

# **Fiery EX12/EX2000d**

JOB MANAGEMENT GUIDE



## About the Documentation

This manual is part of a set of Fiery® documentation that includes the following manuals for users and system administrators:

- The *Quick Start Guide* summarizes the steps for configuring the Fiery and printing. It also describes how to access the online documentation.
- The *User Software Installation Guide* describes how to install software from the User Software CD to enable users to print to the Fiery, and also describes setting up printing connections to the Fiery.
- The *Configuration Guide* explains basic configuration and administration of the Fiery for the supported platforms and network environments. It also includes guidelines for setting up UNIX, Windows NT 4.0, and Novell NetWare servers to provide printing services to users.
- The *Printing Guide* describes the printing features of the Fiery for users who send jobs from their computers.
- The *Color Guide* provides information on managing the color output of the Fiery. It explains how to calibrate your Fiery and take advantage of the ColorWise® color management system, as well as features in ColorWise Pro Tools™.
- The *Fiery Color Reference* addresses concepts and issues associated with managing color output of the Fiery and outlines key workflow scenarios. In addition, it offers information on printing color documents from popular Microsoft Windows and Apple Mac OS applications.
- The *Job Management Guide* explains the functions of the Fiery client utilities, including EFI Command WorkStation™ and Fiery DocBuilder Pro™, and how you can use them to manage jobs and maintain color quality. This manual is intended for an operator or administrator, or a user with the necessary access privileges, who needs to monitor and manage job flow, perform color calibration, and troubleshoot problems that may arise.
- *Customer Release Notes* provide last-minute product information and workarounds for some of the problems you may encounter.

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## Introduction

This manual is intended for Fiery EX12/EX2000d Color Server™ operators and administrators, or users with the necessary access privileges, who monitor and manage job flow, manipulate print jobs, and troubleshoot problems that may arise. It describes the functions and features of the Fiery job management utilities—Command WorkStation, Fiery WebSpooler™, and Fiery Spooler™—for the purposes of print job management and quality control.

**NOTE:** The term “Fiery” is used in this manual to refer to the Fiery EX12/EX2000d Color Server.



This icon specifies information that applies only to the Fiery EX12.



This icon specifies information that applies only to the Fiery EX2000d.

## About this manual

This manual is organized as follows:

- [Chapter 1](#) provides preliminary background information about job management, and introduces the Fiery job management utilities. It explains how to set up an operator-controlled print environment and discusses job workflows that commonly occur on the Fiery.
- [Chapter 2](#) introduces the Command WorkStation user interface. It also provides information on basic Command WorkStation functions, such as printing server information pages, setting preferences, correcting tray alignment, and managing server fonts.
- [Chapter 3](#) provides instructions on how to monitor and manage job flow using Command WorkStation. It explains how to hold, process, print, and cancel selected jobs, and describes how you can track and archive printed jobs.
- [Chapter 4](#) describes how to preview, edit, and merge jobs using the Preview windows of Command WorkStation.
- [Chapter 5](#) describes how to use the Imposition feature of DocBuilder Pro to arrange the pages of your print job in special layouts for folding, binding, or cutting after printing. The Imposition feature is only available if you have installed the DocBuilder Pro upgrade for Command WorkStation.

- [Chapter 6](#) provides instructions on using the advanced aspects of the Imposition feature of DocBuilder Pro to create custom layouts and get the most from the Imposition feature.
- [Chapter 7](#) describes Fiery WebSpooler and Fiery Spooler, which you can use to view and manage Fiery job activity.
- [Chapter 8](#) describes FieryBar™. It explains the various messages and icons you might see and also explains how to start up and shut down the Fiery if you have the Fiery Advanced Controller Interface (FACI) kit installed.
- [Appendix A](#) provides an overview of the terms and concepts of imposition, including various folding, binding, and cutting methods.
- [Appendix B](#) describes the built-in templates available from the Imposition feature of DocBuilder Pro.
- [Appendix C](#) lists error messages you might see on the Fiery Control Panel, FieryBar, Command WorkStation, Fiery WebSpooler, Fiery Spooler, or copier/printer. It also provides basic troubleshooting information.

## Terminology

Specific terms are explained as they are introduced. However, the following general terms are used throughout:

- **PostScript (PS)**—A computer language designed as a page description language. The Fiery uses this language for imaging the page and for communicating with applications and the copier/printer.

The term “PostScript” can also be used to refer to PDF data jobs. PDF is a structured form of PostScript that provides the ability to preview, scale, and reorder pages. Where applicable, the term “PDF” is specifically used to refer to PDF data or jobs.

- **Job**—A file consisting of PostScript commands and comments that describe the graphics, sampled images, and text that should appear on each page of a document, and the printer options that should be used in printing, such as media or color rendering style.

- **Spool**—Write to a disk. Usually used in this manual to refer to a PostScript print job being saved to the Fiery hard disk in preparation for processing and printing.
- **RIP**—Acronym for raster image processing, which changes PostScript commands into descriptions of each mark on a page. In common use as a noun, a “raster image processor” (RIP) is the computer processor that performs this function.

The Fiery RIP changes text and graphics commands in PostScript into specifications for each dot of toner deposited on a page by the copier/printer.

- **Process**—The term “process” is used interchangeably with the term “RIP” in this manual to refer to raster image processing.
- **Print**—The task of rendering, or imaging, a page or job on a print device.

These concepts can explain how the Fiery and the copier/printer work together as a powerful printing system.





## **Chapter 1: Introduction to Job Management**

This chapter explains the basic principles of job management in an operator-controlled print environment, and provides an overview of the Fiery job management utilities.

### **Job environments**

The Fiery supports several control levels of printing, job management, Setup, and gives you the flexibility to choose the configuration that corresponds to the requirements of your site.

#### **Levels of job control**

The following descriptions outline the range of levels of job control that may exist in your environment:

- At one extreme, an operator in a high-volume printing environment controls the entire job flow and all printing. Print jobs arriving from remote users are spooled to the server hard disk and stored until the operator decides it is time to print them. Additional functions (job overrides, prioritizing, font management) are reserved for the operator.
- At the other extreme, anyone on the local network can control all printing and server functions; operator intervention is not required. Users can print from their workstations to any of the published print connections. Anyone can use the job management utilities to control any print job.

You can implement intermediate levels of job control in your environment. However, the job management utilities are best suited for an operator-controlled environments.

## Setting up an operator-controlled environment

This manual assumes you are working in an operator-controlled environment and that you are the operator responsible for managing job flow. To establish an operator-controlled environment, you or the administrator must complete the following tasks:

**Set up password privileges**—The administrator must set up separate passwords for operator access and administrator access to the Fiery. For instructions on setting up passwords, see the *Configuration Guide*.

**Publish the Hold queue only**—The administrator must enable only the Hold queue, and not the Direct connection or the Print queue, in Setup. (For more information, see the *Configuration Guide*.) This ensures that all jobs sent by remote users are spooled and held on the server, in preparation for job management by the operator.

**Establish communication between users and the operator**—The operator and remote users must agree upon a method for communicating print needs, such as FreeForm™ masters. Users can attach instructions to jobs using print option and notes fields (see [page 1-5](#)).

## Understanding job flow

In an operator-controlled printing environment, remote users send jobs to the Hold queue of the Fiery. Using a job management utility, such as Command WorkStation, Fiery WebSpooler, or Fiery Spooler, the operator views the list of held jobs and decides when to release each job for processing and printing.

The operator may also intervene during the workflow, stopping jobs as they are processed or printed, placing jobs on hold for future action, or overriding the user-defined print settings for a job. In some cases, the operator may even modify a job, duplicating or removing pages, or merging it with pages from another job before releasing it for printing.

## Spooling, processing, and printing

### Spooling

To understand job flow through the Fiery, it is helpful to consider the three main stages of printing.

### Processing

**Spooling**—When a job file is sent over the network by a remote user or imported from disk, it arrives at the Fiery and spools to a location on the hard disk. After spooling completely, the job is held on the hard disk, where it awaits further instructions from the operator.

### Printing

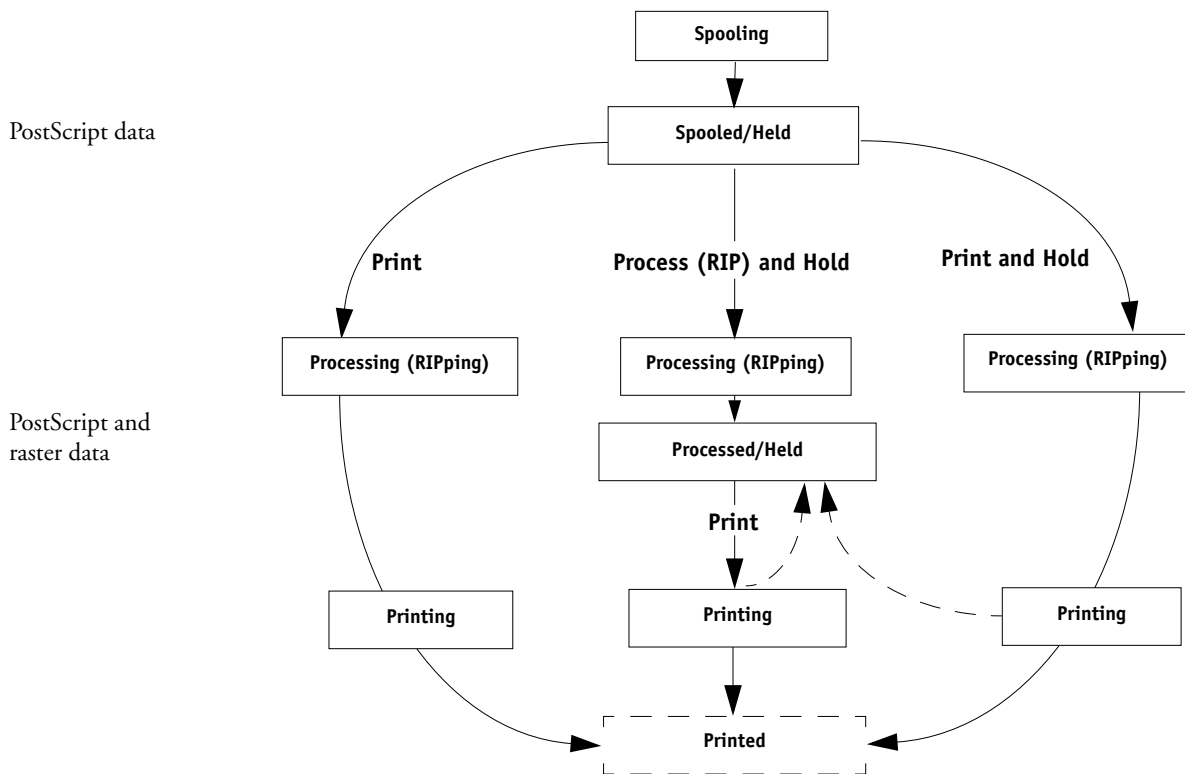
**Processing (RIPping)**—When the operator releases the job file, it undergoes raster image processing (RIPping) at the Fiery. During processing, the job file is interpreted as a raster image. This raster image contains the data required by the copier/printer to print the job the way its originator intended. In the raster image, data associated with each dot is rendered on the printer. The raster data tells the printer whether or not to apply toner to each position on the page.

**Printing**—After processing, the job typically moves on to the printing stage. During this stage, the raster image associated with the job is transferred from the Fiery to the copier/printer at a high speed. The raster image is then rendered onto paper, and the job is printed.

While original job files are saved to the Fiery hard disk, raster images are typically deleted after printing. The operator can issue commands to save and hold the raster image on the hard disk along with the original job file. Saving the raster image to the hard disk offers two advantages: raster files are already processed so they print quickly, and each part of the raster file is still identified with a page in the original document, so you can access individual pages of a saved raster file.

## Visualizing job flow

As the operator, your job management tools permit *holding* and *releasing* a job at any stage of the job flow. In the following figure, solid boxes indicate the types of job status flags you may see in the Command WorkStation Active Jobs window. Boldface items represent commands you can issue from Command WorkStation, Fiery WebSpooler, or Fiery Spooler to release held jobs.



Each command initiates a job workflow:

**Print**—When you issue the Print command for a held job, the job is released for immediate processing and printing on the Fiery.

**Print and Hold**—When you issue the Print and Hold command for a held job, the job is released for immediate processing and printing. However, a raster copy of the original job remains in processed/held status, even after the original job has finished printing.

**Process (RIP) and Hold**—When you issue the Process and Hold command (Command WorkStation) or the RIP and Hold command (Fiery WebSpooler or Fiery Spooler) for a held job, the job is released for processing and then held in processed/held status indefinitely. To release the job for immediate printing, you must issue the Print command. A raster copy of the original job remains in processed/held status, even after the original job has finished printing.

## Communicating with users

As the operator, the job management tools allow you by to communicate with the users who originate print jobs. You can help the users become better informed about the Fiery and the copier/printer so they can choose the appropriate options for their jobs by supplying the following information:

### Server and device information

- The name of the copier/printer on the network and the names of the servers sharing it.
- The IP address or DNS name of the server, to allow users access to Fiery WebTools™
- List of default copier/printer settings and other settings
- List of installed fonts

If their applications do not download fonts automatically, can users download fonts to the Fiery? Should they embed fonts in documents or supply them for you to download?

- Resident calibration target and date of current measurements
- Custom simulations

Are custom simulations available? If so, what type of targets do they represent?

Although users see these print options, they should not select them if there are no custom targets on the server.

- List of installable options for the copier/printer
- Available media, alternative choices, and standard tray/media configurations

### **Printing information**

- How long you will hold jobs on the server before you delete them
- Instructions for setting up the printer on client computers
- Sources of PostScript printer drivers, PPDs, color reference files, and additional information
- Recommended PPD settings
- Conflicting settings and common PostScript errors
- FreeForm information regarding use of master and variable data
- Imposition information regarding use of the DocBuilder Pro option
- Characteristics of commonly used output color profiles
- Requirements for Notes fields (information that appears in the Job Log)  
For example, department name, account code, phone number, or extension.  
Is particular information mandatory at your site?
- Suggestions for what to enter in the Instructions field

## What the operator should check

As the operator, tell remote users about the information *you* check and what you must know in order to print the jobs they send.

Users communicate job ticket information by specifying print options for jobs. They can also use the Instructions and Notes fields to communicate special print requirements and accounting information.

### Job ticket information

You can view and potentially override the print options specified by users by checking job ticket information. To display user-defined print options, choose the Properties command in Command WorkStation (see [page 3-10](#)) or the Override Print Settings command in Fiery WebSpooler or Fiery Spooler (see [page 7-7](#)).

### Notes fields

Users can enter accounting information in Notes fields, such as:

- User name and phone number
- Billing information
- Job cost information

### Instructions field

Users can enter information in the Instructions field to communicate special print requirements, such as:

- Priority, due date, and request for notification
- Number of copies
- Type and quantity of paper
- Request for color check by the operator

- Request to hold job for future printing or reprinting, and future job instructions
- Instructions to merge job with another job
- FreeForm information regarding the use of master and variable data
- Imposition instructions

## Overview of the job management utilities

The Fiery includes the following job management utilities:

- Command WorkStation
- Fiery WebSpooler
- Fiery Spooler

These utilities are designed for use by operators who must track and manage jobs and oversee general job flow through the Fiery. All the utilities offer the following job management features:

- Monitoring activity on the Fiery and controlling job flow
- Viewing and overriding user-defined print option settings
- Editing and merging job files
- Tracking job activity through the Job Log

## Command WorkStation

The most powerful of the job management utilities, Command WorkStation must be installed on a Windows computer that has a network connection to the Fiery. In addition to the job management functions previously outlined, Command WorkStation offers a customizable user interface to monitor and manage jobs on multiple servers simultaneously.

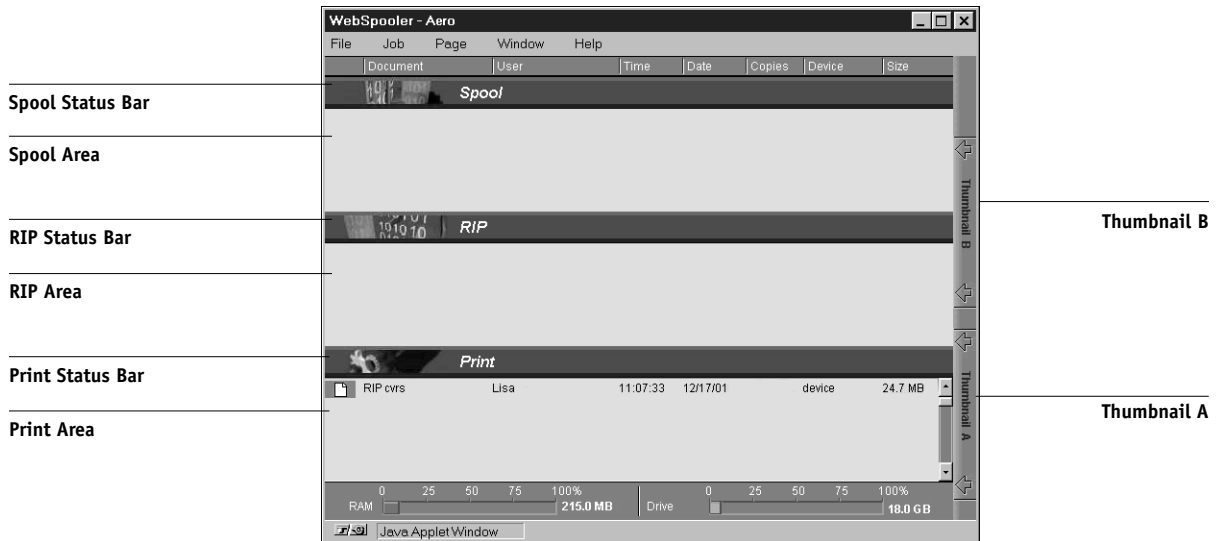
For an introduction to the Command WorkStation user interface, see [Chapter 2](#). For information on monitoring, managing, and archiving jobs with Command WorkStation, see [Chapter 3](#).



## Fiery WebSpooler and Fiery Spooler

Fiery WebSpooler and Fiery Spooler are similar in appearance and functionality. However, you access each utility differently. You can access Fiery WebSpooler through a Java-enabled Web browser residing on any computer with a networked connection to the Fiery. Fiery Spooler must be installed on a networked Mac OS computer and can only be used on that computer.

Both Fiery WebSpooler and Fiery Spooler offer job management functions similar to those of Command WorkStation. The default Fiery WebSpooler user interface appears in the following illustration; the user interface of Fiery Spooler is similar.



For information on using Fiery WebSpooler or Fiery Spooler, see [Chapter 7](#).



## Chapter 2: Introduction to Command WorkStation

This chapter provides an introduction to the Command WorkStation graphical user interface. To follow along in the software as you read the chapter, log in to Command WorkStation with an Operator or Administrator password, as described on [page 3-1](#).

Once you have logged in, you can tour the Command WorkStation screen. Your exploration will be more complete if you have some jobs in the Active Jobs window (jobs in the Hold queue) and have the ability to send more jobs from a nearby computer.

The chapter also describes the Setup functions of Command WorkStation, such as printing server information pages, setting application preferences, correcting tray alignment, and managing server fonts.

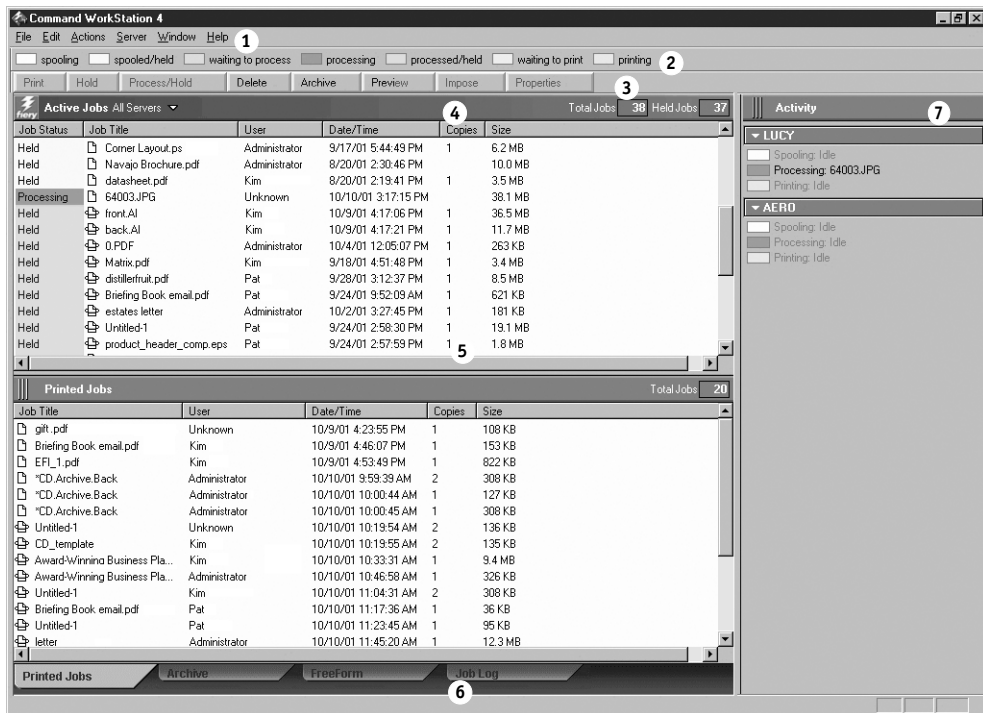
### The Command WorkStation interface

Command WorkStation provides a graphical way to monitor, preview, and manage print jobs on one or more servers. You can hide or rearrange the components in the Command WorkStation screen to create custom layouts that meet your job management needs.

The following illustration shows the components of the Command WorkStation interface.

# 2

## 2-2 Introduction to Command WorkStation



- 1 Menu bar (see [page 2-13](#))
- 2 Job Status Helper (see [page 2-9](#))
- 3 Action Buttons (see [page 2-10](#))
- 4 Active Jobs window (see [page 2-3](#))
- 5 Jobs window (see [page 2-4](#))
- 6 Preview windows (see [page 2-10](#))
- 7 Activity Monitor (see [page 2-6](#))

The following sections describe each component in the Command WorkStation interface.

## Active Jobs window

The Active Jobs window dynamically displays the status and job ticket information of print jobs that are currently being held, processed, or printed through a connected server. The title bar displays the total number of jobs and the total number of held jobs currently being monitored.

The Active Jobs window is always displayed. It cannot be hidden or dragged to a different location. By issuing job management commands, you can release held jobs in the window for processing and printing, cancel jobs currently processing or printing, and send jobs back to held status for future action.

For more information on the status flags displayed in the Active Jobs window, see “Job Status Helper” on page 2-9.

Server selection menu

Job ticket information

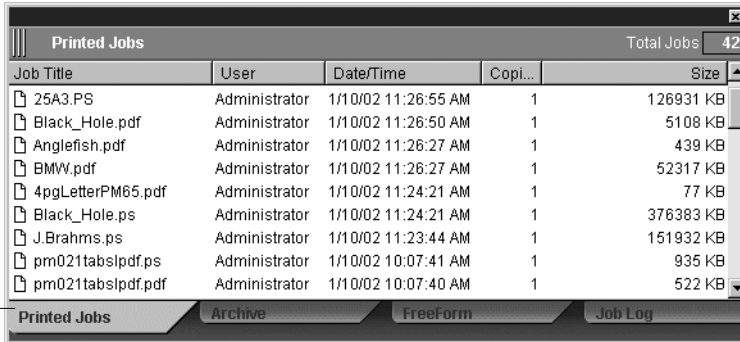
Active Jobs All Servers					
Job Status		Job Title	User	Date/Time	Copi...
Held		2Pletter.PDF.dbp	Administrator	1/9/02 11:28:50 AM	1
Held		2Pletter.PDF	Administrator	1/9/02 11:24:31 AM	1
Held		BMV.pdf	Administrator	1/9/02 11:09:39 AM	1
Held		simplex	Administrator	1/9/02 10:18:39 AM	1
Held		Black_Hole.pdf.dbp	Administrator	1/9/02 10:16:15 AM	1
Held		Black_Hole.pdf	Administrator	1/9/02 10:16:15 AM	3
Processing		simplex ver.1.2 011...	Stacey	1/10/02 5:50:30 AM	1
Held		BigNum32.pdf.dbp	Puneet	1/9/02 4:54:14 PM	3
Held		S08368 Shoprite 5....	Administrator	1/9/02 2:24:31 PM	1
Held		S08378 Shoprite FS...	Administrator	1/9/02 2:24:30 PM	1
Held		S08381 Shoprite C...	Administrator	1/9/02 2:24:28 PM	1

In the Active Jobs window, you can:

- Monitor and manage jobs on the Fiery (see [page 3-4](#))
- Customize job ticket information (see [page 3-6](#))
- Monitor jobs on multiple connected servers (see [page 2-10](#))

## Jobs window

The Jobs window displays information about jobs that have printed successfully through a connected Fiery. The window is divided into four panels. You can click the selection tabs at the bottom of the window to switch between different panels.



