp**.

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

10. Click **OK** to close the Page Numbers and Stamping dialog box.
11. Click **File > Save**.
12. **Save** as a regular job and click **OK**.
13. Click **File > Exit** to close JobMaster. Or click the red **X** in the corner.
14. **Process** and **Hold** the job to view it in the **Job Summary** pane. Use the magnifying glass icon to view the job in the Preview window.



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