Printed Jobs					Total Jobs
					42
Job Title	User	Date/Time	Copli...	Size	
25A3.PS	Administrator	1/10/02 11:26:55 AM	1	126931 KB	
Black_Hole.pdf	Administrator	1/10/02 11:26:50 AM	1	5108 KB	
Anglefish.pdf	Administrator	1/10/02 11:26:27 AM	1	439 KB	
BMW.pdf	Administrator	1/10/02 11:26:27 AM	1	52317 KB	
4pgLetterPM65.pdf	Administrator	1/10/02 11:24:21 AM	1	77 KB	
Black_Hole.ps	Administrator	1/10/02 11:24:21 AM	1	376383 KB	
J.Brahms.ps	Administrator	1/10/02 11:23:44 AM	1	151932 KB	
pm021tabslpdf.ps	Administrator	1/10/02 10:07:41 AM	1	935 KB	
pm021tabslpdf.pdf	Administrator	1/10/02 10:07:40 AM	1	522 KB	
Printed Jobs					Archive FreeForm Job Log

In each panel, the title bar displays the name of the panel and the total number of jobs displayed.

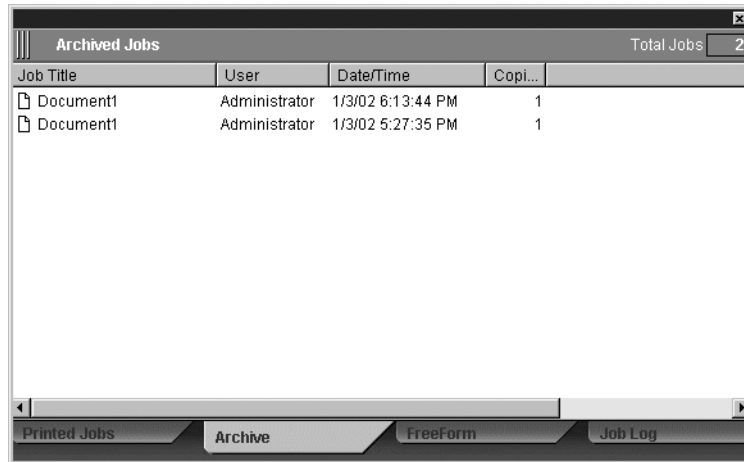
All panels of the Jobs window allow you to customize the job ticket information (see [page 3-6](#)) and monitor jobs on multiple connected servers (see [page 2-10](#)).

### Printed Jobs panel

The Printed Jobs panel lists all jobs that have completed printing from selected, connected servers. Newly printed jobs are added to the top of the list. Printed Jobs lists all printed jobs until the job limit (determined by the administrator in Fiery Setup) is reached. When the first job over the limit is printed, the oldest job is deleted from Printed Jobs.

### Archive panel

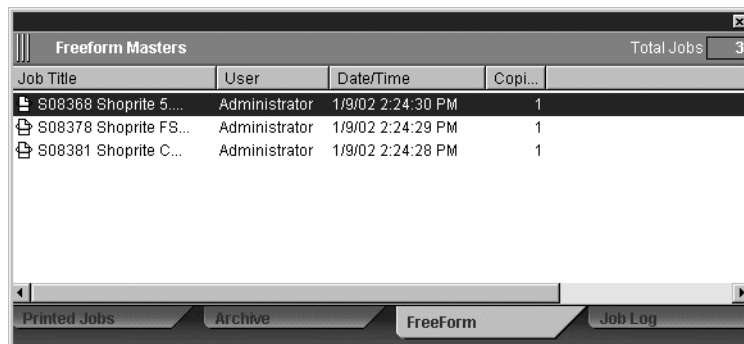
The Archive panel lists all files and jobs stored in the job archive.



For information on using the Archive panel, see [“Archiving jobs”](#) on page 3-20.

### FreeForm panel

The FreeForm panel lists the names of all master files used for FreeForm variable data printing. Jobs listed in the FreeForm panel represent preRIPped master files stored on the Fiery.

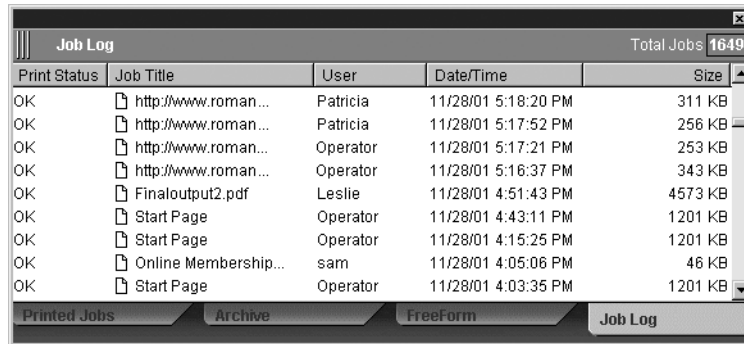


**NOTE:** The FreeForm panel is not available if you logged in as Guest.

For information on working with FreeForm jobs and the FreeForm panel, see [page 3-15](#).

### Job Log panel

The Job Log panel lists all processed and printed jobs and includes the date and time the jobs were printed.



Job Log					Total Jobs 1649
Print Status	Job Title	User	Date/Time	Size	
OK	http://www.roman...	Patricia	11/28/01 5:18:20 PM	311 KB	
OK	http://www.roman...	Patricia	11/28/01 5:17:52 PM	256 KB	
OK	http://www.roman...	Operator	11/28/01 5:17:21 PM	253 KB	
OK	http://www.roman...	Operator	11/28/01 5:16:37 PM	343 KB	
OK	Finaloutput2.pdf	Leslie	11/28/01 4:51:43 PM	4573 KB	
OK	Start Page	Operator	11/28/01 4:43:11 PM	1201 KB	
OK	Start Page	Operator	11/28/01 4:15:25 PM	1201 KB	
OK	Online Membership...	sam	11/28/01 4:05:06 PM	46 KB	
OK	Start Page	Operator	11/28/01 4:03:35 PM	1201 KB	

Printed Jobs   Archive   FreeForm   Job Log

**NOTE:** The Job Log window is not available if you logged in as Guest.

For information on using the Job Log panel, see [page 3-22](#).

### Activity Monitor

The Activity Monitor displays a summary of the job activity on all servers or a selected server. The activity displayed can include jobs released for spooling, processing (RIPping), or printing. Held jobs do not appear in the Activity Monitor.

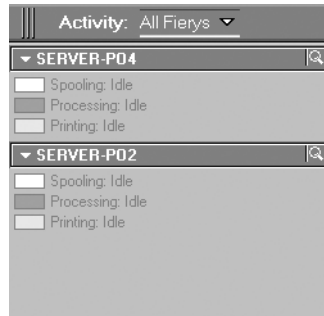
The title bar of the Activity Monitor displays the name of the server being monitored. You can use the server selection menu to display job activity for an individual server or for all connected servers (see [page 2-10](#)).

The viewing style of the Activity Monitor differs, depending on whether an individual server or all servers are being monitored.



### All Servers view

When you select All Servers in the server selection menu, the Activity Monitor summarizes the activity on all connected servers.



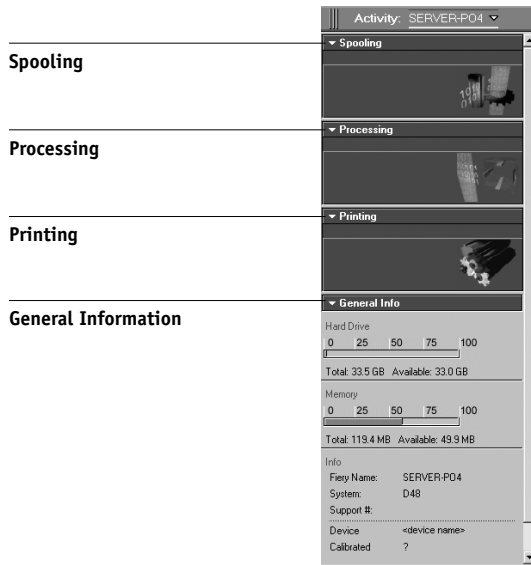
The following information appears in the display:

- **Server Name**—Each server appears in a Server Name bar. You can click the bar to expand or collapse activity information for the server.
- **Spooling, processing, and printing jobs**—When you expand the Server Name bar for a server, the current job activity on that server appears. The name of an active job appears next to the a status box that correspond to the job's current activity (spooling, processing, or printing). If the server is connected to more than one copier/printer, the copier/printer handling the job is listed under the job name. When no activity is occurring on the server, the status boxes read Idle.
- **Error conditions**—When an error occurs, the Server Name bar for the affected Fiery appears highlighted in red, and details of the error appear under the expanded bar.

### Selected Server view

When you select an individual server, the Activity Monitor displays a more detailed summary of the current activity on that server. The display also includes animated images, which provide visual indications of the job activity.

Only current activity on the selected server appears in the Selected Server view of the Activity Monitor. Jobs being held, waiting to process, or waiting to print are not displayed.



Four sections of information appear in the display. You can click the bar for each section to expand or collapse the activity display.

**Spooling**—Displays the file name of the job spooling to the server disk.

**Processing**—Displays the file name of the job currently being processed (RIPped), along with an animated preview of the page currently being processed.

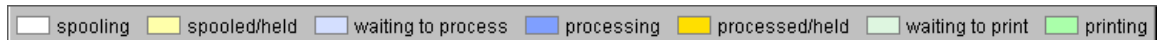
**Printing**—Displays the file name of the job currently being printed, and the page number currently printing. In the case of multiple copies, the copy number is also displayed.

**General Information**—Displays the total and available hard disk space, and the total and available memory of the server. This section also displays the server name, system software version, technical support number, copier/printer name, and date the copier/printer was last calibrated.

## Job Status Helper

The Job Status Helper defines each flag color used in the Active Jobs and Activity Monitor windows to display the activity status of jobs.

For information on how each activity status relates to job flow on the Fiery, see [“Understanding job flow”](#) on page 1-2.



Command WorkStation defines flag colors for the following activity states:

**spooling (white)**—The job file is being copied to the server hard disk.

**spooled/held (light yellow)**—The job has been downloaded to the server hard disk and requires job management instructions from the operator.

**waiting to process (light blue)**—The job is queued to be processed (RIPped) on the server.

**processing (medium blue)**—The job is currently being processed (RIPped).

**processed/held (dark yellow)**—The job has been processed (RIPped) and requires job management instructions from the operator.

**waiting to print (light green)**—The job is queued to be printed on a copier/printer connected to the server.

**printing (bright green)**—The job has been received by a copier/printer connected to the server.

## Action buttons

Action buttons provide convenient access to frequently used job management commands. You can also issue these commands by choosing them from the menu bar or the context-sensitive menus. For a detailed description of each Action button command, see the table on [page 2-13](#).



---

### TO ISSUE AN ACTION BUTTON COMMAND

1. **Select a job in the Active Jobs window or the Jobs window.**
2. **Click the desired Action button.**

When a command is unavailable in the current context, its Action button appears dimmed.

## Preview windows

The Preview windows allow you to view thumbnail previews of selected jobs. You can also use the Preview windows to reorder and delete pages of a job, and to merge pages from several jobs into a single, merged job.

## Monitoring single or multiple servers

You can set the Active Jobs window, Jobs window, and Activity Monitor to display job information for either an individual server or all connected servers.

---

### TO SPECIFY THE SERVER OR SERVERS BEING MONITORED

1. **Click the arrow in the server selection menu of the Active Jobs window, Jobs window, or Activity Monitor.**  
A menu appears, listing the names of all connected servers.
2. **To display jobs for an individual server, choose the server from the list. To display jobs for all connected server, choose All Servers.**

Print jobs on the specified server or servers now appear in the display.

## Customizing the Command WorkStation display

Command WorkStation offers you the flexibility of showing, hiding, rearranging, and docking user interface components to create a display that best fits the workflow needs of your printing environment. For example, you may only need to display a few components, or you may prefer to arrange certain components side by side for ease of use. In addition to customizing the display manually, you can choose from a variety of layout styles, which automatically display components in a preset configuration.

You can also customize the display of job ticket information in the Active Jobs and Jobs windows. For more information, see [page 3-6](#).

### Using layout styles

Command WorkStation provides four preset and three customizable layout styles. When you choose the command corresponding to a layout style, the display updates to show a specific combination and arrangement of components.

---

#### TO DISPLAY A LAYOUT STYLE

- **Choose Layouts from the Window menu, and then choose a layout style from the submenu that appears.**

You can choose from four preset layouts (Default, Style 1, Style 2, or Style 3) and three custom layout. For a description of the components included with each of the preset layouts, see [page 2-17](#).

You can define and change the display configurations associated with the three custom layout styles. For details, see the next section.

### Showing, hiding, and arranging components

You can use the commands in the Window menu to show or hide many components on an individual basis. You can also drag components to different locations in the display, and dock certain components side by side. Once you create your desired configuration, you can save it as a custom layout style.

**NOTE:** You cannot hide or drag the menu bar and Active Jobs window to different locations. These components always appear in the Command WorkStation display.

---

**TO SHOW OR HIDE A COMPONENT**

- **Choose the command associated with the component from the Window menu.**

When a component is displayed, a checkmark appears next to its command in the Window menu.

---

**TO MOVE A COMPONENT TO ANOTHER LOCATION**

- **Click the window grip (three vertical lines) on the left side of the component's title bar, and drag the window to the desired location.**

Undocked components float in front of other components and appear with standard window frames. You can drag the blank title bar of the window to move the component, or drag the edges of the window to resize the component. You can also click the window close box to hide the component.

**NOTE:** When the Jobs window is docked, you can resize it vertically by clicking and dragging its top edge.

---

**TO DOCK OR UNDOCK A COMPONENT**

- **Double-click the window grip in the component's title bar.**

---

**TO SAVE THE CURRENT DISPLAY CONFIGURATION AS A LAYOUT STYLE**

1. **Choose Save Layout from the Window menu.**
2. **In the dialog box that appears, choose the style you want to update, and, if desired, rename the style.**
3. **Click OK to save the new layout style.**

## Using commands

Using the Command WorkStation commands allows you to perform a wide variety of functions. You can access all of the commands from menus in the menu bar at the top of the Command WorkStation display. When one or more jobs are selected, you can also choose job management commands from context-sensitive menus. In addition, you can issue some job management commands by clicking their Action buttons (see [page 2-10](#)).

### Menu bar

The menu bar contains six menus of commands that allow you to perform various functions in Command WorkStation. When a command is unavailable in the current context, it appears dimmed in the menu. When a command appears with a checkmark, choosing it again reverses, or toggles, the command.

The menu bar always appears in the Command WorkStation display, and cannot be dragged to a different location.

File Edit Actions Fiery Window Help

Menu	Command	Submenu command	Description
File	Import	Job	Imports a job file into the Direct, Hold, or Print queue of the server selected in the Active Jobs window.
		Archived Job	Imports an archived job file into the Hold queue of the server selected in the Active Jobs window.
	Export	Window	Exports the contents of the current window to a tab-delimited text file.
	Print	Job Log Window	Prints the current Job Log on a local printer.
		Active Window	Prints the contents of the current window on a local printer.
	Exit		Closes Command WorkStation.

Menu	Command	Submenu command	Description
Edit	Find		Allows you to search selected servers for jobs that match certain search criteria.
	Preferences		Allows you to change the Command WorkStation preference settings.
Action	Print		Prints the selected job in the Active Jobs window, Printed Jobs panel, FreeForm panel, or Archive panel.
	Delete		Deletes the selected job in the Active Jobs window, Printed Jobs panel, FreeForm panel, or Archive panel. You cannot delete jobs currently spooling, processing, or waiting to print.
	Duplicate		Duplicates the selected held job in the Active Jobs window.
	Rename		Allows you to rename the selected held job in the Active Jobs window, or the selected job in the Printed Jobs panel, FreeForm panel, or Archive panel.
	Hold		Holds the selected job waiting to process in the Active Jobs window, or the selected job in the Printed Jobs or Archive panel, and marks the job with either the spooled/held flag, or the processed/held flag.
	Process and Hold		Processes the selected job in the Active Jobs window, Printed Jobs panel, or Archive panel, and holds a copy of the job. The copied job is marked with the processed/held flag.
	Print and Hold		Prints the selected job in the Active Jobs window, Printed Jobs panel, or Archive panel, and holds a copy of the job. The copied job is marked with the processed/held flag.
	Remove Raster Data		Removes the raster data associated with the selected processed/held job in the Active Jobs window, or the selected raster job in the Printed Jobs or Archive panel; leaves the original PostScript job in place.
	Properties		Allows you to view and override print settings for the selected job in the Active Jobs window, Printed Jobs panel, or FreeForm panel, or view print settings for the selected job in the Archive panel.



Menu	Command	Submenu command	Description
Action ( <i>cont.</i> )	Preview		Opens the selected job in a Preview window. You can preview spooled/held and processed/held jobs that reside in the Active Jobs window, as well as jobs that reside in the Printed Jobs panel, FreeForm panel, or Archive panel.
	Show Details		Displays details about the selected job. This command is only available if the selected job resides on a Velocity Balance server.
	Archive		Archives the selected held job in the Active Jobs window, moving it to the Archive panel.
	Send To...		Sends the selected held job in the Active Jobs window to another server.
	Cancel Processing		Cancels processing of the selected job in the Active Jobs window. This command is only available for jobs displaying the processing status flag.
	Cancel Printing		Cancels printing of the selected job in the Active Jobs window. This command is only available for jobs displaying the printing status flag.
	Impose		Allows you to apply imposition settings to the selected held job in the Active Jobs window.
Server	Log In/Log Out		Allows you to log in or log out of the a server in your list of servers and add and remove servers from the list.
	Setup		Opens the Fiery Setup options for the server currently selected in the My Server List window.
	Manage Color		Opens ColorWise Pro Tools. For more information, see the <a href="#">Color Guide</a> .
	Manage Font		Allows you to download fonts to the server currently selected in the Active Jobs window. You can also delete fonts currently resident on the server.

Menu	Command	Submenu command	Description
EX12	Restart Server		Allows you to restart the server currently selected in the Active Jobs window, without shutting down the server hard disk. This command is only available if you are logged in as Administrator.  <b>NOTE:</b> After you restart the server, you may need to log in to the server again to reestablish the connection.
	Reboot Server		Allows you to restart the server currently selected in the Active Jobs window, after shutting down the server hard disk. This command is only available if you are logged in as Administrator.  <b>NOTE:</b> After you restart the server, you may need to log in to the server again to reestablish the connection.
	Clear...	Job Log	Clears the contents of the job log for the server currently selected in the Active Jobs window.
		Server	Clears all jobs, fonts, and calibration measurements on the server currently selected in the Active Jobs window.
	Print Pages		Allows you to print the following pages containing information about the server currently selected in the Active Jobs window: <ul style="list-style-type: none"> <li>• PS Test Page</li> <li>• Configuration Page</li> <li>• Job Log</li> <li>• Control Panel Map</li> <li>• Color Charts</li> <li>• PS Font List</li> </ul>
	Suspend Printing		Suspends or pauses printing on the server currently selected in the Active Jobs window.
	Resume Printing		Resumes printing on the server currently selected in the Active Jobs window.
	Align Trays		Allows you to adjust placement of the printed image on the page to correct for misalignments of the paper tray.
	Printing Groups		Allows the Fiery Administrator to set up print groups and passwords. For more information about Printing Groups and Secured Print (Member Printing) see the <a href="#">Configuration Guide</a> .

Menu	Command	Submenu command	Description
Window	Layouts	Default	Displays the following Command WorkStation components: <ul style="list-style-type: none"> <li>• Menu bar</li> <li>• Job Status Helper</li> <li>• Action Buttons</li> <li>• Active Jobs window</li> <li>• Jobs window</li> <li>• Activity Monitor (selected server view)</li> </ul>
		Style 1	Displays the following Command WorkStation components: <ul style="list-style-type: none"> <li>• Menu bar</li> <li>• Job Status Helper</li> <li>• Action Buttons</li> <li>• Active Jobs window</li> </ul>
		Style 2	Displays the following Command WorkStation components: <ul style="list-style-type: none"> <li>• Menu bar</li> <li>• Job Status Helper</li> <li>• Action Buttons</li> <li>• Active Jobs window</li> <li>• Activity Monitor (all servers view)</li> </ul>
		<i>Custom 1, Custom 2, or Custom 3</i>	Sets the Command WorkStation display to a custom layout previously defined and named using the Save Layout command.
	Save Layout		Allow you to save and name the current Command WorkStation display as a custom layout. Saved layouts appear as commands in the Window > Layouts submenu. You can save up to three custom layouts.
	Jobs Window		Toggles the display of the Jobs window, which includes the Printed Jobs, Archive, FreeForm, and Job Log panels. A checkmark next to the command indicates that the Printed Jobs window is displayed.
	Activity Monitor		Toggles the display of the Activity Monitor. A checkmark next to the command indicates that the Activity Monitor is displayed.
	Action Buttons		Toggles the display of the Action buttons. A checkmark next to the command indicates that the buttons are displayed.

Menu	Command	Submenu command	Description
Window (cont.)	Job Status Helper		Toggles the display of the Job Status Helper. A checkmark next to the command indicates that the helper is displayed.
	<Job Name>		Brings the open Preview window of the named job to the foreground. This menu option appears for each Preview window you have open.
	More Previews		Opens a Previews window where you can activate, close, cascade, and minimize the open Preview windows.
Help	Index Help		Opens the online help documentation.
	About Command WorkStation		Displays information about the current version of Command WorkStation.

## Context-sensitive menus

When you select one or more jobs in the Active Jobs or Jobs window, you can display context-sensitive menus containing job management commands that pertain to the selected jobs.

---

### TO DISPLAY A CONTEXT-SENSITIVE MENU

1. **Select one or more jobs in the Active Jobs or Jobs window.**

For details on how to select jobs, see [page 3-5](#).

2. **Right-click the selected job.**

When multiple jobs are selected, you can right-click any of the selected jobs.

3. **Choose the desired command from the context-sensitive menu that appears.**

## Preparing to work with Command WorkStation

This section describes setup and administrative tasks that you should complete before you begin working with Command WorkStation.

### Connecting to a server

You can maintain connections to multiple servers simultaneously.

---

#### TO CONNECT TO A SERVER

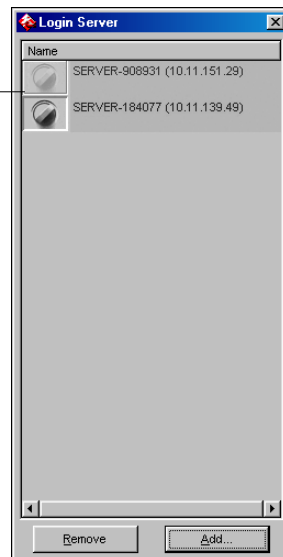
1. **From the Server menu, choose Log in/Log out.**

The Login Server dialog box appears.

2. **Select a server from the list of servers you have connected to before.**

The Login Server dialog box displays the servers you can monitor and manage from Command WorkStation. You can add and remove servers from the list to customize the list of servers you frequently monitor.

Login button



Each row in the Login Server dialog box displays the name of the server, the name of the copier/printer associated with that server, and a Login button (represented by a key icon).

3. Click the **Login** button next to the server name to establish the connection.
4. Click the **Administrator, Operator, or Guest** button.
5. Enter your password and click **Log In**.

## Printing server information pages

You can use the Print Pages command to print pages of information stored on the server. These pages provide useful reference information for setting up or troubleshooting the server.

---

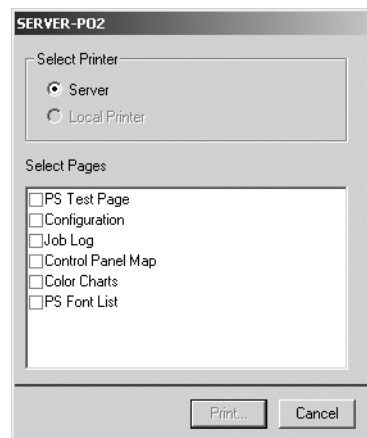
### TO PRINT SERVER INFORMATION PAGES

1. In the **Active Jobs** window, select the server for which you want to print information pages.

**NOTE:** To print information pages for a server, you must be logged in to the server.

2. Choose **Print Pages** from the **Server** menu.

A dialog box containing the information page options appears.



**3. In the Select Printer area, specify where you want to print the pages.**

**Server**—The pages you specify are printed to the Fiery.

**Local Printer**—Allows you to print the Configuration page, Archive Log, and Queues to any printer installed on your Windows computer.

**4. In the Select Pages area, specify the pages you want to print.**

Each set of pages contains specific information about the server:

**PS Test Page**—Allows you to confirm that the Fiery is properly connected to the copier, and provides color and grayscale samples to troubleshoot problems with the copier or the Fiery. The following settings are among those listed on the Test Page: Server Name, Printer Model, color settings, calibration information, date and time the Test Page was printed.

**Configuration**—Provides the current server and device configuration. This page lists general information about the hardware and software configuration of the Fiery, the current settings for all Setup options, information about the current calibration, and the network addresses of the server.

**Job Log**—Lists a log of the last 55 jobs processed or printed. For information on the fields in the Job Log and on printing it in other forms, see [“Using the Job Log”](#) on page 3-22.

**Control Panel Map**—Provides an overview of the screens you can access from the Control Panel. For information about using these screens to set up the Fiery, see the [Configuration Guide](#).

**Color Charts**—Provides samples of the RGB, CMY, and PANTONE colors available from the Fiery.

**PS Font List**—Lists all fonts currently resident on the Fiery hard disk.

**5. Click Print.**

Server information pages printed with the Print Pages command appear in the Fiery Job Log with the user name “Operator,” even if you logged in as Administrator.

## Setting preferences

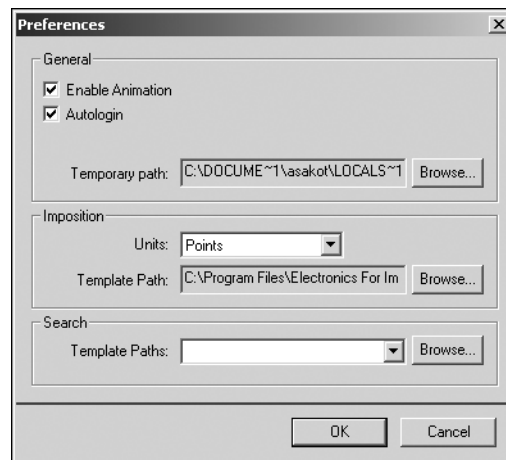
The Command WorkStation preferences control application settings, such as animated graphics in the Activity Monitor, and folder paths to temporary and template files.

---

### TO SET PREFERENCES FOR COMMAND WORKSTATION

- **Choose Preferences from the Edit menu.**

The Preferences dialog box appears.



You can specify the following preference settings and options:

**Enable Animation**—Enables the display of animated graphics in the Selected Server view of the Activity Monitor (see [page 2-7](#)).

**Autologin**—Instructs Command WorkStation to remember the last access level and password used to log in to each server. When you log in to the server again, Command WorkStation automatically populates the Login dialog box with the remembered access level and password.



**Temporary path**—Specifies the folder where Command WorkStation will temporarily store copies of the jobs you edit or change. You can change the temporary path by clicking Browse and specifying a folder.

**Units**—Specifies the units of measurement used to display attributes, such as page sizes and custom sizes, in the Job Properties dialog box and Imposition window.

**Imposition: Template Path**—Specifies the folder where template files for imposition are stored for later use. You can change the template path by clicking the Browse button and specifying a folder.

**Search: Template Path**—Specifies the folder where Find/Search templates are stored for later use. You can change the template path by clicking the Browse button and specifying a folder.

## Correcting tray alignment

The Tray Alignment feature allows you to adjust the placement of text and images on the page so they are correctly aligned on the sheet of paper, or both sides of a duplex sheet have exactly the same alignment.

You can perform tray alignment from the Fiery control panel by accessing choosing Tray Alignment from the Functions menu.

**NOTE:** To perform tray alignment, you must be logged in to the Fiery with Administrator privileges.

---

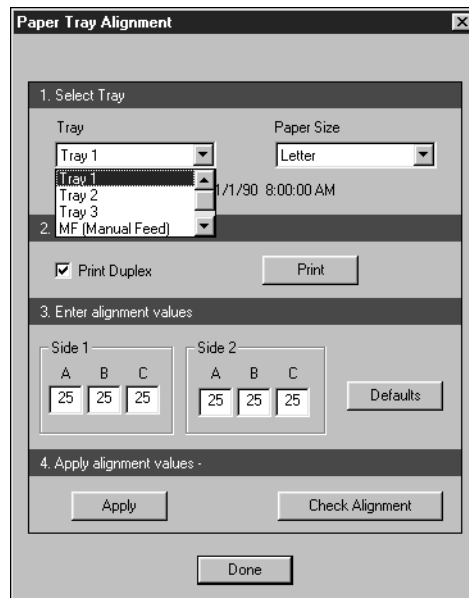
**TO ALIGN TEXT AND IMAGES FOR PRINTING**

1. In the Active Jobs window, select the connected server for which you want to perform Tray alignment.

If the Active Jobs window is hidden, choose Active Jobs from the Window menu to display it.

2. Choose Align Trays from the Server menu.

A dialog box containing the Tray Alignment options appears.



3. Specify the tray you want to align from the Tray list.
4. Specify the paper size loaded in the tray from the Paper Size list.

**NOTE:** The Tray Alignment is specific to the combination of tray and paper size specified. If you align Tray 1 with Letter paper, and load Legal paper in Tray 1, the alignment will be invalid. You must perform a new Paper Tray Alignment for each combination of tray and paper size.

5. In the **Print Alignment Page** section, select the **Print Duplex** option to print a duplex page, or clear the option to print a simplex page.
6. Click **Print** to print the alignment page.
7. Once the page has printed, follow the directions on the alignment page.

Fold the page exactly in half horizontally, unfold it, and then fold it in half vertically. When you unfold the sheet again, you will see that the fold lines cross three scales on three sides of the page. Determine which number on the scale each fold line crosses.

8. In the **Enter alignment values** section, enter the value where the fold crosses each of the three scales, marked **A**, **B**, and **C**, for **Side 1**. If you choose to align for duplex printing, enter the values for the three scales on **Side 2** of the page as well.

**NOTE:** If you enter different values in **A** and **C**, the image will rotate, leading to uneven areas on printed output. If this occurs, enter the same value in **A** and **C**.

The following combinations of print options will create a margin of 8.5 mm on the trailing edge, if Imageable Area is set to Full:

- Portrait with Top-Bottom (long edge feed)
  - Portrait with Top-Top (short edge feed)
  - Landscape with Top-Top (long edge feed)
  - Landscape with Top-Bottom (short edge feed)
9. When you have entered all of the alignment values, click **Apply**. Click **Check Alignment** to print the new alignment page.
  10. If you want to remove the alignments, select a tray and click **Defaults** in the **Enter alignment values** section.
  11. Click **Done** when you are finished.

## Managing server fonts

The Fiery includes a number of built-in printer fonts. You can download additional fonts to the Fiery using the **Manage Font** command. Users on the network can also download fonts to the server using **Fiery Downloader** (see the *Printing Guide*).

**NOTE:** To use the **Manage Font** command, you must be logged in to the Fiery with Administrator privileges.

Downloading fonts, either from Command WorkStation or with Fiery Downloader, requires that the Direct connection is published in Setup (see the *Configuration Guide*).

**NOTE:** You cannot download TrueType fonts. If you use TrueType fonts in Windows, you can print them by converting them to Adobe Type 1 fonts. To convert them with the Adobe PS printer driver, click the Fonts tab and set up the Font Substitution Table as necessary.

To print a list of fonts currently resident on the Fiery, use the Print Pages command (see page 2-20).

---

#### TO MANAGE FONTS

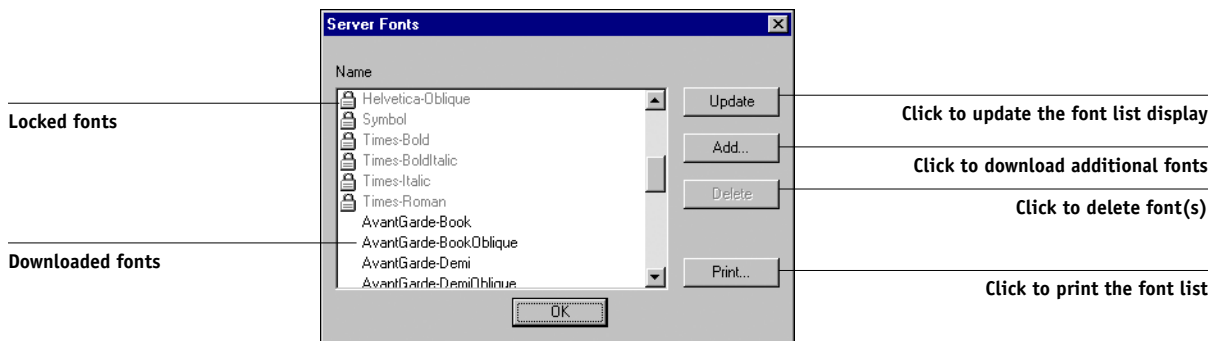
1. **In the Active Jobs window, select the connected server for which you want to manage fonts.**

If the Active Jobs window is hidden, choose Active Jobs from the Window menu to display it.

**NOTE:** To manage fonts on a server, you must be logged in and connected to the server with the Administrator password.

2. **Choose Manage Font from the Server menu.**

The Server Fonts window displays Add, Delete, Update, and Print buttons.



3. **To download additional fonts to the Fiery, click Add and refer to the following procedure.**

**4. To delete a font, select it in the font list and click Delete.**

To select multiple sequential fonts, select the first font and Shift-click the last font. Ctrl-click to select multiple non-sequential fonts.

**NOTE:** The printer fonts included with the Fiery (built-in fonts) are locked. These fonts appear with a lock icon next to the name and cannot be deleted.

**5. To refresh the font list display, click Update.**

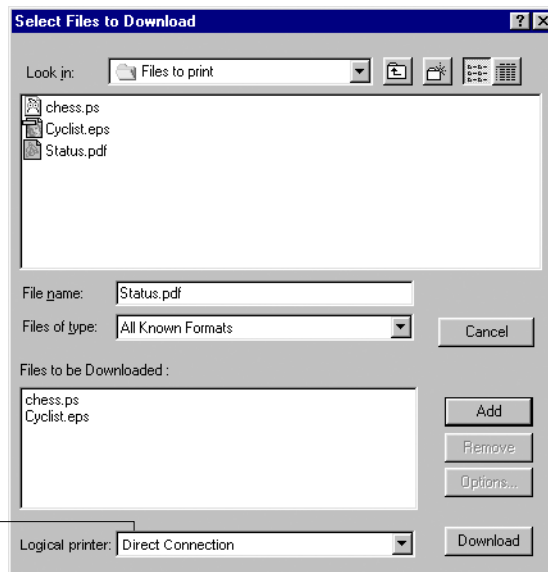
**6. To print the font list, click Print.**

---

**TO ADD FONTS**

**1. In the Select Files to Download dialog box, choose the file types to display from the Files of type menu.**

All Known Formats lists all files in supported formats; All Files lists all files.



For fonts, choose  
Direct connection

**2. In the Logical Printer menu, choose the Direct connection queue of the copier/printer to which you want to download the fonts.**

The Direct connection is available only if it has been enabled by the Administrator.

3. **In the Look in menu, browse to the folder containing the font(s) you want to download.**

4. **Select the font name and click Add.**

The File name field displays the name of the selected file before you click Add.

You can navigate to different drives and folders to select fonts to download.

To select multiple sequential fonts, select the first font and Shift-click the last font. Ctrl-click to select multiple non-sequential fonts.

If you change your mind about a font, select the font name in the Files to be Imported list and click Remove.

5. **When all the desired fonts appear in the Files to be Imported list, click Import.**

## Chapter 3: Using Command WorkStation

This chapter describes how to use Command WorkStation to monitor and manage job flow on the Fiery. Once you log in to the server with Operator privileges, you can view jobs held on the server and issue commands to release the jobs for processing or printing. You can also modify job properties such as FreeForm variable data printing requirements, paper settings, finishing options, and other print option settings. After a job has printed successfully, you can store it in the job archive, and view a record of its activity in the job log.

For background information on job flow and job management, see [Chapter 1](#). For an introduction to the user interface of Command WorkStation, see [Chapter 2](#).

### Starting up and logging in

To begin working with Command WorkStation, start the application and log in to one or more servers.

---

#### TO START COMMAND WORKSTATION

- **Click Start on the Windows taskbar, choose Programs>Fiery, and then choose Command WorkStation.**

When you start Command WorkStation for the first time, the Login Server list contains no servers. For instructions on configuring and adding servers to the Login Server list, see the *User Software Installation Guide*.

#### Logging in to servers

To establish a connection to a server listed in the Login Server dialog box, you log in to the server. You can maintain connections to more than one server at a time.

Each server connection requires an average of 4MB of RAM. Thus, the maximum number of simultaneous server connections is limited only by the amount of RAM available on the system running Command WorkStation. For example, if your system has 128MB of RAM and is running Command WorkStation exclusively, you can log in to approximately 25 servers at one time.

**TO LOG IN TO A SERVER**

1. **From the Server menu, choose Log in/Log out.**

The Login Server dialog box appears.

2. **Click the Login button for the desired server.**

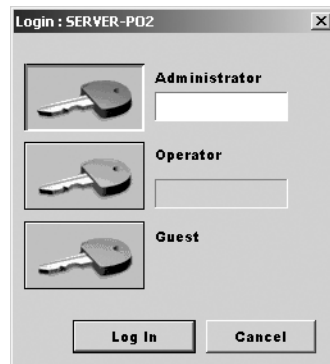
A server must appear in Login Server list before you can log in to it. A white key icon in the Log in button indicates the server has never been connected to Command WorkStation.

If the server is already connected, the color of the key icon indicates the level of access granted:

- Purple indicates Administrator access.
- Orange indicates Operator access.
- Cyan indicates Guest access.

3. **Click the Login button.**

The Login dialog box appears.



4. **Select the key corresponding to your access level (Administrator, Operator, or Guest), and, if required, enter a password.**

Your log-in access level determines which Command WorkStation functions are available to you.

5. **Click Log In to establish a connection to the server.**



This manual assumes you are logged into the server as an operator. The following section discusses the three different access levels in greater detail.

## Access levels

The three possible levels of access to Command WorkStation functions are Administrator, Operator, and Guest. To enable maximum password protection, Administrator and Operator passwords must be specified in Setup (see the *Configuration Guide*).

When both Administrator and Operator passwords have been specified, the access levels are as follows:

Access level	Privileges and password requirements
Administrator	Has full access to all Command WorkStation and Fiery Control Panel functions; Administrator password required. For a description of the full range of tasks an administrator can implement, see the <i>Configuration Guide</i> .
Operator	Has access to all Command WorkStation functions, <i>except</i> Setup, font management, restarting the server, clearing the server disk, and clearing the Job Log. Operator password required
Guest	Can view job status, but cannot make changes to jobs or Setup, and cannot access Job Log; no password required

**NOTE:** A user may be logged in as Administrator in one server, as Operator in a second server, and as Guest in a third server with Command WorkStation. In these instances, the levels of access are dependent either on the server currently selected in the Active Jobs window or on the server that holds the currently selected job.

By default, no passwords are set on the Fiery—in this default state, anyone can perform Setup and use all Command WorkStation functions. Until an Administrator password is defined in Fiery Setup, you can log in to Command WorkStation as an administrator without entering a password, and you are given full privileges.

After the administrator has performed Setup and specified passwords, Command WorkStation user options depend on your login level. This manual assumes that you are logged in to the server as an operator.

## Logging out

Logging out from a server terminates the connection between the server and Command WorkStation.

---

### TO LOG OUT FROM A CONNECTED SERVER

1. From the Server menu, select Log in/Log out.
2. Click the Login button for the connected server in the Login Server dialog box.
3. Click Yes in the message to log out from and disconnect the server.

## Removing servers from the Login Server dialog box

You can clear unused servers from the Login Server dialog box.

---

### TO REMOVE A SERVER FROM THE LOGIN SERVER DIALOG BOX

1. From the Server menu, select Log in/Log out.
2. Select the server in the Login Server dialog box.
3. Click the trash can button to remove the server from the list.

The trash can button is only available for disconnected servers.

## Monitoring jobs

The Active Jobs window and the Printed Jobs panel of the Jobs window provide a visual way to monitor the flow of print jobs through connected servers. You can use the server selection menu in the title bar of each window to monitor an individual server or multiple servers at once (see [page 2-10](#)). You can also sort the job lists and customize the job ticket information that is displayed.

The Active Jobs window displays jobs as they pass through the various stages of spooling, holding, processing, and printing. Flag colors indicate the status of each job, and job ticket columns provide additional job information. Jobs that contain raster data as a result of processing are marked with a halo around their file icons.

**NOTE:** If a job is paused during printing (by issuing the Suspend Printing command), the job will continue to be marked with a dark green status flag in the Active Jobs window. However, the job will be displayed as “Paused.”

When a job has completed printing (or has failed to print), it drops from the Active Jobs window and appears in the Printed Jobs panel. The Printed Jobs panel displays jobs that have printed successfully, along with failed jobs that have dropped from the print queue as a result of an error. A failed job appears highlighted in red; you can double-click the job to display a more detailed error report.

## Selecting jobs

Selecting a job allows you to apply job management commands (from the Actions menu) to it. You can also select multiple jobs and apply the same command to all of the jobs at once.

---

### TO SELECT A JOB

- **In the Active Jobs window or in any panel of the Jobs window, click a job to select it.**  
To select additional jobs, hold down Ctrl and click the desired jobs. To select a sequential series of jobs, hold down Shift as you click the job.

**NOTE:** To select multiple jobs, the jobs must be located in the same window and panel.

## Sorting job displays

You can sort jobs in the Active Jobs and the Jobs windows by clicking the job ticket column headings.

---

### TO SORT JOBS

- **In the Active Jobs window or the Jobs window, click the heading for the job ticket column that you want to use to sort jobs.**

For example, to sort jobs by status, click the Job Status column heading. The window displays the jobs sorted according to their status.

To reverse the sorting order, click the column heading again.

## Customizing job ticket information

You can customize the display of job ticket information in the Active Jobs window and in all panels of the Jobs window by rearranging the column headings. You can tighten the columns, add new column headings, move columns, and delete column headings.

Job Status	Job Title	User	Date/Time	Copies	Size
------------	-----------	------	-----------	--------	------

You can customize job ticket information according to your workflow needs. For example, if you are monitoring multiple servers, you can add Fiery and Device columns to track the server location of individual jobs.

The information in the Date/Time column is based on the date and time settings of the Regional Settings control panel. You can access the Regional Settings control panel from the Start > Settings > Control Panel menu in the Windows taskbar.

---

### TO CUSTOMIZE JOB TICKET INFORMATION FOR THE ACTIVE JOBS OR JOBS WINDOW

1. **Right-click the heading of a job ticket column.**
2. **From the menu that appears, choose the options you want to display and the sequence in which you want to view them.**

**Add**—Adds one of the listed columns to the display at your mouse position. The Add submenu lists the headings that are not already displayed.

**Move Left, Move Right**—Moves the selected column left or right.

**Delete**—Removes the selected column.

The Job Status (Active Jobs window only), Job Title, and User columns are required—all others are optional.

3. **Adjust the column widths.**

Adjust the width of a column by clicking the column border in the heading and dragging to the left or right. You can change the column widths at any time.

## Managing job flow

The following sections describe the job management tasks you can perform with Command WorkStation.

### Importing jobs

You can use the Import commands to import jobs into the job flow. You can import jobs located anywhere in the connected network or jobs previously archived to external devices.

For information on archiving jobs, see [page 3-20](#).

---

#### TO IMPORT A JOB

1. **From the File menu, choose Import and then choose Job or Archived Job.**

The Select Files to Import dialog box appears.

2. **Locate and select the job file to import and click Add.**

The job appears in the Files to be imported list. To import multiple jobs, select each additional job and click Add.

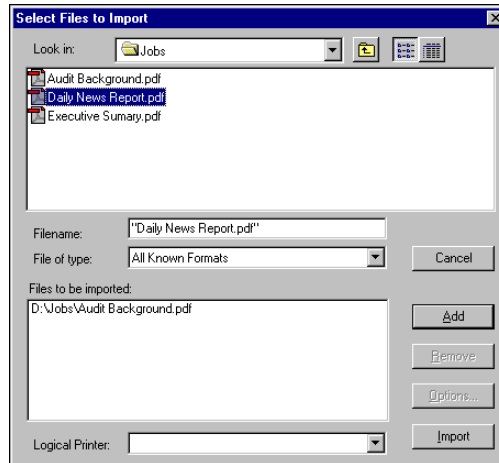
3. **Choose the desired destination queue from the Logical Printer menu.**

A destination queue is available only if the administrator has enabled it in Setup (see the *Configuration Guide*).

If you choose Hold, the job will be imported into the Active Jobs window and held for future action.

If you choose Print, the job will be imported into the Active Jobs window and released for immediate printing.

If you choose Direct, the job will be sent directly to the Fiery for printing. The job will not appear in the Active Jobs window or Printed Jobs panel.



**4. Click Import.**

## Using job management commands

As the operator, you can issue the following job management commands (from the Actions menu) to release or hold selected jobs in the Active Jobs window and Printed Jobs panel:

- Print
- Process and Hold
- Print and Hold
- Remove Raster Data
- Hold

The availability of each command varies, depending on the context of the selected job. In addition to choosing them from the Actions menu, you can issue these commands from context-sensitive menus. You can activate the Print, Hold, and Process and Hold commands using Action buttons.

The following table describes each command in greater detail and explains how each command affects the raster data associated with a job:

Choose this command	To do this	Raster data is
Print	Prints the selected job in the Active Jobs window, Printed Jobs panel, Archive panel, or FreeForm panel.	Temporarily held on the server until the job completes printing.
Hold	Holds the selected job waiting to process in the Active Jobs window, or the selected job in the Printed Jobs or Archive panel, and marks the job with either the spooled/hold flag or the processed/hold flag.	Held on the server hard disk indefinitely, if raster data is included with job.
Process and Hold	Processes the selected job in the Active Jobs window, Printed Jobs panel, or Archive panel, and holds a copy of the job. The copied job is marked with the processed/hold flag.	Held on the server hard disk indefinitely.
Print and Hold	Prints the selected job in the Active Jobs window, Printed Jobs panel, or Archive panel, and holds a copy of the job. The copied job is marked with the processed/hold flag.	Held on the server hard disk indefinitely.
Remove Raster Data	Removes the raster data associated with the selected, processed/hold job in the Active Jobs window, or with the selected raster job in the Printed Jobs or Archive panel; leaves the original PostScript data in place.	Deleted.

## Viewing and overriding print settings

When logged in as Operator at Command WorkStation, you can view, override user print settings of, and print any held job in the Active Jobs window, FreeForm panel or Printed Jobs panels of the Jobs window. You can also view print settings for jobs in the Archive panel. Using the Job Properties dialog box, you can view and override print settings for a single job or for multiple jobs at once. When viewing multiple jobs, you can override settings for each job independently or override a setting for all the jobs at once.

You can also use the Job Properties dialog box to view the user Notes and Instructions fields included with jobs.

---

### TO VIEW AND OVERRIDE PRINT SETTINGS

1. **To view and override print settings for a single held job, select the job in the Active Jobs window or Printed Jobs panel.**

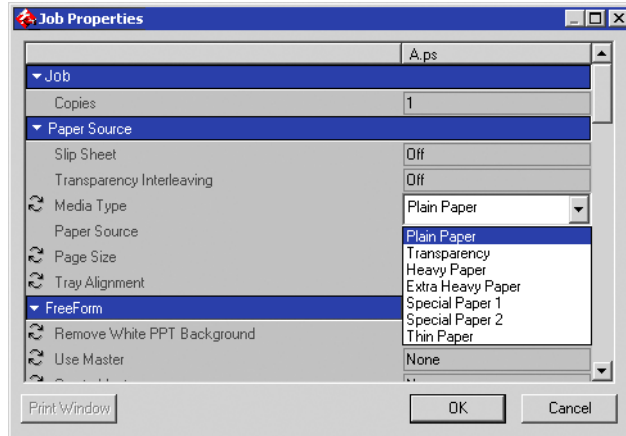
You can also select a job in the Archive or FreeForm panel to view print settings.

2. **Choose Properties from the Actions menu.**

The Job Properties dialog box appears. This dialog box displays all the job settings encoded by the PostScript printer driver that can be decoded by the server. If you, as the operator, have not changed anything, these are the settings a user entered before sending the job.



When multiple jobs are selected, the print settings appear in columns corresponding to each job. If needed, you can resize the dialog box by dragging its edges.



The user Instructions and Notes fields also appear in the Job Properties dialog box.

- Instructions fields are intended to be viewed and annotated by the operator, but their contents are associated with the job and are deleted when the job is deleted after printing.
- Notes fields can be viewed but not be changed by the operator; their contents are transcribed to the Job Log just as the user sent them.

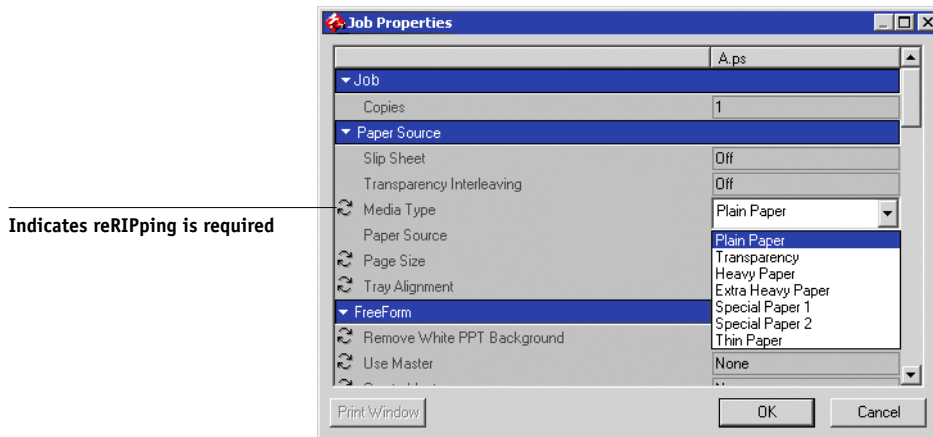
**NOTE:** Some print options available in the printer driver are not displayed in the Job Properties dialog box. For information on specific print options and settings, and where they can be set, see Appendix A of the *Printing Guide*.

3. To override a setting for a single job, right-click the current setting in the job column, and choose the override setting from the list that appears.

To override a setting for multiple jobs at once, right-click the setting title in the left column, and choose the override setting from the list that appears.

**NOTE:** If you want to retain a copy of the job with its original settings, duplicate the job and rename the duplicate *before* you change any settings.

**NOTE:** For some options, changing the setting requires that the job be reRIPped; these options show an icon to the left of the option name.



4. To print the current list of print settings on a local printer, click Print Window.
5. To apply the print setting overrides to the selected job, click OK.

## Managing jobs on multiple servers

Command WorkStation allows you to simultaneously connect to as many servers as your RAM resources allow. You can view and manage jobs being processed by multiple servers from a single location, and also to balance the job load between servers of similar capabilities.

- If you connect to multiple servers from Command WorkStation, you can easily switch between the All Servers view and the Selected Server view in the Active Jobs window, Jobs window, and Activity Monitor. For more information, see [“Monitoring single or multiple servers”](#) on page 2-10.
- With servers that support the feature, you can use the Send to <Nickname\_Devicename> command to transfer jobs between servers.

For example, by viewing print jobs on all connected servers in the Active Jobs window, you can monitor the print load on each server in your printing environment. If one server has received a disproportionate number of jobs, you can balance the load by transferring some of these jobs to another, less active server.

---

### TO TRANSFER A JOB BETWEEN SERVERS

1. In the Active Jobs window, select any held job.
2. In the Actions menu, select Send To and select a server that you want to send job to.
3. Click Yes to confirm the transfer of the job.

## Canceling jobs

You may need to cancel a job after it has been routed for processing or printing. You can cancel a selected job only while it is being processed or while it is being printed. You cannot cancel a job that is waiting to be processed or printed.

- Canceling jobs during processing—While a job is processing in the Active Jobs window, select the job and choose the Cancel Processing command from the Actions menu.

When the job is canceled, a Canceling message appears on the Fiery Control Panel. The name of the canceled job appears in the Job Log.

- Canceling jobs during printing—While a job is printing in the Active Jobs window, select the job and choose the Cancel Printing command from the Actions menu.

When the print job is canceled, a Canceling message appears on the Fiery Control Panel. The name of the canceled job appears in the Job Log.

**NOTE:** Canceled jobs may be partially printed, and may include pages with one or more missing color planes, or pages that are completely blank.

- Canceling a job at the Control Panel—If you are at the Fiery, the most direct way to cancel a job is to press the top button on the server Control Panel while you can read the name of the job that is processing or printing. For more information on the Control Panel, see the *Configuration Guide*.
- Pausing all jobs on the Fiery—Choose Pause Printing from the Server menu to suspend the printing of all jobs on the Fiery. To continue printing of the jobs, choose Resume Printing from the Server menu.

## Printing FreeForm variable data documents

The FreeForm printing feature provides a flexible and efficient method for printing variable data jobs (such as direct-mail advertising pieces). FreeForm allows users to preRIP and store the master elements of their variable data jobs on the server, and then use that master data as needed, for multiple variable data jobs.

The preRIPped master-element jobs are stored on the server as FreeForm masters, and appear in the FreeForm panel of the Jobs window.

The ability to override job settings is especially important for variable data printing with FreeForm. Although the server can store up to one hundred FreeForm masters, users are limited to a range of 1 to 15 as values they can specify for the Create Master and Use Master print settings. In order to make use of all one hundred available FreeForm Masters, the operator must override the Create Master and Use Master print settings from Command WorkStation.

**NOTE:** In order for any new Create Master or Use Master setting to take effect, the job must be reRIPped.

For background information on using the FreeForm feature, see the *Printing Guide*.

### Creating and monitoring FreeForm masters

Users can assign FreeForm master numbers from 1 to 15 using the Create Master print option when they send a job. These numbers can be changed to a number from 1 to 100 with job overrides from the Job Properties dialog box.

When the first 15 FreeForm master numbers have been used, users may inadvertently overwrite existing FreeForm masters by assigning what they think are new, unused FreeForm master numbers. When users choose a master number from the Create Master print option, an existing job using that master number will be overwritten (the user will receive a message warning them that they are about to replace an existing job). For this reason, the operator may bear the responsibility of deleting existing master jobs or reassigning master numbers 1 through 15 in order to avoid any overwriting problems. Since the operator is the only person who can assign numbers from 16 to 100, he or she can maintain a high level of control over the FreeForm master numbers in use.

The following commands, described on [page 2-13](#), can be issued for jobs in the FreeForm panel:

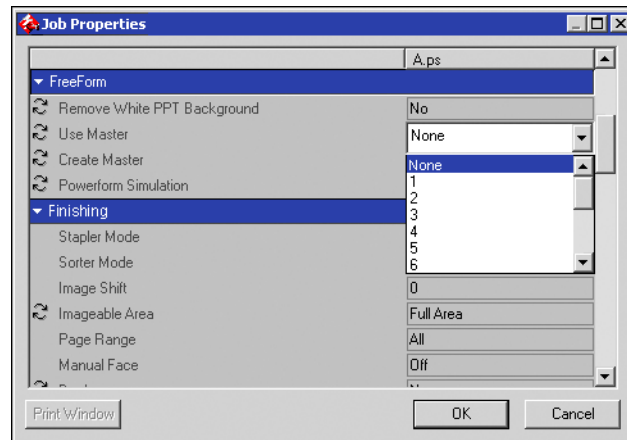
- Print
- Rename
- Preview
- Associated variables
- Properties

**NOTE:** The Associated variables command is available only by right-clicking a FreeForm master job. Selecting this command displays all jobs that have used that specific FreeForm master as a master document.

---

#### TO CREATE A FREEFORM MASTER

1. In the Active Jobs window, select the held job comprising the master elements of the document.
2. Choose Properties from the Actions menu.
3. Scroll to FreeForm in the Job Properties dialog box and right-click the Create Master print setting.



4. **Choose the FreeForm master number you want to assign to the job.**
5. **Click OK.**
6. **Assign the job a destination of Process and Hold from the Actions menu.**

You can also choose Print or Print and Hold from the Actions menu if you want a hard copy of the FreeForm master.

After processing, the master job appears listed in the FreeForm panel of the Jobs window.

---

#### **TO REASSIGN THE MASTER NUMBER OF A FREEFORM MASTER**

1. **In the FreeForm panel, select the desired FreeForm master.**
2. **Choose Properties from the Actions menu.**
3. **Scroll to FreeForm in the Job Properties dialog box and right-click the Create Master print setting.**
4. **Choose the FreeForm master number you want to assign to the job.**
5. **Click OK.**

---

#### **TO DELETE A FREEFORM MASTER**

1. **In the FreeForm panel, select the master job you want to delete.**
2. **Choose Delete from the Actions menu.**

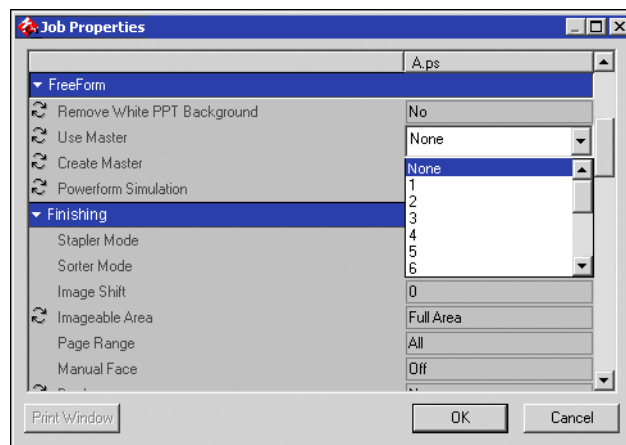
## Using FreeForm masters with variable data jobs

To print a variable data job with a particular FreeForm master, users must specify a number for the Use Master print setting. Users can only specify master numbers between 1 and 15. Only the operator can specify master numbers between 16 and 100 with job overrides from the Job Properties dialog box.

---

### TO OVERRIDE THE USE MASTER PRINT SETTING

1. In the Active Jobs window, select the held job comprising the variable elements of the document and choose Properties from the Actions menu.
2. Scroll to FreeForm in the Job Properties dialog box and right-click the Use Master print setting.



3. Choose the FreeForm master job you want to use as the master document.
4. Click OK.
5. Assign the job a destination of Process and Hold, Print, or Print and Hold from Actions menu.

Particularly with a variable data job, Process and Hold the job so you can preview it before printing.



### Tips for using FreeForm

At sites where a small number of users print FreeForm jobs, the operator may want to assign specific FreeForm master numbers to specific users. In this case, users bear the responsibility of monitoring their own master numbers. Users can then use the Create Master print option to assign new masters or to overwrite existing masters. Users can also instruct the operator to reassign master numbers (to a number greater than 15) for FreeForm masters they want to keep available on the server.

At sites where a large number of users print FreeForm jobs, the operator may want to instruct users not to use the Create Master print option at all, but rather send all their jobs to the Hold queue. In this case, the operator can decide which FreeForm master numbers to assign before printing.

For all jobs sent to the server, users should specify information (such as the desired FreeForm master number) to the operator with the Notes and Instructions fields in the Printer Job Notes dialog box.

**NOTE:** When specifying additional print settings for FreeForm jobs, keep in mind that certain print option settings must match for *both* the master and the variable job. Also, certain settings in the variable job override corresponding settings in the master job. For complete information on print settings in FreeForm jobs, see the [Printing Guide](#).

## Archiving jobs

You can archive PostScript and raster data jobs internally to the Fiery hard disk or the ZIP drive, or externally to the Command WorkStation hard disk or network drives. Once a PostScript or raster data job is archived, it appears in the Archive panel of the Jobs window.

You can issue the following Actions menu commands, described on [page 2-13](#), for jobs in the Archive panel:

- Print
- Delete
- Rename
- Hold
- Process and Hold
- Print and Hold
- Remove Raster
- Preview
- Properties

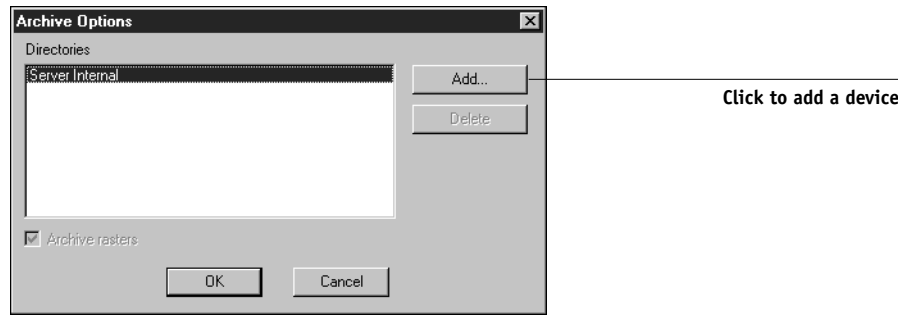
---

### TO ARCHIVE A JOB

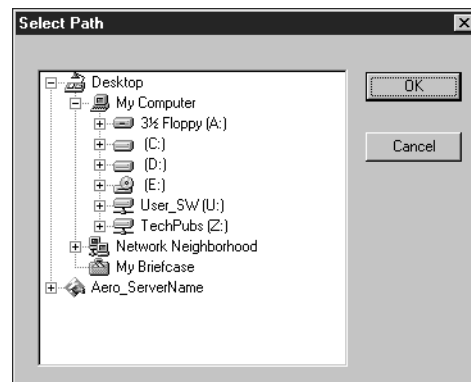
1. In the Active Jobs window, select any held job.
2. Choose Archive from the Actions menu.
3. To archive the job internally to the Fiery hard disk or to the ZIP drive, click OK.

The job is archived internally and appears in the Archive panel of the Jobs window.

4. To archive the job externally to the Command WorkStation hard disk or to a device on the network, click Add.



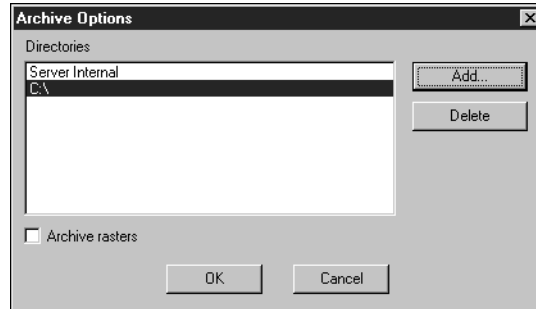
5. Browse to the device and folder to which you want to archive the job and click OK.



The Archive Options dialog box shows external devices as available archive volumes.

**6. If applicable, select Archive rasters.**

The Archive rasters option is dimmed for PostScript data jobs and for jobs being archived to Server Internal.



**NOTE:** Raster data files may be large and may take considerable time to archive.

**7. Select an archive volume and click OK.**

Archived jobs appear in the Archive panel of the Jobs window.

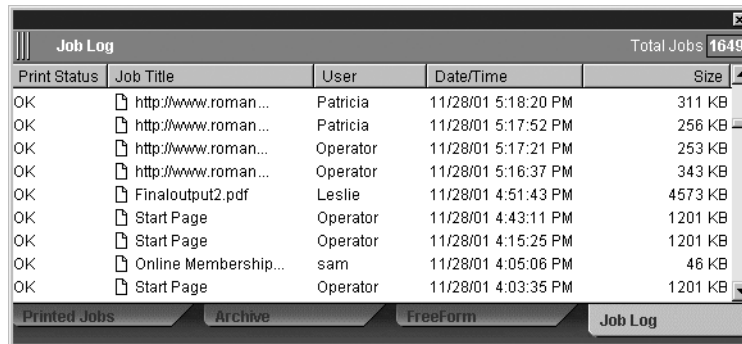
## Using the Job Log

The Job Log panel of the Jobs window displays a list of all the jobs processed or printed since the Job Log was last cleared.

You can adjust the column widths in the Job Log display by clicking the column border in the heading and dragging left or right (see [“Customizing job ticket information”](#) on page 3-6). You can also print the Job Log, export it to a tab-delimited text file, and clear it manually.

Using the Job Log Setup, the administrator can specify preferences to print the Job Log automatically every 55 jobs, or both print and clear the Job Log automatically every 55 jobs. The administrator can also choose the Job Log page size. For more information, see the [Configuration Guide](#).

**NOTE:** If a job was saved from the Imposition window of DocBuilder Pro with a new name and then printed, it appears in the Job Log with the name of the original job, *not* the new name you specified for the edited job.



Print Status	Job Title	User	Date/Time	Size
OK	http://www.roman...	Patricia	11/28/01 5:18:20 PM	311 KB
OK	http://www.roman...	Patricia	11/28/01 5:17:52 PM	256 KB
OK	http://www.roman...	Operator	11/28/01 5:17:21 PM	253 KB
OK	http://www.roman...	Operator	11/28/01 5:16:37 PM	343 KB
OK	Finaloutput2.pdf	Leslie	11/28/01 4:51:43 PM	4573 KB
OK	Start Page	Operator	11/28/01 4:43:11 PM	1201 KB
OK	Start Page	Operator	11/28/01 4:15:25 PM	1201 KB
OK	Online Membership...	sam	11/28/01 4:05:06 PM	46 KB
OK	Start Page	Operator	11/28/01 4:03:35 PM	1201 KB

Printed Jobs   Archive   FreeForm   **Job Log**

---

#### TO PRINT THE JOB LOG ON A LOCAL PRINTER

1. Choose **Print** from the **File** menu and choose **Job Log** from the submenu.

The Print dialog box appears.

2. Click **OK**.

---

#### TO EXPORT THE JOB LOG

1. If it is not already displayed, click the **Job Log** tab on the **Jobs** window to display the **Job Log** panel.

2. Click inside the **Job Log** panel to make it active.

3. Choose **Export** from the **File** menu and choose **Window** from the submenu.

The Export dialog box appears.

4. Rename the file if desired (the default name is **job.log**), specify a destination for the file, and then click **Save**.

The Job Log is exported to a tab-delimited text file. You can open the exported file using a spreadsheet, database, or word-processing application.

#### TO CLEAR THE JOB LOG

- **Choose Clear from the Server menu and choose Job Log from the submenu.**

You can only clear the job log if you are logged in to the server with Administrator privileges.

### Searching for jobs

The Find command allows you to search for and locate jobs on connected servers, using various search parameters such as job file names or dates of creation. You can limit your search to a single server, or open the search to all connected servers. You have the option to search for jobs that appear in the Active Jobs window and in the Printed Jobs, Archive, FreeForm, and Job Log panels of the Jobs window.

In addition to using general search parameters, you can perform advanced searches based on the file sizes and specific print options associated with jobs. You can save any set of general or advanced search parameters as a Find template, which you can reuse to perform the search again.

---

#### TO SEARCH FOR JOBS

1. **Choose Find from the Edit menu.**

The Find dialog box appears.

2. **Choose a specific server or all servers from the Search Server list.**

3. **Select one or more areas where you want to search for jobs.**

You can search for jobs in the Active Jobs window and in the Printed Jobs, Archive, FreeForm, and Job Log panels of the Jobs window.

4. **Click the General tab, and specify parameters for the search.**

**NOTE:** To clear all fields in the Find dialog box at any time, click New Search.

You can specify any or all of the following general search parameters:

**Job title**—Enter the file name of the job.

**User**—Enter the name of the user who sent the job.

**Notes 1, Notes 2**—Enter text that appears in the Notes fields of the job.

**Instructions**—Enter text that appears in the Instructions field of the job.

**Volume**—Specify the archive drive volume you want to search. This option is available only when you are searching for archived jobs.

**Date created**—To search through all jobs, regardless of their creation date, select All. To restrict your search to jobs created on a certain date or range of dates, select Range. Use the From and To pull-down menus to specify starting and ending dates for the range.

**5. Click Search to find the jobs that meet the specified search criteria.**

The Search Results window appears, listing the found jobs.

You can customize the appearance of this window in the same manner as for the Active Jobs and Jobs windows. For example, you can display jobs on all connected servers or on a selected server (see [page 2-10](#)), and you can customize the job ticket information displayed (see [page 3-6](#)).

---

#### TO PERFORM AN ADVANCED SEARCH FOR JOBS

**1. Choose Find from the Edit menu.**

The Find dialog box appears.

**2. Choose an option from the Search Server menu to search for jobs on a specific server or all connected servers.**

**3. Select one or more areas where you want to search for jobs.**

You can search for jobs in the Active Jobs window and in the Printed Jobs, Archive, FreeForm, and Job Log panels of the Jobs window.

**4. Click the Advanced tab.**

The Advanced panel of the Find dialog box includes an area for specifying file size search parameters. It also contains a list of all the print options associated with jobs on the server or servers specified by the Search Server setting.

**To search for jobs that fall within a particular range of file sizes, choose a range option from the Size (kilobytes) menu. Enter the necessary range values in one or both of the fields.**

**To search for jobs that have certain print options associated with them, click the selection box for each desired print option in the list.**

To specify additional search values for a selected option, right-click the field next to the option name and enter the desired values.

If you select multiple print options, Command WorkStation will search for jobs that include *all* the selected options. For example, if you specify a stapling and a punching option for your search, Command WorkStation will only find jobs that have both stapling and punching specified.

**To clear all fields in the Find dialog box at any time, click New Search.**

**5. Click Search to find the jobs that meet the specified search criteria.**

The Search Results window appears, listing the found jobs.

---

**TO SAVE THE CURRENT SET OF SEARCH PARAMETERS AS A FIND TEMPLATE**

**1. In the Find dialog box, specify the desired search parameters, as described in the previous procedures.**

**2. Click Save As.**

A dialog box appears, prompting you to name the template.

**3. Enter a name for the new Find template and click OK.**

Once you have saved a template, it appears listed in the Queries pull-down menu.

To remove a template from the menu, choose it in the list and click Delete.

Saved templates are stored in the folder location that you specified in the Preferences dialog box (see [page 2-22](#)).

---

**TO REUSE A FIND TEMPLATE**

**1. In the Find dialog box, choose the desired template from the Queries menu.**

The dialog box is automatically populated by the search parameters associated with the template.

**2. Click Search to begin searching for jobs.**



## Chapter 4: Previewing and Manipulating Jobs

The Preview windows of Command WorkStation allow you to display preview images of jobs and perform edits, such as adding, deleting, duplicating, and reordering pages. You can also merge pages from two different jobs into a single, merged job.

**NOTE:** If you have the DocBuilder Pro option, you can use several additional preview and edit features. For more information, see [page 5-1](#).

### Previewing jobs

You can use the Preview windows to preview pages of any processed or held job in the Active Jobs window.

### Displaying thumbnail previews

When you select a processed/held job and choose the Preview command from the Actions menu, a preview window opens, displaying thumbnail images of the selected job.

---

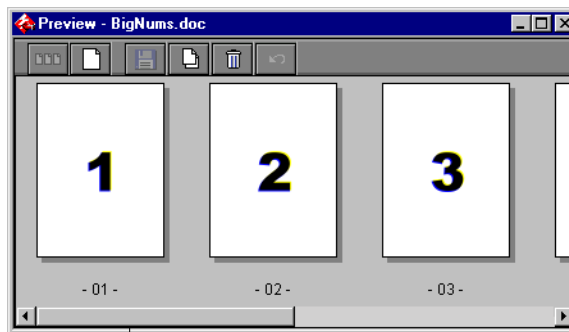
#### TO VIEW THUMBNAILS OF A HELD RASTER DATA FILE

1. **Select a processed/held job in the Active Jobs window.**

A processed/held job appears with a dark yellow status flag and a halo around its file icon.

2. **Choose Preview from the Actions menu.**

Page thumbnails appear in the Preview window.



Scroll bar

You can use the scroll bar at the bottom of the Preview window to scroll through the pages in the job.

### Displaying full-screen previews

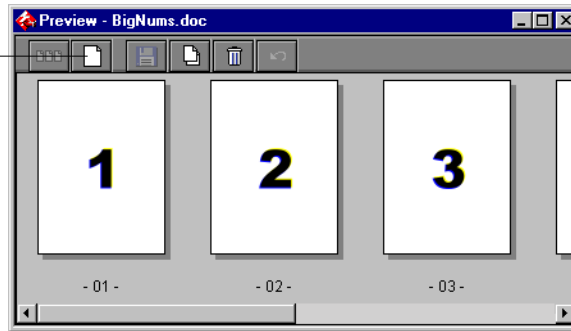
You can open any page in the Preview window as a full-screen image for more detailed inspection.

---

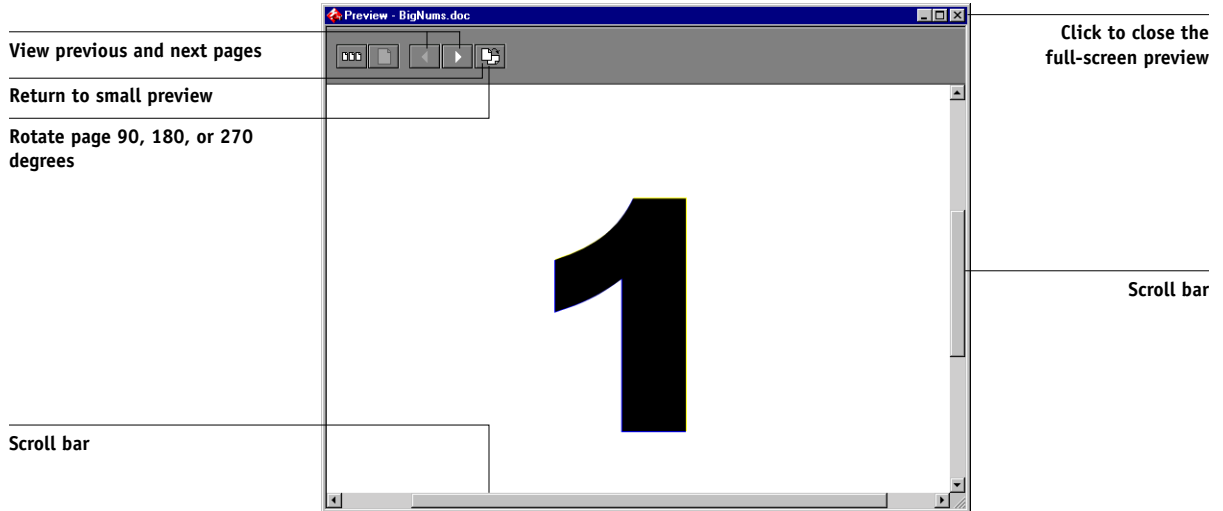
#### TO VIEW A FULL-SCREEN PREVIEW OF A JOB

1. Select a page in the Preview window and click the Full-Screen Preview icon.

Click for full-screen preview



**NOTE:** The full-screen preview may take a few moments to open.



You can use the icons in the full-screen preview to display adjacent pages, rotate the page, or return to the small preview.

2. Click the Close button to close the full-screen preview.

## Viewing soft proofs

If you have the Fiery Graphic Arts Package option, you can use the Soft-Proof feature to display an accurate color preview of your print job. The Soft-Proof feature applies a specified color profile to the preview image to compensate for the unique display characteristics of your color monitor. As a result, the preview provides a more accurate representation of how the job will appear when printed on the Fiery .

---

### TO ENABLE SOFT PROOFING

1. **Display a full-screen preview of the desired job, as described on [page 4-2](#).**
2. **Select the Soft-Proof option, located in the upper right of the full-screen preview.**
3. **Click Load.**

A dialog box appears, prompting you to select a monitor profile.

If you are using the monitor that is part of the Fiery Advanced Controller Interface (FACI) option, select the monitor profile that shipped with the option. If you are using another monitor, select a profile customized to describe the characteristics of that particular monitor.

4. **Locate and select the monitor profile for your monitor and click Open.**

The full-screen preview now displays a soft proof of the original job, as interpreted through the monitor profile you specified.

## Editing and merging jobs

You can use the Preview windows to reorder the pages of a processed/held job and merge pages from several jobs into a single job.

### Editing jobs

You can use the Preview window to edit any processed/held job from the Active Jobs window.

---

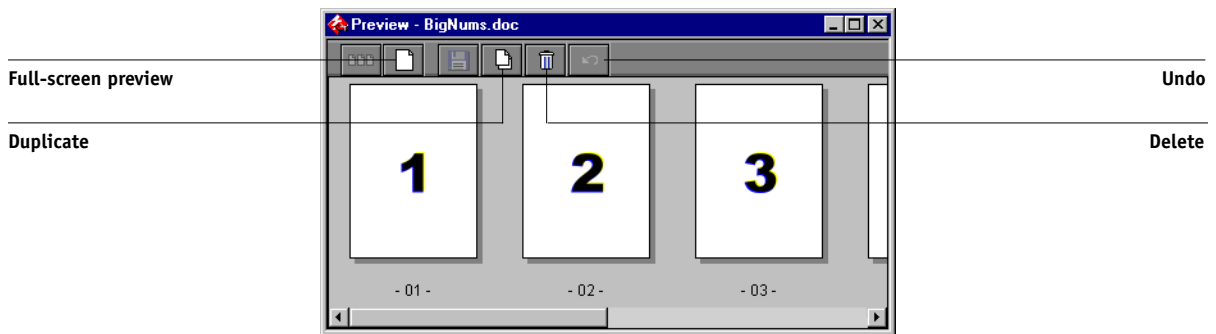
**TO EDIT A JOB**

1. **Select a processed/held job in the Active Jobs window and choose Preview from the Actions menu.**

The Preview window opens, displaying thumbnails of the pages in the job.

2. **Select the pages that you want to edit.**

Shift-click to select multiple, sequential pages; Ctrl-click to select multiple, non-sequential pages.



3. **Apply the desired edits.**

To apply edits to the selected pages, click any of the following button that appear in the margin of the Preview window:

**Full-Screen Preview**—Opens a full-screen preview of the currently selected page (see [page 4-2](#)). The full-screen preview window allows you to rotate selected pages.

**Duplicate**—Duplicates the currently selected pages. (You can also choose Duplicate from the Actions menu.)

**Delete**—Deletes the currently selected pages. (You can also choose Delete from the Actions menu.)

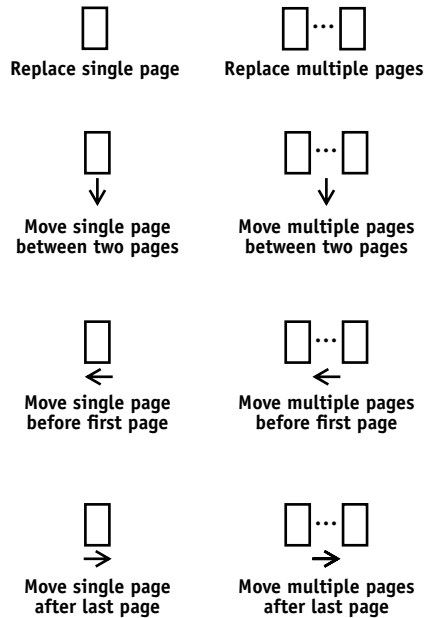
**Undo**—Reverses recently performed edits.

4. **To move pages within the Preview window, click to select the pages and hold down the mouse button as you drag the selected pages to the new location.**

Shift-click to select multiple, sequential pages; Ctrl-click to select multiple, non-sequential pages. Release the Shift or Ctrl key before moving the pages.

If you move the pages on top of existing pages, the pages will be overwritten.

If the icon does not have an arrow, the pages will be replaced; if the icon has an arrow, the pages will be inserted.



5. **When you finished making edits, click Save to save the job.**
6. **Enter a new name for the editing job and click Yes.**

## Merging jobs

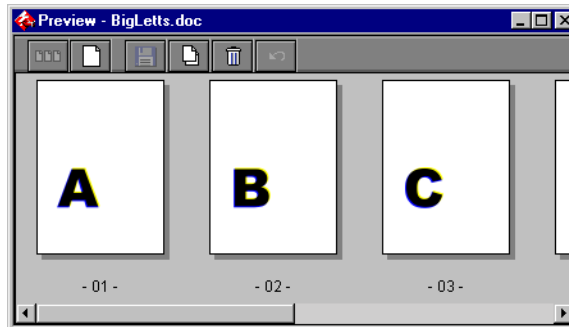
The ability to merge processed/held jobs gives you new opportunities to combine documents from different sources into a single file. For example, you can combine full color covers and chapter head pages created in a page layout application with two-color text pages created in a word-processing application. Or, you can customize a slide presentation by inserting slides from a different presentation.

In order to merge pages from two different jobs, both jobs must reside on the same server.

**NOTE:** Before merging processed/held jobs, make sure the jobs have been processed using the print option settings and the resident calibration you want for the final output.

**TO MERGE PAGES FROM TWO DIFFERENT JOBS**

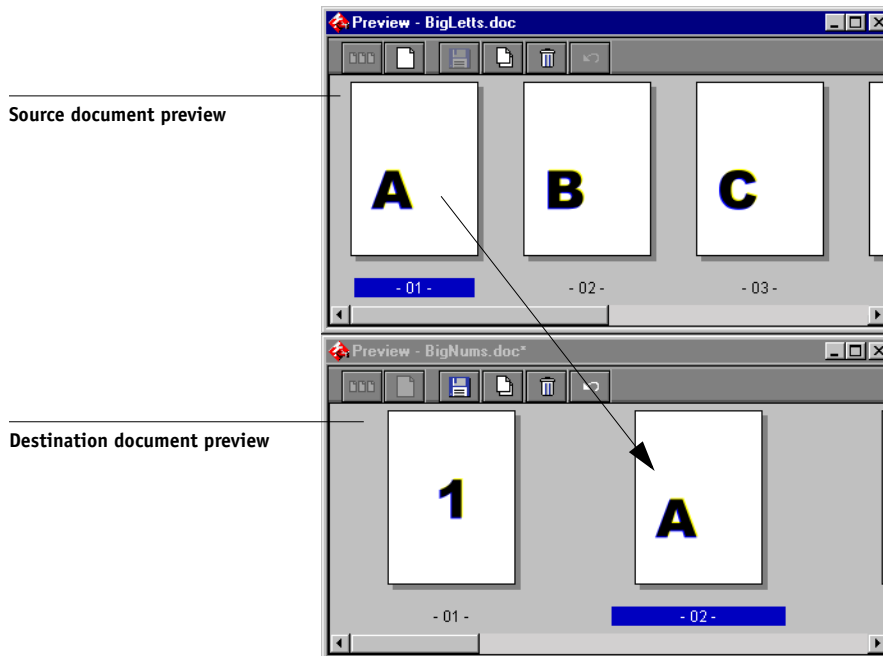
1. Select a job in the Active Jobs window, and choose **Preview** from the Actions menu.



2. Select another job, and choose **Preview** from the Actions menu.

The job is displayed in another Preview window.

**NOTE:** In order to merge pages, both jobs must reside on the same server.



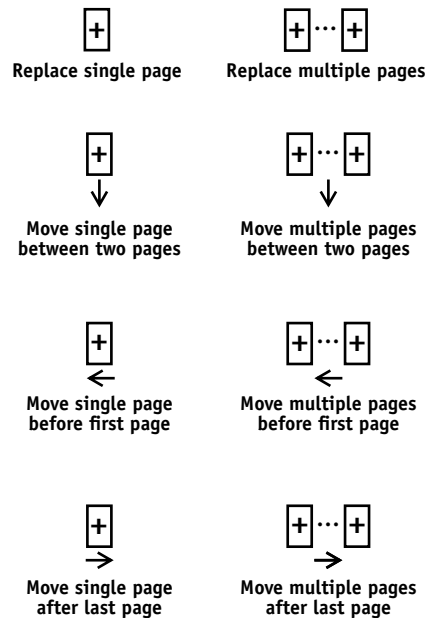
3. In the source document Preview window, left-click to select the pages and hold down the mouse button as you drag the selected pages to the new location in the destination document Preview window.

Shift-click to select multiple, sequential pages; Ctrl-click to select multiple, non-sequential pages. Release the Shift or Ctrl key before moving the pages.

To replace pages, drag the second preview pages on top of pages in the first Preview window; to add pages, drag the pages to a new position between pages, before the first page, or after the last page in the first Preview window.

If you move the selection over an existing page, it replaces the existing page with the one you are moving. If you move the selection to the left or right of a page, it places selection in that location and rennumbers the pages.

The cursor changes to reflect the activity:



Multiple levels of undo are available; you can use the Undo button to undo all the way back to your first edit. There is no Redo function.



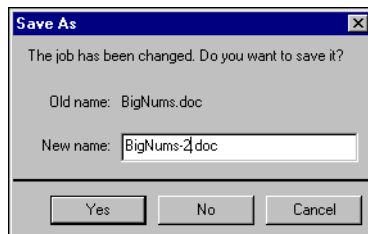
4. **To merge additional pages from another source job, open a new job (resident on the same server) in a Preview window.**

Repeat step 3 to merge pages from the new source job.

5. **When you have finished merging pages, click Save.**

The Save As dialog box appears.

6. **Enter a new name for the merged job and click Yes.**



**NOTE:** When multiple users are connected to the Fiery via Command WorkStation, Fiery WebSpooler, or Fiery Spooler, only one user should make changes at a time. If multiple users make changes in the same job simultaneously, unexpected results may occur.



## Chapter 5: Using DocBuilder Pro

The DocBuilder Pro option allows you to apply imposition layouts to jobs for special printing and binding needs. DocBuilder Pro also provides several enhancements to the previewing, editing, and merging features of Command WorkStation.

For background information on imposition and its uses, see [Appendix A](#).  
For information on customizing imposition settings, see [Chapter 6](#).

**NOTE:** DocBuilder Pro is available as an optional upgrade for Command WorkStation. For more information, contact your authorized service/support technician.

### Previewing, editing, and merging jobs

If you have the DocBuilder Pro option, you can use the Preview windows of Command WorkStation to preview, edit, and merge PostScript and PDF jobs that have been spooled and held. You can apply all of the features discussed in [Chapter 4](#) to spooled/held jobs and processed/held jobs alike.

**NOTE:** DocBuilder Pro enhancements to the Preview windows are described in detail below. When applicable, page number references to sections in other chapters are provided.

**Previewing jobs**—You can select any PostScript or PDF job showing a spooled/held (light yellow) status, and open the job in a Preview window (see [page 4-1](#)).

When you preview a PostScript job, the Adobe Acrobat application automatically opens in the background, generating PDF thumbnails that let you preview the job and perform further edits, including merging. A message appears, prompting you to accept conversion of the file to PDF.

**Editing page content**—You can edit the contents of a spooled/held page by opening its full-screen preview (see [page 4-2](#)), and then use the Adobe Acrobat and Enfocus PitStop editing tools (see [page 6-19](#)).

**Merging jobs**—You can merge pages from several spooled/held jobs together in a new file (see [page 4-6](#)). To merge jobs, both jobs must have the same status; that is, both jobs must be spooled/held or processed/held.

**Inserting blank pages**—You can insert blank pages into a spooled/held PostScript or PDF job. First, open the job in a Preview window. Right-click a page thumbnail, and choose Blank Page from the menu that appears. A blank page is inserted after the currently selected page.

## Main window

From the Imposition main window, you can impose the pages of a document in an order and positioning suitable for printing and binding. If you are connected to more than one server at once, you can access the Imposition feature from one server only.

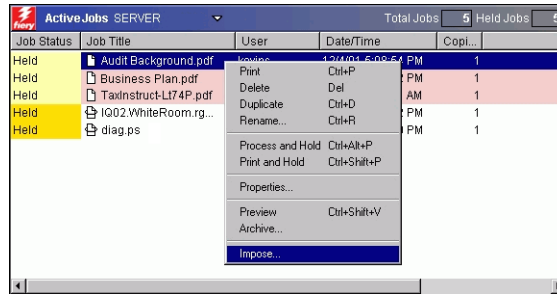
**NOTE:** The Imposition main window is referred to as the “main window” in [Chapter 5](#) and [Chapter 6](#).

---

### TO OPEN A JOB IN THE MAIN WINDOW

1. **Send the job you want impose to the Hold queue.**  
For information on using Command WorkStation, see [Chapter 2](#) and [Chapter 3](#).
2. **Select any spooled/held job in the Active Jobs window and choose Impose from the Actions menu. You can also right-click the job and choose Impose from the menu that appears.**

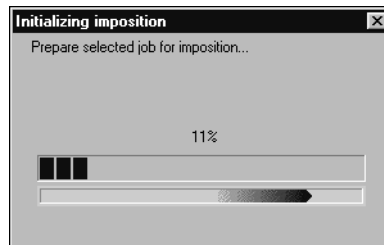
You can open a PostScript or PDF (Portable Document Format) file, but it must show a spooled/held job status.



**NOTE:** If you have installed DocBuilder Pro as an optional kit, you must install a dongle on your workstation. If the dongle is not attached, you will see an error message. For more information, contact your authorized service/support technician.

When you choose the Impose command, a page-imaging process is invoked that generates a PDF version of the job on which DocBuilder Pro will perform imposition.

A status window appears while the job is imaged for the main window.

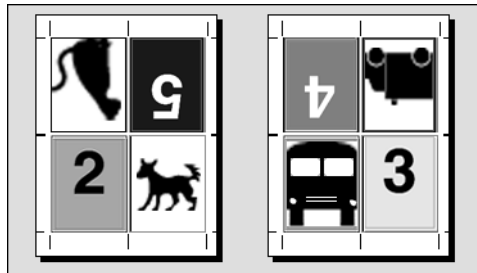


When it opens, the main window displays the job. No layout will be applied unless the job has been previously imposed. Templates for common layouts are provided and can be invoked from the main window as described in “Using templates” on page 5-9.

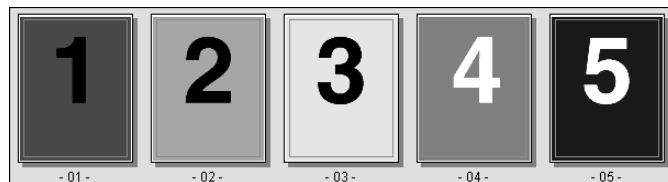
## Job previews

The main window provides a preview of a job's pages, allowing you to manipulate the source PDF.

Pages appear as a printer's spread; that is, they appear in the order in which they are printed as an imposed job. In contrast, a reader's spread shows pages in the order they are intended to be read. Note that the Preview windows in Command WorkStation image jobs as reader's spreads.



Printer's spread



Reader's spread

The paper used to print a printer's spread is known as a sheet. In duplex printing, each sheet has two imageable surfaces—one on the front side and one on the back side of the sheet. Each imageable surface contains one printer's spread.

## Navigating in the main window

You can use the icons and menus at the top and bottom of the window to do the following:

- Switch from Preview mode (thumbnails of actual content) to Layout mode (page numbers only)
- Switch between Mixed Page mode (document with varying page sizes) and Fixed Page mode (document with a single page size) For more information on Mixed Page and Fixed Page modes, see [page 6-1](#).
- Zoom in and out
- Drag the job preview around to make a particular page or sheet surface visible
- Go directly to a particular page or sheet surface

The Zoom tool, Pan tool, Preview mode, Layout mode, Mixed Page mode, and Fixed Page mode buttons are located in the upper-right of the window.

When you select the Pan or Zoom tool, the appearance of the cursor changes to indicate you can now use that tool to manipulate the preview. When you choose Preview or Layout mode, or Mixed Page mode or Fixed Page mode, a blue border appears around the selected view and the appearance of the job in the main window changes immediately.

Imposition settings appear grouped in the Sheet, Layout, Scale, and Finishing panes at the left of the window. To expand or collapse a pane of settings, click the bar for that pane.

The Surface menu, View menu, and scroll bar appear at the bottom of the window. These menus and controls affect the display in the main window immediately.

## Switching between page view and layout view

You can use the view mode buttons to switch between a page view and a layout view of the job.

- **Preview mode**—approximates the appearance of the final printed output very closely; for this reason, it is sometimes called a WYSIWYG (“what you see is what you get”) preview.
- **Layout mode**—displays numbered, generic pages that allow you to determine the location of source document pages in the imposed job; and you can rotate individual pages or signatures in a layout view.

Different viewing modes may display different sets of printer’s marks; for more information, see the following table.

**NOTE:** Preview mode puts more stress on your system’s processor than Layout mode. You can improve performance on slower systems by doing most of your work in Layout mode, switching to Preview mode only when you need to see content.

In Layout mode, you can rotate individual pages on the sheet. For more information, see [“Rotating pages”](#) on page 6-21.

The following table summarizes the characteristics of the Layout and Preview modes:

Feature	Layout mode	Preview mode
Shows page content	No	WYSIWYG content view
Quick redraw on slower computers	Yes	No
Shows printer’s marks	Yes	Yes
Enable/disable printer’s marks	Yes	Yes
Reorder pages	Yes	No
Rotate pages	Yes	No
Define gutter	Yes	No



## Setting magnification levels

You can use the Zoom tool to increase or decrease the level of magnification in the main window from 12% to 800%.

The View menu at the bottom of the window provides several ways to set the level of magnification at which DocBuilder Pro displays the contents of the window. The View menu allows you to choose preset zoom values ranging from 50% to 800%. You can also choose to make the current preview fit in the window. In addition to preset zoom percents, you can specify a custom zoom value.

---

### TO USE THE ZOOM TOOL

- 1. Click the Zoom tool to select it.**

The cursor changes to a magnifying glass when in the preview area of the main window.

- 2. Position the magnifying glass cursor over a page and click to zoom in.**

The magnifying glass cursor displays a plus sign (+) to indicate that it increases the magnification of page views. Each time you click, the current magnification doubles up to a maximum of 800%.

- 3. Hold the Ctrl key and click to zoom out.**

Each time you click, the current magnification is reduced in half, down to a minimum of 12%.

- 4. Right-click the Zoom tool to see the Zoom menu.**

Select Zoom In or Zoom Out from the pop-up menu. Zoom In doubles the current magnification, and Zoom Out reduces the current magnification in half.

---

### TO USE THE VIEW MENU

- Click the View menu and choose a zoom percent.**

To preview the entire surface, click the View menu and choose Fit Page.

**NOTE:** The View menu changes only the appearance of pages, not their actual content. To change the scaling of pages in finished output, change the Scale area settings.

---

### TO SPECIFY A CUSTOM ZOOM VALUE

1. **Click the View menu at the bottom of the main window.**  
The current zoom value appears in Zoom dialog box.
2. **Specify a new zoom value.**  
Enter a new zoom value or select a value from the pop-up menu.
3. **Click OK or press Enter to confirm the new value.**  
The window reflects the change immediately.

### Viewing the sheets

You can use the Pan tool to drag the entire preview around in the window. For example, if you are working with many pages on a large sheet, you can use this tool to drag a particular portion of the sheet into view.

At the bottom of the window, you can manipulate the content view using a standard scroll bar or the Surface menu. The Surface menu opens the Go To Surface dialog box, which allows you to specify numerically the surface to display in the preview area.

---

### TO USE THE PAN TOOL

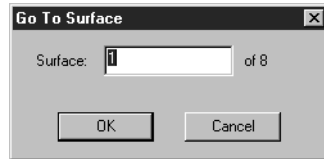
1. **Click the Pan tool to select it.**  
The cursor changes to a hand when in the Preview area of the window.
2. **With the Pan tool cursor positioned over a sheet, click and hold the left mouse button while moving the mouse.**  
The page preview moves in the same direction as the cursor. You can repeat this step as necessary to make a particular portion of the preview visible.

---

**TO USE THE SURFACE MENU**

1. Click in the Surface menu at the bottom of the window.

When the Go To Surface dialog box appears, the entry box displays the number of the sheet surface currently displayed.



2. Enter the number of the sheet surface to display.
3. Click OK or press Enter to go to the specified sheet surface.

## Using templates

A saved group of imposition settings is known as a template. A template saves all current imposition settings except custom rotations of individual pages on a finished sheet and the page size setting. You can apply any template to any job, making it easy to apply layout and printing settings quickly and efficiently.

DocBuilder Pro supplies built-in templates that define settings for commonly used layouts, such as 2-Up Saddle, 3-Up Trifold Brochure, 4-Up Gatefold, and so on. You can also create your own templates. For a complete listing of built-in templates, see [Appendix B](#). For information on creating your own templates, see “[Managing templates](#)” on page 6-23.

Both built-in templates and your own templates appear in the Template menu. You can apply a template by choosing its name from the Template menu, in the upper left of the main window. The new settings take effect immediately.



## Saving your work

To close the Imposition window, click the close box in the upper-right corner.

---

### TO SAVE THE IMPOSED JOB

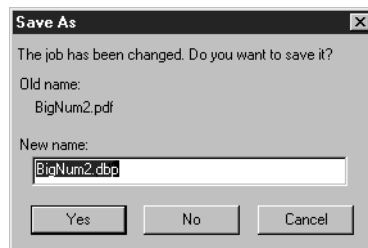
1. Click the Close box in the upper right of the main window.



Close box

If the job has changed since it was opened in the main window, you are prompted to save it.

2. In the Save As dialog box, type a name for the job and its settings.



3. Click Yes.

In the Save As dialog box, the name of the original spooled source file appears with a new extension (.dbp) as the suggested name. If you mistakenly close the main window when you intend to keep working, click Cancel in the Save As dialog box. The original PostScript or PDF file remains intact even after the converted file has been edited and saved in the Imposition window.

**NOTE:** When you rename an imposed file, you must include the .dbp extension. The extension is required to reopen the file with DocBuilder Pro.

For more information on how files are saved to the server, see [“Saving imposed jobs”](#) on page 6-26.

## Chapter 6: Advanced Features of DocBuilder Pro

This chapter provides information about the advanced imposition and editing features of DocBuilder Pro. You can use imposition settings to alter various aspects of a job and create custom templates.

### Mixed Page mode and Fixed Page mode

DocBuilder Pro allows you to perform impositions in two different page modes. You can switch between page modes by clicking the corresponding icons at the top of the main imposition window.



**Fixed Page mode**—allows you to impose documents that contain pages that are all the same size.



**Mixed Page mode**—allows you to impose documents that contain pages of different sizes.

When you open the Imposition window for a document that contains different page sizes, Mixed Page mode is selected automatically; you cannot switch to Fixed Page mode. When you open the Imposition window for a document that contains a single page size, you can select either Mixed Page or Fixed Page mode.

Some imposition settings are available only for Mixed Page mode and some only for Fixed Page mode. The following table notes the settings that are exclusive to either mode.

Settings panel	Setting	Available in Fixed Page mode	Available in Mixed Page mode
Sheet	Size	Yes	Yes
	Creep Adjustment	Yes	Yes
	Orientation	Yes	Yes
	Duplex	Yes	Yes

Settings panel	Setting	Available in Fixed Page mode	Available in Mixed Page mode
Layout	Rows/Columns	Yes	Yes
	Printer's Marks	Yes	Yes
	Printer's Marks: Pull into Page Edge	No	Yes
	Bleeds	Yes	No
Scale	Apply To	Not editable; always set to All Slots on All Surfaces	Editable
	Scale Mode	Available options: <ul style="list-style-type: none"> <li>• Scale to Fit</li> <li>• Custom</li> </ul>	Available options: <ul style="list-style-type: none"> <li>• Scale to Fit</li> <li>• Custom</li> <li>• Fit Width</li> <li>• Fit Height</li> </ul>
	Alignment/Offsets	No	Yes, unless Scale to Fit is specified
Finishing	Binding	Yes	Yes
	Gang Up	Yes	Yes

## Imposition settings

Imposition settings apply only to the job currently displayed in the main window. Because these settings usually affect the job's printed layout, they are saved with the job and used whenever the job is opened. For example, as you open jobs saved with different layouts, you see the display change accordingly. Changes to imposition settings are applied to the current job immediately, but are not saved permanently until you save the job itself.

You can specify imposition settings using controls in the Sheet, Layout, Scale, and Finishing panes on the left side of the main window. To view or hide a settings pane, click the bar for that settings group.

Click to view or hide  
the settings panel

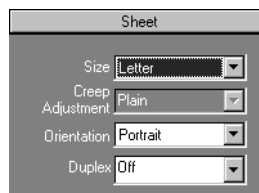


**NOTE:** You can change the default unit of measurement for all input fields in the Command WorkStation Preferences dialog box. You can also specify any unit of measurement in any field that accepts input by adding one of the following abbreviations to the new value:

- “i,” “in,” or the inch symbol (") specifies inches, for example: 8.5 i, 8.5 in, 8.5"
- “mm” specifies millimeters, for example: 8.5 mm
- “pt” or “pts” specifies points, for example: 8.5 pts

## Sheet settings

Sheet settings allow you to specify characteristics of the paper on which the job is to be printed, such as its dimensions, thickness, orientation, and whether it will be printed on one or both sides.



Because these settings affect virtually every other aspect of the imposition process, you should specify sheet settings immediately after opening a job in the main window. If necessary, you can change the settings later; the job is revised accordingly.

In general, experimentation with job settings does not cause permanent changes (or, potentially, loss of original job data) until the job is printed or saved with the new settings.

### Size

You can select an item in the Size menu to specify the dimensions of a sheet of paper and see the change reflected in the main window preview immediately. The Size menu includes items representing all page sizes defined by the currently selected copier/printer's PostScript printer description (PPD) file. To choose a custom size, enter the width and height of the custom page. If you do not specify units for your custom size values, DocBuilder Pro uses the default units specified in the Edit > Preferences dialog box.

When specifying a sheet size setting, consider the size of the final output. During imposition, DocBuilder Pro automatically scales pages, if needed, to fit the sheet's maximum imageable area, which does not necessarily extend to the edges of the sheet. For example, if you perform 1-Up imposition of 8.5 x 11 pages onto 8.5 x 11 sheets, the final pages will be scaled smaller than 8.5 x 11. To retain your original page sizes, specify a sheet size large enough to accommodate the imposed pages without scaling.

### Creep Adjustment

You can choose either Plain or Thick from the Creep Adjustment menu or enter a value (between 0 and 2 inches, or the equivalent in another measurement unit) to specify the thickness of the sheet. When saddle-stitched binding is specified, DocBuilder Pro uses this value to compensate automatically for binder's creep (see [“Shingling and creep”](#) on page A-7).

**NOTE:** Even if you select Thick from the Creep Adjustment menu, your job will still print on Plain paper unless you have specified Thick paper in the job properties. For more information on changing job properties from Command WorkStation, see [“Viewing and overriding print settings”](#) on page 3-10.



## Orientation

You can use the Orientation menu to specify the orientation of a sheet. As an alternative to rotating the sheet, you can perform custom rotations on any page in the main window, as described in [“Rotating pages”](#) on page 6-21.

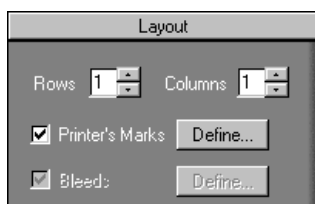
## Duplex

You can use the Duplex menu to specify the relationship of content areas on opposing sides of a sheet. Specify On for duplex (two-sided) printing, Off for simplex (one-sided) printing, or Manual for duplex printing using the Manual Feed tray. The availability of the Manual option depends on the server associated with the job.

When you choose On, the job is printed as duplex using a Top-Top setting, meaning that the tops of pages on opposing sides of a sheet are located on the same edge (usually the preferred choice for imposed book layouts).

## Layout settings

A layout is a plan that specifies the number, ordering, and rotation of page images on the sheet. DocBuilder Pro supports layouts of up to 25 pages per sheet, in a matrix of up to 5 rows by 5 columns (50 pages duplex). All combinations of rows and columns allow gang printing; however, only Gang Up layouts in the 5 x 5 matrix support imposition.



**NOTE:** If the number of pages in your job does not divide evenly into the number of rows and columns in the layout you select, you may see some sheets with blank spaces. The layout you select should correspond to the number of pages in your job.

### Rows

Click the Rows up and down arrows to specify the number of rows (up to five) in a layout, or specify the number of rows in the layout by typing a value in the Rows field. Changes to the Rows value are reflected immediately in the main window, whether you are in Layout or Preview mode.

The Rows value interacts with the Columns and Scale settings. When you choose a value that causes content to extend beyond the edge of the sheet, DocBuilder Pro provides a visual warning. For more information, see [“Clipping indicators”](#) on page 6-11.

When you change the Rows value, you are prompted with a message that all custom page edits (Add, Delete, Duplicate) applied to the job will be canceled.

### Columns

Click the Columns up and down arrows to specify the number of columns (up to five) in a layout, or specify the number of columns in the layout by typing a value in the Columns field. Changes to the Columns value are reflected immediately in the main window, whether you are in Layout or Preview mode.

The Columns value interacts with the Rows and Scale settings. When you choose a value that causes content to extend beyond the edge of the sheet, DocBuilder Pro provides a visual warning. For more information, see [“Clipping indicators”](#) on page 6-11.

When you change the Columns value, you are prompted with a message that all custom page edits (Add, Delete, Duplicate) applied to the job will be canceled.

### Printer's Marks

Select Printer's Marks to add trim, fold, and job information to all sheets in a job. For background information on printer's marks, see [page A-4](#).

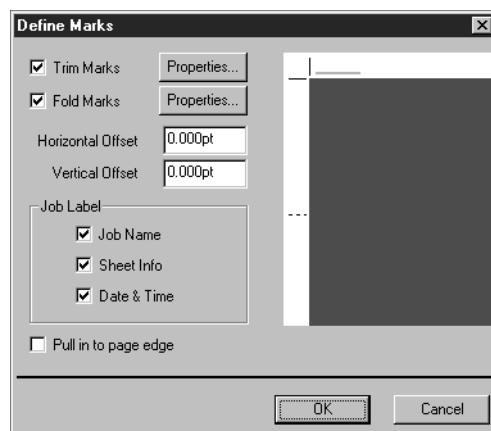
**NOTE:** Not all layouts will display all of the Printer's Marks. For example, if the layout you select does not require that the sheet be folded, fold marks will not be displayed, even if you selected them in the Define Marks dialog box.

# 6

## 6-7 Imposition settings

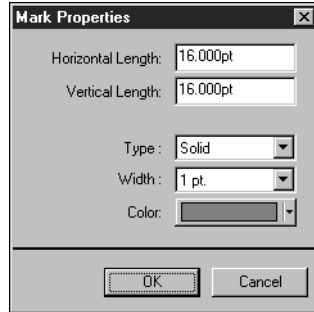


Because the set of marks required varies according to the job, DocBuilder Pro allows you to define the set of printer's marks displayed. For example, ganged up business cards do not require fold marks, while a 4 x 4 book layout does. To specify which marks are shown, click Define and choose options in the Define Marks dialog box.



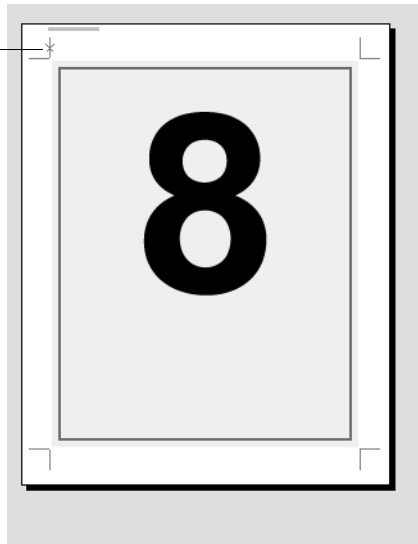
The Define Marks dialog box allows you to enable or disable trim marks, fold marks, and the individual elements of the job label. The job label stores descriptive text used for the job name, sheet information, and date and time. You can also enter values (from -72 to +72 points) in the Horizontal Offset and Vertical Offset fields to fine-tune the placement of trim marks and fold marks. In Mixed Page mode, you can select Pull in to Page Edge to align trim marks and fold marks with page boundaries.

You can also click the appropriate Properties button to customize the appearance of trim marks and fold marks. You can specify the horizontal and vertical lengths of marks (from 1 to 216 points), type (dotted or solid), width (from 1 to 3 points), and color.



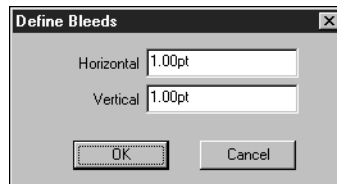
**NOTE:** The Printer's Marks option enables marks globally throughout a job. To disable or enable an individual mark, press the Ctrl key and click the mark directly in the imposition window. Disabled marks are indicated by an "X".

Ctrl-click to disable/enable mark



## Bleeds

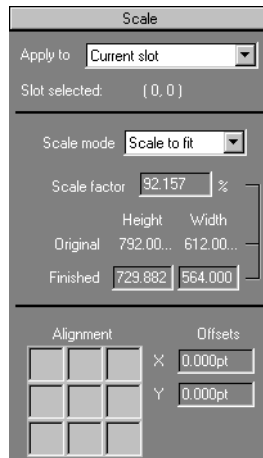
When selected, the Bleeds option expands page boundaries by the specified bleed amount to ensure that the printed area extends to the edge of the trimmed sheet. To specify horizontal and vertical bleed amounts for a particular job, click Define in the Layout panel and enter values (from 0 to 72 points) in the Define Bleeds dialog box.



The Bleeds option is not available in Mixed Page mode.

## Scale settings

You can use Scale settings to enlarge or shrink the page by a specified amount.



### Apply To

In Fixed Page mode, the scaling settings you specify are applied to all pages in a job.

In Mixed Page mode, you can apply scaling to specific slots on sheets. The number of slots on a sheet depends on the Rows and Columns values. The slot size is determined by dividing the maximum imageable area of the sheet by the number of slots.

**Current Slot**—Applies scaling to the currently selected page.

**Row on All Surfaces**—Applies scaling to all pages on all sheets that are located in the same row as the currently selected page.

**Columns on All Surfaces**—Applies scaling to all pages on all sheets that are located in the same column as the currently selected page.

**All Slots on All Surfaces**—Applies scaling to all pages in the job.

### Scale Mode

You can choose a scaling option from the Scale Mode menu:

**Scale to Fit**—Scales page(s) to best fill the slot without printing past its edge.

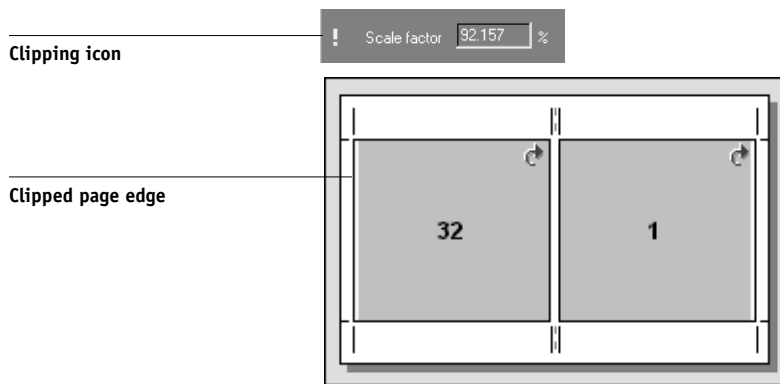
**Fit Width**—Scales page(s) to fill the width of each page slot on the sheet. This option is not available in Fixed Page mode.

**Fit Height**—Scales page(s) to fill the height of each page slot on the sheet. This option is not available in Fixed Page mode.

**Custom**—Enables the Scale Factor and Finished Height and Width fields, so that you can specify new scaling values. The original height and width values are displayed for your reference. When you specify a value, DocBuilder Pro automatically updates the other fields to preserve the height-to-width aspect ratio of the page.

### Clipping indicators

If you supply scaling values that would cause the page to print past the edge of the sheet, DocBuilder Pro provides a visual warning. When the window is in Layout mode, any clipped page edge is highlighted in yellow. When the window is in Preview mode, the Clipping icon appears to the left of the Scale Factor field. In addition, the appearance of the page preview itself makes scaling problems obvious—content truncates at the edge of the preview sheet, just as it would on a printed sheet.



### Alignment and Offsets

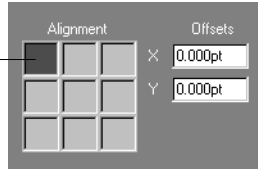
The Alignment and Offsets settings are enabled when you choose Fit Height, Fit Width, or Custom from the Scale Mode menu in Mixed Page mode. You cannot change Alignment and Offsets settings in Fixed Page mode.

# 6

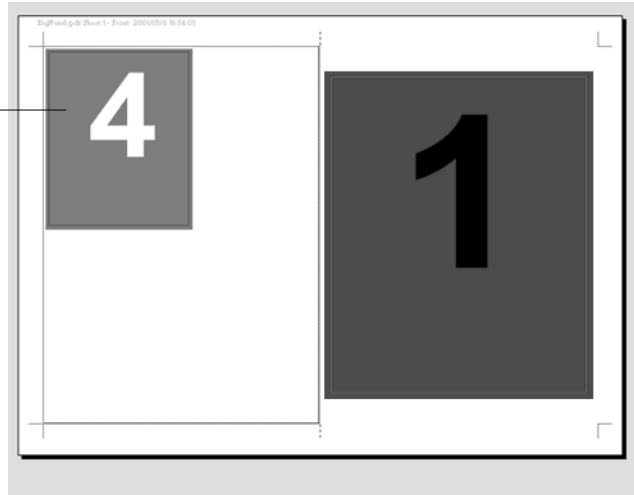
## 6-12 Advanced Features of DocBuilder Pro

The Alignment controls let you specify the placement of a page within its predefined slot on the sheet. For example, if the page has been scaled smaller than the slot, you can align the page to the top left corner of the slot by clicking the Alignment control corresponding to that position.

Click to specify  
upper-left alignment



Page is aligned in slot



You can fine-tune the placement further by entering values (from  $-5184$  to  $+5184$  points) in the Offsets fields. Offset values are calculated in reference to the alignment position and reset to zero when you specify a new alignment.



## Finishing settings

In the Finishing pane, you can specify binding and gang printing settings.



### Binding

To enable binding settings and disable gang printing, select Binding. When binding settings are enabled, you can specify the binding method, the binding edge of each page (left or right), and the number of pages per saddle group. DocBuilder Pro compensates automatically for binder's creep according to the specified binding method, the number of pages in a saddle group, the layout in use, and the size of the job.

**NOTE:** If you are using a layout with more than two columns or rows, the Binding selection is unavailable.

You can specify the following binding edge options:

**Left Edge**—Specifies binding across the left edge of the booklet. The booklet reads from left to right.

**Right Edge**—Specifies binding across the right edge of the booklet. The booklet reads from right to left.

You can specify any of the following binding methods:

**Saddle**—Specifies a group of folded sheets stitched or stapled on a common, centered fold line. Saddle-stitched binding is the most common type of binding, and is usually used for booklets.

**Perfect**—Specifies signatures folded and stacked for binding. The spine edges are trimmed and glued together.

**Nested Saddle**—Specifies a combination of saddle and perfect binding methods.

As with saddle stitching, pages are grouped together and stapled or stitched across a common center fold. The saddle groups are then stacked one on top of another and glued as with perfect binding.

When imposing a book for nested saddle binding, specify the number of pages in each saddle group by entering a value in the Groups Of field. As the number of pages in a saddle group increases, the effect known as binder's creep becomes more prevalent (see [page A-7](#)). DocBuilder Pro shifts images on the page to compensate automatically for creep, according to the value in the Groups of field, the value in the paper thickness field, the specified binding type, and the ordering and orientation of pages specified by the current layout.

### Gang Up

To enable gang printing and disable binding settings, select Gang Up. In gang printing, you place multiple pages on a sheet for “collate and cut” finishing, rather than having DocBuilder Pro impose them in the order required by a particular binding method.

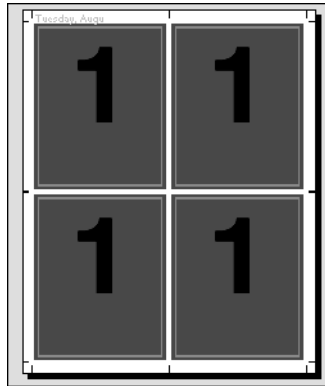
A collate and cut layout reorders pages in a manner that causes them to fall into easily collated stacks when the sheets in the job are cut into individual pages. The use of such a layout may allow multiple small jobs to be printed on a single sheet; thus, gang printing is commonly used as a means of saving paper when printing small jobs on copier/printers that use large sheets, and when printing jobs such as business cards or labels.

To disable gang printing and enable binding settings, select the Binding setting. When gang printing is disabled, DocBuilder Pro imposes pages in the order defined by the current layout.

You can specify any of the the following Gang Up methods:

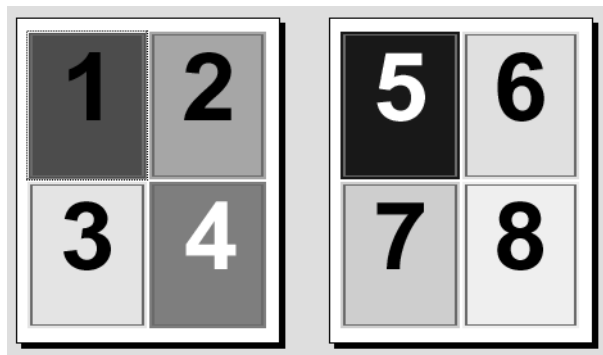
**Repeat**—Places multiple copies of a page until the sheet is filled; for example, when printing both sides of a sheet, the front side of the first sheet is filled with images of page one, and the back side is filled with images of page two; the front side of the

second sheet is filled with images of page three, and the back side is filled with images of page four; and so on, until all pages in the job are imaged.

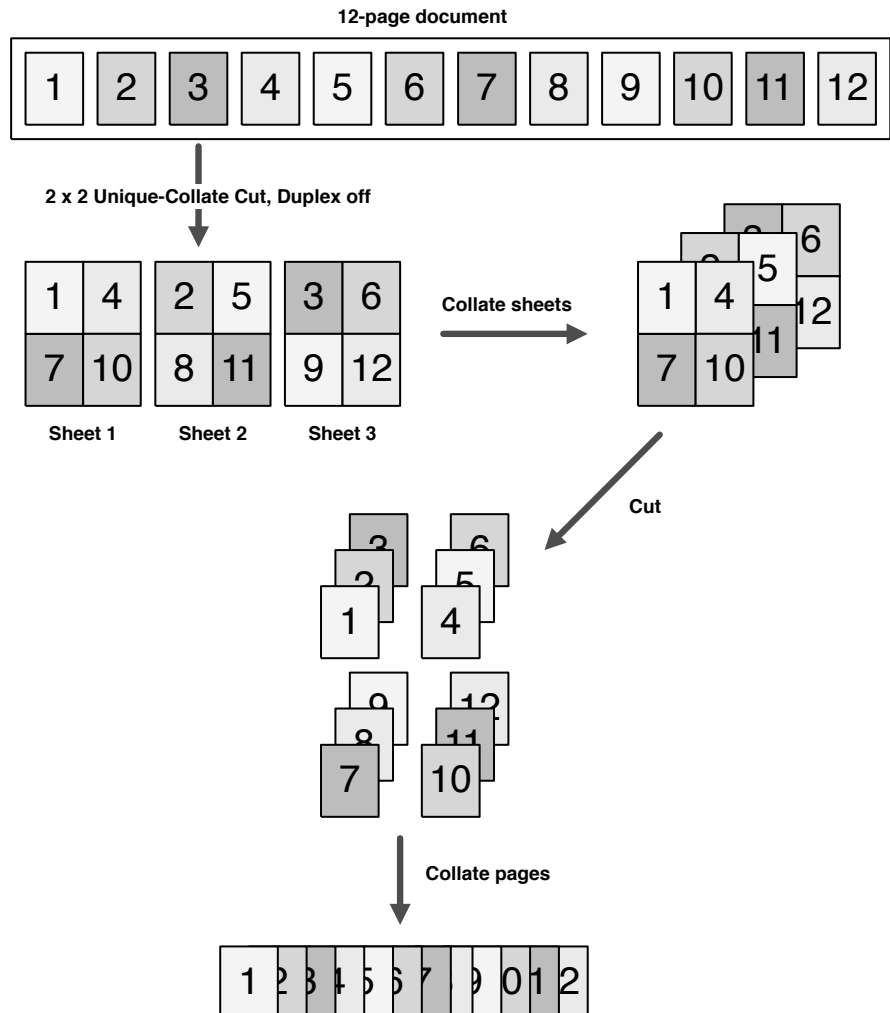


Documents laid out in this order may tend to be collated more easily than when printed in another order. The Repeat option enables what is commonly known as “step-and-repeat” printing. Step and repeat is most often used when printing multiple copies of a single document; for example, when printing business cards, you would print multiple copies of the same image to fill a larger sheet.

**Unique**—Places pages in an arrangement that is often more appropriate for printing a single copy of a job. This option does not fully collate itself (hand collating is necessary), but optimizes the sheet size while limiting the run to a single copy.



**Unique-Collate Cut**—Places pages in an arrangement that allows the pages to fall into the correct order when the sheets are stacked and cut. This option minimizes the need for collating by hand and is most appropriate for printing single copies of a document.



## Modifying the layout manually

Whether you apply a predefined layout or specify custom settings, you can manually modify the job's layout in the following ways:

- Reorder pages
- Add, duplicate, and delete pages
- Rotate pages
- Set gutter sizes

**NOTE:** You should specify the following settings before making any manual changes to the layout: Orientation, Duplex, Rows, Columns, and Binding. If you specify any of these settings after making manual changes, you will be prompted with a message informing you that the manual changes will be cancelled.

### Reordering pages in Layout mode

When you impose a job, its pages are automatically arranged in a particular order according to the layout you select. Each page number in Layout mode represents the page from the source document that DocBuilder Pro images in a designated position on the finished sheet. However, to reorder individual pages manually, arrange them in the main window. To assign a different page to a particular location in the layout, use the following procedure.

---

#### TO REORDER PAGES

1. **Verify that Layout mode is currently selected.**
2. **Select the location's current page number. You can also press Tab to move to the next slot in the layout, or press Shift + Tab to move to the previous slot in the layout.**
3. **Type the new page value and press Enter.**

You can add a blank cover page by typing 0 (zero) for any page number. Page 0 will be printed as a blank page.

**NOTE:** When you use this procedure to reorder pages, the page number you enter overwrites the original. For example, if you typed Page 3 in place of Page 5, you will now have two of Page 3 and no Page 5. Also, you cannot enter a page number that does not already exist in your job. For example, if your job has 10 pages, you cannot type 12.

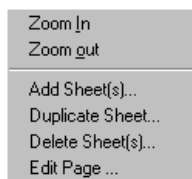
## Adding, duplicating, and deleting sheets

You can quickly add, duplicate, or delete sheets by right-clicking any sheet in either Preview or Layout mode.

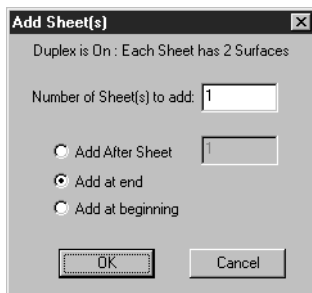
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### TO ADD OR DUPLICATE SHEETS

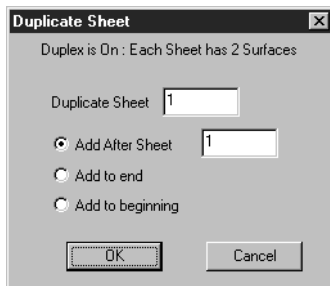
1. Right-click a sheet in Preview or Layout mode, and then choose Add Sheet(s) or Duplicate Sheet from the menu that appears.



2. If you are adding sheets, specify the number of sheets you want to add.



3. If you are duplicating sheets, specify the number of the sheet you want to duplicate.



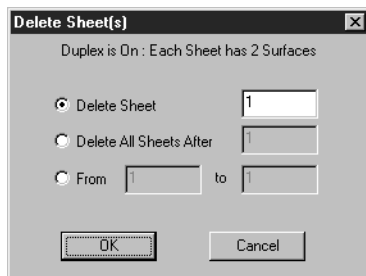
4. Select the location where you want to insert added or duplicated sheets and click OK.

---

## TO DELETE SHEETS

1. **Right-click a sheet in Preview or Layout mode and choose Delete Sheet(s) from the menu that appears.**

The Delete Sheet(s) dialog box appears.



2. **To delete a single sheet, select Delete Sheet and specify the number of the sheet you want to delete.**

A single sheet is deleted.

3. **To delete a range of sheets, select Delete All Sheets After and specify the starting number of the sheet range you want to delete, or select From and enter values for the start and end numbers of the sheets you want to delete.**

A range of sheets is deleted.

4. **Click OK.**

## Editing page content

You can use the Enfocus PitStop software (included with the DocBuilder Pro installation) to edit the content of pages in a job. PitStop functions as a plug-in that adds enhanced PDF editing tools to Adobe Acrobat. To access the PitStop editing tools, right-click a sheet in Preview or Layout mode, and choose Edit Page from the menu that appears.

**NOTE:** For best results, make edits to page content *before* performing sheet-level operations such as adding, duplicating, or deleting sheets. Editing page content causes the cancellation of all previous sheet-level operations.

---

**TO USE PITSTOP WITH DOCBUILDER PRO**

1. **Right-click a sheet in Preview or Layout mode and choose Edit Page from the menu that appears.**

Adobe Acrobat starts, and the document appears in the Acrobat window. The standard Acrobat tools are available for use, as well as the PitStop tools, which display with purple lines.



2. **Use the PitStop editing tools to edit the document content.**

For instructions on using PitStop, see your online PitStop documentation. To access this documentation, choose Help > Plug-In Help > Enfocus PitStop Professional from the Acrobat menu.

3. **When you have finished editing, click Close in the Acrobat window.**

You are prompted to save the changes.

4. **Click Yes.**

5. **Click the Command WorkStation window to bring it to the foreground.**

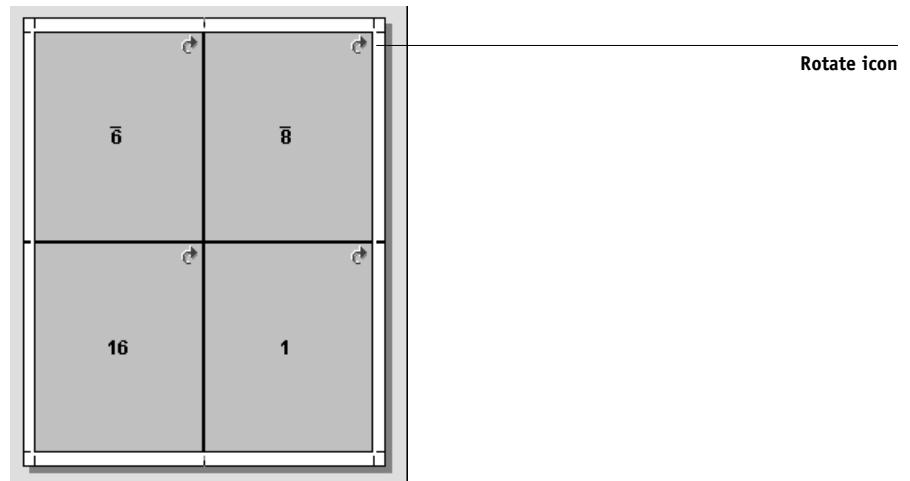
The edited file appears in the full-screen preview window.



## Rotating pages

You can manually rotate individual pages or sets of pages in a job. To do this, display the job in Layout mode and click the Rotate icon in the upper-right corner of a page. Rotation is performed in 90° clockwise increments for Mixed Page mode, or in 180° increments for Fixed Page mode.

If you apply a 90° rotation to a page in Mixed Page mode and then switch to Fixed Page mode, the rotation will be canceled.



### TO ROTATE PAGES

1. To rotate a single page, click the Rotate icon on that page.
2. To rotate all pages in the job, press the Shift and Ctrl keys and click the Rotate icon on any page.

6	8
16	1

Sheet 1,  
front side

7	01
2	5

Sheet 1,  
back side

11	9
14	3

Sheet 2,  
front side

5	21
4	13

Sheet 2,  
back side

3. To rotate all pages in a certain location on the front side of each duplex sheet, press the Shift key and click the Rotate icon on any page in that location on any sheet.

For example, in the preceding graphic, if you press the Shift key and click the Rotate icon on Page 8, Page 6 rotates, as well, because both pages are in the same location on the front side of the sheet.

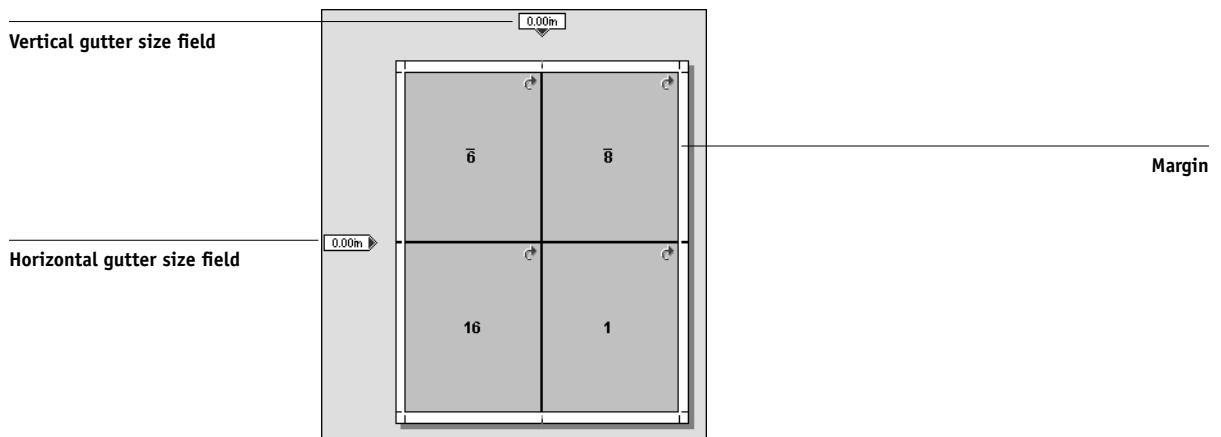
4. To rotate all pages in a certain location on the front and back sides of each duplex sheet, press the Ctrl key and click the Rotate icon on any page in that location on any sheet.

For example, in the preceding graphic, if you press the Ctrl key and click the Rotate icon on Page 1, Pages 2, 3, and 4 rotate, as well, because they are in the same location on the front and back sides of the sheet.

## Setting gutter sizes

DocBuilder Pro defines the locations of gutters for you according to the layout and sheet size governing the imposition of the job. In Layout mode, you can specify the size of a gutter by entering a value in its gutter size field and pressing Enter. For example, perfect-bound jobs typically require larger gutters than saddle-stitched jobs, in order to provide room for grinding off the spines and gluing signatures together when the book is bound.

You can also specify a negative gutter value—for example, to join together two pages located in adjacent slots, or to offset the effect of an excess bleed value.



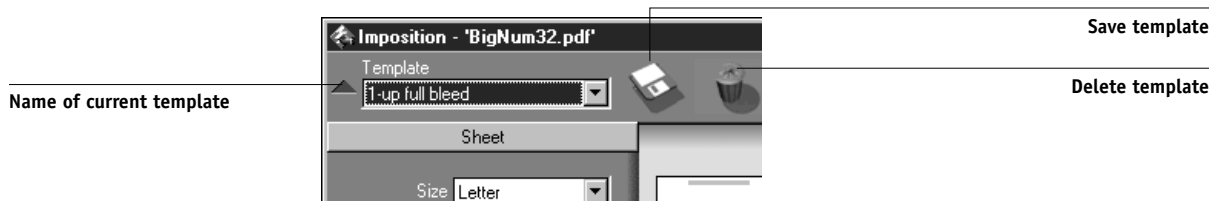
**NOTE:** The size and location of the margin (the area between the outside edge of a group of imposed pages and the edge of the sheet) is a function of the particular copier/printer associated with the job. You cannot define custom margins.

## Managing templates

You can name and save the current combination of Sheet, Layout, Scale, and Finishing settings as a template. Choose Preferences from the File menu to set the folder or directory in which Command WorkStation saves templates (see “[Setting preferences](#)” on page 2-22).

You can save all imposition settings in custom templates, except the following:

- Sheet size setting
- Custom printer’s marks properties
- The Pull into Page Edge setting and custom offset settings for printer’s marks
- Apply To setting in the Scale pane
- Settings made in Custom scale mode in the Scale pane
- Offsets settings in the Scale pane
- Fixed Page Mode or Mixed Page Mode settings
- Added, duplicated, or deleted sheets

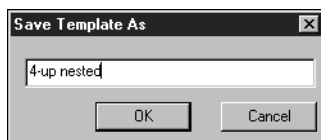


---

**TO SAVE IMPOSITION SETTINGS AS A TEMPLATE**

1. Click the Save template icon.
2. Type a name for the settings file in the Save Template As dialog box.

When saving a template, choose a descriptive name, such as “4-Up Nested Saddle.” If you plan to use the same template for a particular document, name the template after the document type, for example, “Status Report.”



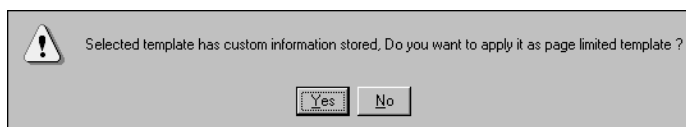
3. Click OK or press Enter.

---

**TO APPLY A CUSTOM TEMPLATE**

1. Open the job to which you want to apply the template in the main Imposition window.
2. Choose the custom template from the Template menu.

If the job contains more pages than the original template file, a message appears, asking you how you want the template applied.



3. To apply the template settings to each corresponding set of pages in the job, click Yes.

For example, suppose the custom template contains 4 pages, while the actual job contains 12 pages. In this case, the template settings are applied to the first four pages of the job, then reapplied to Pages 5 through 8 and Pages 9 through 12.

4. **To apply the template settings to only the first corresponding set of pages in the job, click No.**

For example, applying a four-page template causes the template settings to be applied only to the first four pages in the job.

**NOTE:** If you clicked No, the following settings in the custom template are not applied to the job: Fit Width and Fit Height scale settings, and page rotations.

---

#### TO DELETE A SAVED TEMPLATE

1. **Click the Delete template icon.**
2. **In the dialog box that appears, select the template you want to delete.**
3. **Click OK or press Enter to delete the specified template.**

## Tips for using the Imposition feature of DocBuilder Pro

This section provides information that will help you get the most out of the imposition features of DocBuilder Pro.

### Page-level operations

Consider the following when editing pages of a job:

- **Adding a binding offset**

You can set gutters on each page independently to allow extra room for binding. For more information, see [“Setting gutter sizes”](#) on page 6-22.

- **Perform all page-level edits in the Preview window**

For best results, perform all desired page editing operations in the Preview window *before* applying imposition settings to a file. Although you can perform page edits, such as adding, deleting, and duplicating pages, within the main Imposition window, these edits will be lost when you apply imposition settings that alter the page layout.

## Saving imposed jobs

When you save an imposed job, DocBuilder Pro does the following:

- **If new data has been added to the temporary PDF file, it is written back to the server under the name you specify in the Save As dialog box.**

The default name that appears in the Save As dialog box is that of the original spool file with a new extension (.dbp). If you do not intend to overwrite the source file, you must enter a new name for the imposed job. The original PostScript or PDF remains intact, even after the converted file has been edited and saved in the Imposition window.

- **If imposition data has changed, the data is written back to the server and associated with the new PDF.**

Maintaining associated imposition data separately from the job's PDF data allows DocBuilder Pro to impose in-RIP without modifying the PDF data, and allows you to reuse PDF data that has been modified in the imposition process.

## Chapter 7: Fiery WebSpooler and Fiery Spooler

Fiery WebSpooler and Fiery Spooler duplicate many of the functions and features of Command WorkStation. Each provides additional flexibility by allowing job tracking and management from multiple platforms over the Internet or an intranet.

- Fiery WebSpooler, one of the Fiery WebTools, is accessed with an Internet browser from the Fiery home page.
- Fiery Spooler is installed from the User Software CD, and is available for Mac OS computers only. To use Fiery Spooler, users need only a network connection to the Fiery.

**NOTE:** The interface of Fiery Spooler for Mac OS computers is virtually identical to that of Fiery WebSpooler.

### Tracking and managing jobs with Fiery WebSpooler

You can use Fiery WebSpooler to perform the following functions from your workstation:

- Override current job option settings
- Delete jobs and cancel processing
- Duplicate or rename jobs
- RIP a job and hold the raster data
- Hold jobs in the spooled area or the RIPped area
- Remove raster data from RIPped files
- Change the priority of jobs
- Edit and merge raster data jobs
- Display, print, or delete the Job Log

Most of these functions require an Administrator or Operator password. However, even without a password, you can log in to Fiery WebSpooler as Guest with view-only privileges.

**NOTE:** Most Fiery WebSpooler commands are identical to those of Command WorkStation. For more information on specific commands, see [Chapter 2](#) and [Chapter 3](#).

---

#### TO ACCESS THE FIERY WEBSPoolER WINDOW

1. **Start your Internet browser.**
2. **Enter the IP address or DNS name of the Fiery.**

Consult with the operator or administrator for this information.

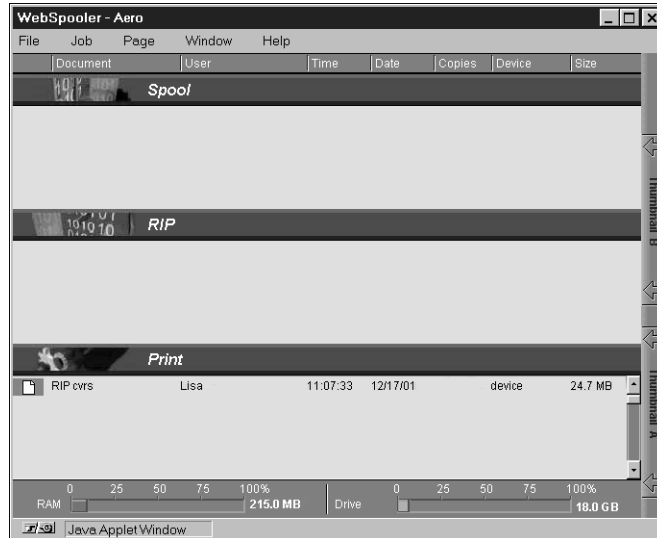
The Fiery home page appears.



3. **Click WebSpooler on the home page.**
4. **To log in as Administrator, enter the Administrator password and click OK.**  
**To log in as Operator, enter the Operator password and click OK.**  
**To log in as Guest, click OK, without entering a password.**



The Fiery WebSpooler window appears in a new browser window.



## About the Fiery WebSpooler window

Like Command WorkStation, Fiery WebSpooler is a window to view Fiery and copier/printer functions, and an interface from which you can control those functions.

The Fiery WebSpooler window is divided into three areas by Spool, RIP, and Print status bars. When the Fiery receives print jobs, the Fiery WebSpooler window becomes a dynamic display, filled with the names of jobs and their characteristics.

The Spool, RIP, and Print areas of the Fiery WebSpooler window represent the stages of printing a job. Jobs come in at the top level (Spool) and drop down to the Print level, unless they are held along the way.

The job icons displayed in the Fiery WebSpooler window are explained on [page 7-8](#).

**NOTE:** In the Fiery WebSpooler window, the background color for the yellow and white printer icons is the same.

**Spooled jobs**—Jobs listed in the area below the Spool status bar are PostScript files stored on the Fiery hard disk. These jobs were sent to either the Print queue (white icons) or the Hold queue (yellow icons).

**RIPped jobs**—Jobs listed in the area below the RIP status bar are ready to print. They have been rasterized (RIPped, or processed for printing) and are waiting, in order, for access to the printer. Rasterized jobs can also be held; held jobs are indicated by a yellow icon.

**Printed jobs**—Jobs listed in the area below the Print status bar have already been printed. Printed jobs can be stored on the Fiery disk. The number of jobs you can store (from 1 to 99) is defined in Setup.

If you are logged in as Administrator or Operator, you can interact with a job wherever it appears in the window by selecting it and choosing a command from the Job menu, or by double-clicking the job and setting override options. For more information, see [“Manipulating job options and job flow”](#) on page 7-5.

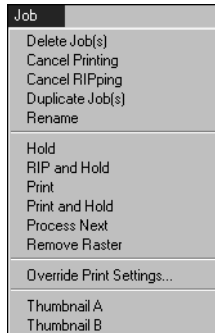
**Errors**—Jobs with an error are shown in red. To display the error, double-click the job. Note you cannot check the job properties or hold a job with an error.

**NOTE:** If your job does not appear anywhere in the Fiery WebSpooler window, it may have already printed; if so, it appears in the Job Log. To view the Job Log, choose Show Job Log from the Window menu. For more information on the Job Log, see [page 7-19](#).

If the job does not appear in the Job Log, it may have been moved to the Archive window by the operator. The Archive window cannot be viewed with Fiery WebSpooler; you must contact the operator or go to the Command WorkStation screen to check this.

## Manipulating job options and job flow

Using the commands in the Job menu, you can alter the destinations, priorities, and characteristics of jobs that appear in the Fiery WebSpooler window.



To understand the effect each of these commands has on a job, you must understand the way the Fiery handles PostScript and raster data, and how jobs are activated or held in the various stages of processing. For this background information, see [Chapter 1](#) before manipulating jobs with Fiery WebSpooler.

Choose this command from the Job menu	To do this	Raster data is
Delete Job(s)	Delete the job(s) from the list.	Deleted
Cancel Printing	Cancel the currently printing job.	Deleted
Cancel RIPping	Cancel the currently processing job.	Deleted
Duplicate Job(s)	Duplicate one or more selected PostScript data jobs in the Spool or Print areas (creates a reference to the original job, with the same name).	n/a (Duplicate is not available for raster jobs.)
Rename	Rename the job (PostScript file with or without raster).	Unaffected, but associated with the new name <b>NOTE:</b> If the renamed job is printed, the Job Log reflects the job's original name.

Choose this command from the Job menu	To do this	Raster data is
Hold	Hold the job in the current place (except for a printed job, which is moved to the Spool or RIP area).	Held in RIP area indefinitely, if included with job
RIP and Hold	RIP the job and hold it in the RIP area.	Held in RIP area indefinitely
Print	Print the job in its turn (RIP it first if it does not have raster data). Keep the printed job in the Print area until the job limit is reached.	Temporarily held on the server until the job has completed printing
Print and Hold (like the PPD option Save Fast Reprint)	Print the job in its turn (RIP it first if it does not have raster data). After printing, hold the PostScript data and the raster in the RIP area.	Held in the RIP area indefinitely (saved to disk)
Process Next	Give top priority to this job. Print the job (or RIP and print) as soon as the processor and copier/printer are free, before other waiting jobs.	Held in RAM after printing (can be selected in the Print area while it remains there), or Held in RIP area (saved to disk) if destination was RIP and Hold
Remove Raster	Remove the raster from a job that has raster data; leave the PostScript job in place.	Deleted
Override Print Settings	Change the print options for the job (see <a href="#">page 7-7</a> ).	Deleted and regenerated, if the newly selected options require reRIPping, or reprinted with the new settings, if none require reRIPping
Thumbnail A	Open the selected <i>held</i> raster data job in the Thumbnail A window where you can view a full-screen preview of the job, edit the job, or merge it with raster data from other jobs.	Changed if job is edited, unaffected if job is only viewed
Thumbnail B	Open the selected raster data job (not necessarily a held job) in the Thumbnail B window for viewing or for merging into a job in the Thumbnail A window.	Unchanged

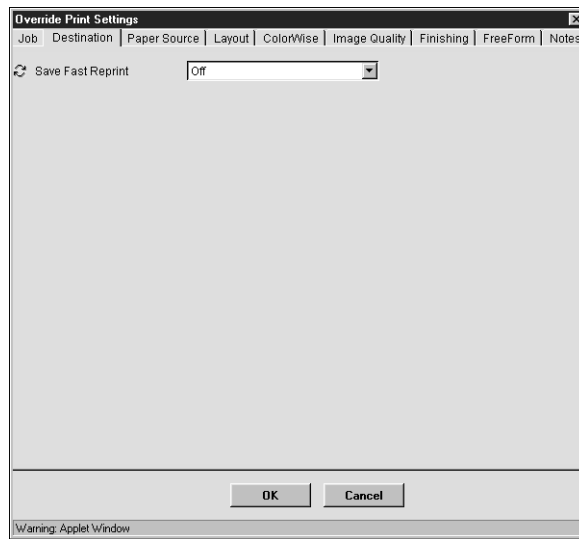
## Overriding job option settings

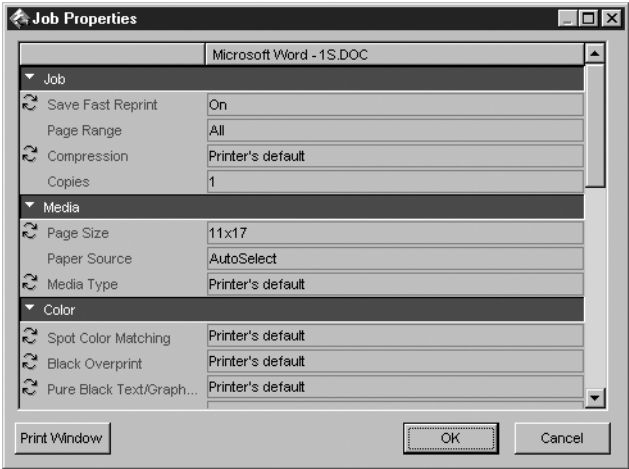
To change the job options of a job, double-click the job or select the job and choose **Override Print Settings** from the **Job** menu. If necessary, scroll through the list to see all the job options.

For PostScript files, you cannot override the **Orientation** option.

For PDF files printed using Fiery Downloader, you cannot override the following print options:

- Orientation
- Remove White PPT Background
- Spot Color Matching








**NOTE:** For some options, changing the setting requires that the job be reRIPped; these options are displayed with an icon to the left of the option name.

The options set here are the same ones you set from the Print dialog box when you print from an application. For information about setting and overriding these print options, see Appendix A of the *Printing Guide*.





### Job icons

Three types of icons are used for both active jobs and jobs on hold.

Icon	Active jobs (white icons and rows)	Jobs on hold (yellow icons and rows)
<div>  Printer icons</div>	PostScript or raster data headed for printing (top) or after printing (bottom)	PostScript data headed for Print and Hold or job on Hold after printing (Hold)
<div> Raster icon</div>	PostScript and raster data after printing, ready for fast reprint	PostScript data already rasterized and held

Spool area

The job icons in the Spool area are as follows:

Spool area icon	What it indicates	How long you see the job
<div>1</div> <div></div> <div>Yellow PostScript icon</div> <div>Yellow job row</div>	PostScript data from a user on the network; no destination is defined	Until a destination is chosen
<div>2</div> <div></div> <div>White printer icon</div> <div>White job row</div>	PostScript data headed for Print	Until the RIP is free
<div>3</div> <div></div> <div>Yellow raster icon</div> <div>White job row</div>	PostScript data headed for RIP and Hold	
<div>4</div> <div></div> <div>Yellow printer icon</div> <div>White job row</div>	PostScript data headed for Print and Hold	

The Spool area is both the receiving area for jobs from users on the network (Hold queue) and the waiting area for jobs that will be RIPped.



**Hold queue jobs**—When printing requires an operator (because the Print queue and Direct connection are disabled), the operator must assign a destination to all jobs received from users on the network (icon 1). Once assigned, jobs move down the Spool queue for processing (Icons 2, 3, and 4). All jobs printed to the Hold queue require routing by an operator.

**Print queue jobs**—When printing does not require an operator, network jobs sent to the Print queue appear in the Spool area where they are displayed with a white printer icon (Icon 2). When jobs reach the head of the queue, they are RIPped and printed without operator intervention.

**Direct Connection**—Jobs printed to the Direct connection are not displayed in the Command WorkStation job lists. They are displayed briefly in the status bars (where they cannot be selected) and are included in the Job Log.

## RIP area

The job icons in the RIP area are described in the following table:

RIP area icon	What it indicates	How long you see the job
<b>1</b>  Yellow raster icon Yellow job row	Raster data, no destination defined; may have been printed before and held	Until it is deleted, moved to the Archive window, or stripped of its raster data and sent to the Spool area
<b>2</b>  White printer icon White job row	Raster data headed for Print in its turn; no hold defined	Until copier is free to print the job



After a job is rasterized, it goes into the RIP area. The RIP area holds only jobs with raster data. Jobs in the RIP area are either waiting for the copier/printer to be free (Print queue jobs, Icon 2), or they are being held. Held jobs in the RIP area have already been rasterized (RIP and Hold), or they have been printed and their raster data has been routed back to the RIP area (Print and Hold), where they are displayed in yellow rows (Icon 1).

**NOTE:** Raster jobs in the RIP area that are waiting to print (Icon 2) cannot be manipulated by job commands.



## Print area

The job icons in the Print area are as follows:

Print area icon	What it indicates	How long you see the job
<b>1</b>  White PostScript icon White job row	PostScript data only—raster data has been deleted	Until the job limit is reached
<b>2</b>  White raster icon White job row	Raster and PostScript data If RAM is needed to RIP an active job, the raster data is deleted and the job gets the PS icon (icon 1)	Until the job is reprinted or the job limit is reached

The Print area, also referred to as the Printed queue, contains jobs that have already been printed. These jobs were assigned the Print destination (white printer icon in the Spool or RIP areas) without any Hold instructions; therefore, they all have white icons and rows.

**NOTE:** A job row that appears in light red indicates that an error occurred while printing the job. To see the error, double-click anywhere in the row.

While it is printing, a job consists of PostScript and raster data. The raster data in RAM is not cleared until memory is needed to rasterize the next job. As long as the raster data is intact, the job can be reprinted from the Printed queue. Printed jobs that still have their raster data are represented by a white raster icon in the Printed queue (Icon 2); jobs with only PostScript data remaining are represented by a white PostScript icon (Icon 1). If the job was printed from a held raster job (in the RIP area), the raster data in the RIP area remains and can be used to reprint the job after the raster data has been cleared from the Printed queue.

## Previewing, editing, and merging jobs

Fiery WebSpooler includes two thumbnail windows that allow you to preview and edit raster data. You can use the thumbnail windows in the following ways:

- In Thumbnail A, you can view the currently printing job, as it is RIPping, or any raster data job.
- From Thumbnail A you can open a full-screen preview of a raster file.
- Using Thumbnail A and Thumbnail B together, you can merge raster data from more than one file, even if the files were printed from different applications on different computer platforms.

The DocBuilder merge features eliminate the limitations of certain software applications. You can merge raster pages of documents of different types, from different computer operating systems. You can merge color pages from graphics programs with text pages from a word processor.

### Previewing raster jobs

You can use Thumbnail A to preview pages of the currently RIPping job. You can also use Thumbnail A and Thumbnail B to preview any held raster data job in the RIP area.

The thumbnail windows also allow you to open a thumbnail view of any held raster data job in the RIP area and perform electronic collation or document merging. For more information about this feature, see [page 7-15](#).

### Previewing the currently rasterizing job

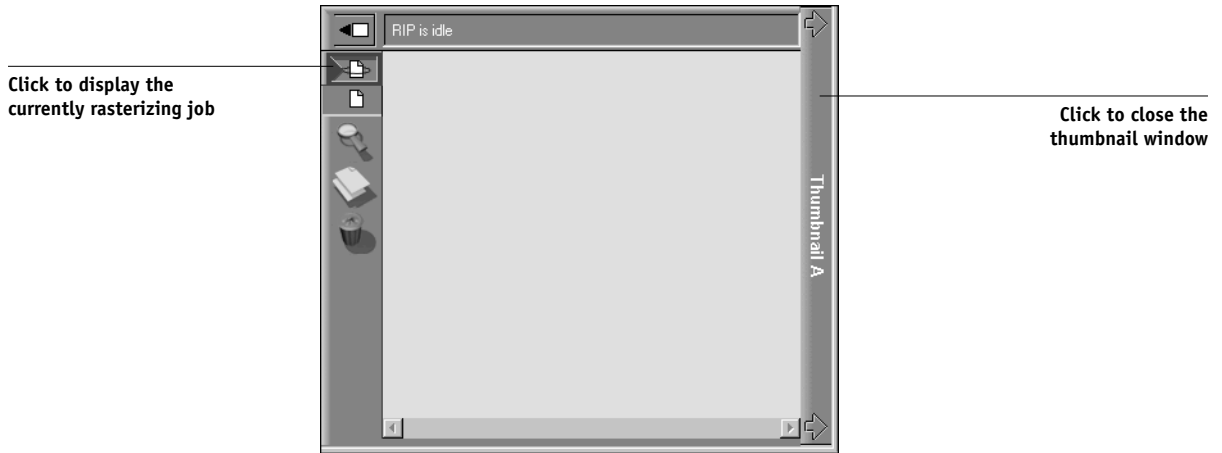
To see the progress of jobs as they are RIPped, leave Thumbnail A open in RIP Preview mode.

---

**TO VIEW THUMBNAILS OF THE CURRENTLY RIPPING FILE**

1. Click the Thumbnail A tab at the right of the Fiery WebSpooler window.
2. Click the RIP preview icon at the left side of the Thumbnail A window.

In this mode, Thumbnail A displays each page of the currently processing job after it has been RIPped.



3. Choose a PostScript file in the Spool or Print area and select RIP and Hold, Print, or Print and Hold.

As pages are RIPped, they are displayed in Thumbnail A.

4. When you have finished viewing, click the Thumbnail A tab to close the thumbnail window.

---

**TO VIEW THUMBNAILS OF ANY RASTER DATA FILE**

1. Select any raster data job in the RIP area.
2. Choose **Thumbnail A** or **Thumbnail B** from the **Job** menu.

**NOTE:** Wait until all pages have been displayed before opening another raster file with Thumbnail A. If the job contains many pages, it may take some time for the entire job to be displayed.

Click to open a  
full-screen preview



Click to close the  
thumbnail window

3. When you have finished viewing, click the **Thumbnail A** or **Thumbnail B** tab to close the thumbnail window.

## Displaying full-screen previews

You can open a full-screen preview of any page in the Thumbnail A window. The full-screen preview is a view-only display, and it takes time to retrieve the data.

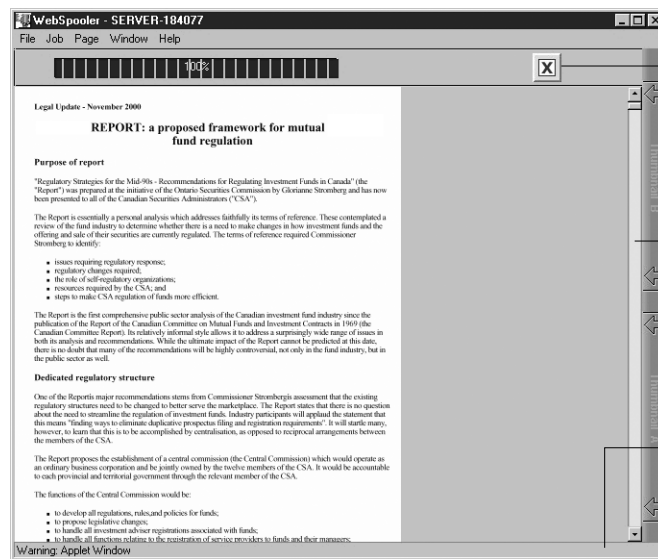
### TO OPEN A FULL-SCREEN PREVIEW

1. In Thumbnail A, select a page and click the Full Preview icon at the left of the window.

You can also display full-screen previews by double-clicking the page in Thumbnail A.

**NOTE:** If you have edited a job using the thumbnail windows, you must save the edited file before you can view full-screen previews of all its pages.

2. To close the full-screen preview, click the “X” button above the preview.



Click to close the full-screen preview

If scroll bar appears, click arrows or empty spaces, or move bar to scroll up or down

If scroll bar appears, click arrows or empty spaces, or move bar to scroll left or right

## Editing and merging raster files

The ability to work with raster files gives you new opportunities to combine documents from different sources into a single file. For example, you can combine covers and chapter head pages created in a page layout application with text pages created in a word processing application, or customize a slide presentation by inserting slides from a different presentation graphics application.

You can display two raster files at once: a source file and a target file. The target file appears in Thumbnail A, the source file appears in Thumbnail B.

**NOTE:** You cannot create a new PostScript file in this process; you must print the merged file, which has references to the original PostScript files. Before editing or merging raster files with the thumbnail windows, make sure the source files were RIPped using the print option settings and the resident calibration you want for the final output.

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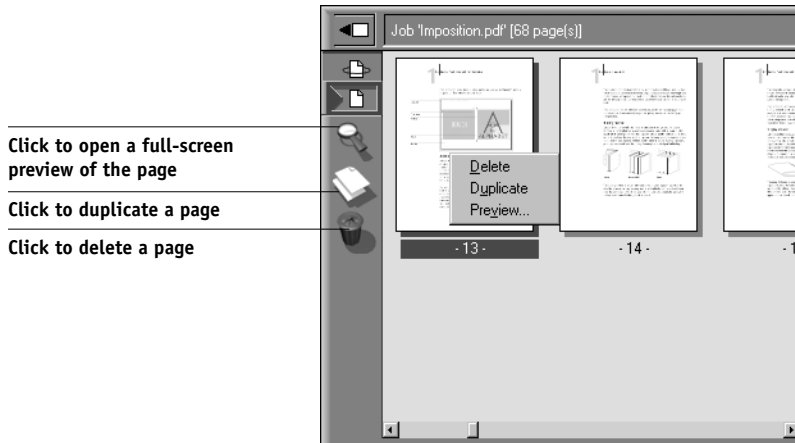
#### TO VIEW AND EDIT RASTER DATA JOBS

1. Select a raster data job in the RIP area and choose **Thumbnail A** from the **Job** menu.

2. Open the **Page** menu to see the commands available for pages in Thumbnail A.

You can also access most of these commands by clicking the icons along the left side of Thumbnail A.

You can use the slider bar at the bottom of the window to scroll through pages in the job.



**Delete**—Deletes the currently selected pages.

**Duplicate**—Duplicates the currently selected pages.

**Preview**—Opens a full-screen preview of the currently selected page (see [“Displaying full-screen previews”](#) on page 4-2).

**Undo**—Reverses the action of recently performed page edits.

3. **To move pages within Thumbnail A, click to select the pages and hold down the mouse button as you drag the selected pages to the new location.**

Shift-click to select multiple, sequential pages; Ctrl-click to select multiple, non-sequential pages.

To move pages to a new position, drag until a blue highlight appears in the desired position, and then release the mouse button.

If you move the pages on top of existing pages, the pages will be overwritten.

4. **When you are finished editing, click the Thumbnail A tab.**

If you have edited the job, you are prompted to save the job.

5. **Enter a new name and click OK.**

The new file is now located in the RIP area, ready to print. If you saved the edited file with a new name, the original source file remains held in the RIP area.

---

#### TO MERGE TWO RASTER DATA JOBS

1. **In Thumbnail A, display the job you want to edit.**

The file must be a held raster data job in the RIP area.

2. **In Thumbnail B, display another held raster job from the RIP area.**

The Thumbnail B tab opens a second thumbnail view which cannot be edited but can be a source for pages added to the document in Thumbnail A.

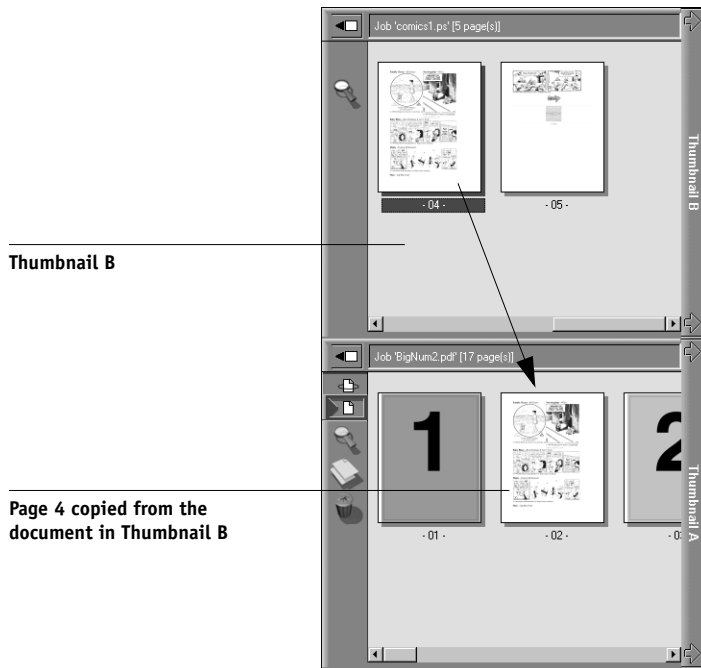
**NOTE:** To merge documents, *the page sizes of the source document and the target document must be the same.* Before editing or merging raster files with the thumbnail windows, make sure the source files were RIPped using the print option settings and the resident calibration you want for the final output.

3. **In Thumbnail B, click to select the pages and hold down the mouse button as you drag the selected pages to the new location in Thumbnail A.**

Shift-click to select multiple, sequential pages; Ctrl-click to select multiple, non-sequential pages.

To scroll through the pages in Thumbnail A and Thumbnail B, you can drag the slider bar at the bottom of the screen, click the empty area to the left or right of the slider bar, or click the arrows.

To replace pages, drag Thumbnail B pages on top of pages in Thumbnail A. To add pages, drag the pages to a new position in Thumbnail A; a blue highlight appears in the new position when the pages are ready to be added.



Multiple levels of undo are available; use the Undo command to undo all the way back to your first edit. There is no Redo function.

**NOTE:** Make sure to save the merged job before deleting any of the jobs you used to create the merged job.

Thumbnail B pages moved into Thumbnail A adopt some specific attributes of the Thumbnail A job, such as the document and user name.

4. To close a thumbnail window, click the same tab you used to open it (Thumbnail A or Thumbnail B tab).
5. If you have edited Thumbnail A, you are prompted to save the job.



## 6. Enter a new name and click OK.

The new raster file is now in the RIP area, ready to print, together with the original source and target files.

**NOTE:** When multiple users are connected to the Fiery via Command WorkStation, Fiery WebSpooler, or Fiery Spooler, and one user makes changes to a Thumbnail A job, not all users may see the results of those changes. If you are unable to view changes in a job, or if selecting a thumbnail window results in a message indicating zero pages, close and restart Command WorkStation, Fiery WebSpooler, or Fiery Spooler.

## Using the Job Log

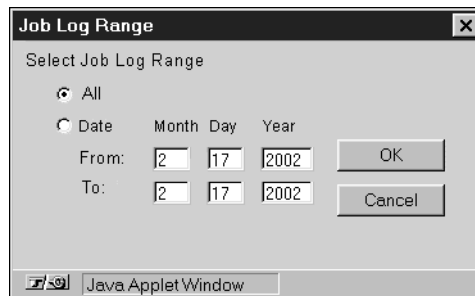
From Fiery WebSpooler, you can view and print a log of all jobs printed by the Fiery, including jobs downloaded with Fiery Downloader.

**NOTE:** If you logged in as Administrator, you can delete the Job Log from Fiery WebSpooler (see [page 7-21](#)). The Job Log is not available if you logged in as Guest.

---

### TO DISPLAY, UPDATE, PRINT, DELETE, AND SAVE/EXPORT THE JOB LOG

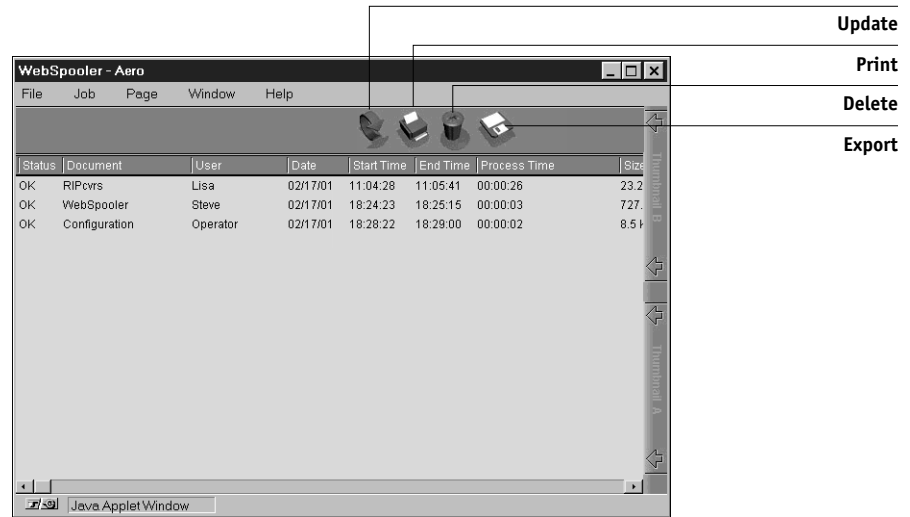
1. Choose Show Job Log from the Fiery WebSpooler Window menu.
2. Select All or specify a date range.



### 3. Click OK.

The Job Log appears in a new browser window.

**NOTE:** The Delete button appears only if you logged in as Administrator.



The Job Log displays each job and the following information: status, document name, user name, date, start time, end time, process time, page description language, file size, device, paper size, media, number of originals, number of color pages, number of black-and-white pages, total number of pages, and Notes.

The Status column provides the following information about jobs:

- OK            The job printed normally.
- ERROR       An error occurred during processing or printing.
- CANCEL      The job was canceled before printing was completed.

### 4. To update the Job Log, click the Update button.

### 5. To print the Job Log, choose Print Job Log from the File menu or click the Print button.

The information displayed in the Job Log window prints to the current Fiery. When you print the Job Log, totals are printed for all appropriate columns.

6. **If you logged in as Administrator, you can choose Delete Job Log from the File menu or click the Delete button to clear the Job Log.**

The system administrator can also print and clear the Job Log from the Control Panel.

7. **To save the Job Log, choose Export Job Log from the File menu or click the Export button.**
8. **In the File name area, enter a name for the Job Log file (the default name is Fiery Job Log.txt).**
9. **Browse to the location where you want to save the file and click Save.**

The Job Log is saved as a text file, and the Job Log window reappears.

You can view the information in any application that can read a text file. Items are separated by tabs.

To return to the job list, choose Show Job List from the Window menu.

## Fiery Spooler for Mac OS computers

For Mac OS, the Fiery Spooler interface is almost identical to that of Fiery WebSpooler (see “[Difference between Fiery Spooler for Mac OS and Fiery WebSpooler](#)” on page 7-23).

---

### TO START FIERY SPOOLER ON A MAC OS COMPUTER

1. **Double-click the Fiery Spooler icon.**
2. **Select the Fiery in the Chooser window that appears.**

For information on setting up the connection to the server, see *User Software Installation Guide*.

### 3. Click OK.

The Fiery Spooler main window appears.



For details on managing jobs in Fiery Spooler and Fiery WebSpooler, see [“Manipulating job options and job flow”](#) on page 7-5. For details on the job icons that appear in Fiery Spooler, see [“Job icons”](#) on page 7-8.

## Difference between Fiery Spooler for Mac OS and Fiery WebSpooler

Although the Fiery Spooler for Mac OS and Fiery WebSpooler interfaces are nearly identical, the method for establishing and changing a connection to a Fiery differs between the two.

### Connecting to a different Fiery

With Fiery Spooler, you can connect to a different Fiery using the following procedure.

---

#### TO CONNECT TO A DIFFERENT FIERY

1. **Choose Open Fiery from the File menu.**
2. **Select the Fiery in the Chooser window that appears.**

For information on setting up the connection to the server, see the *User Software Installation Guide*.

3. **Click OK.**

The Fiery Spooler main window appears.



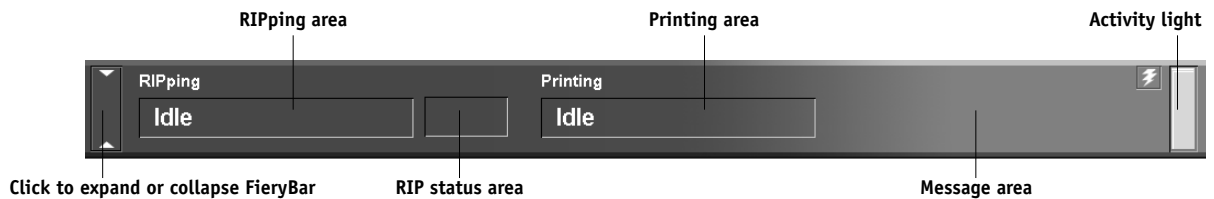
## Chapter 8: Using the FieryBar

With the Fiery Advanced Controller Interface kit installed, you can use FieryBar to view Fiery status information, start software, set up and restart the Fiery, delete stored jobs, cancel active jobs, and log off Windows. While most elements in FieryBar have counterparts in Command WorkStation, you can view current functions on FieryBar when Command WorkStation is not running.

**NOTE:** FieryBar is available as part of the Fiery Advanced Controller Interface kit, which is an optional upgrade. For more information, contact your authorized service/support technician.

### Introduction to FieryBar

FieryBar, located at the top of the monitor screen, includes the following:

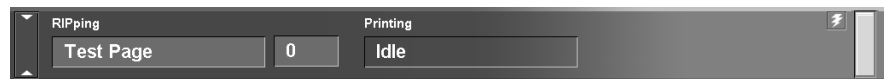


### Status

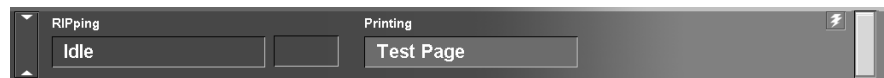
FieryBar displays information about the status of the Fiery:

**RIPping area** Displays the name of the job currently processing.

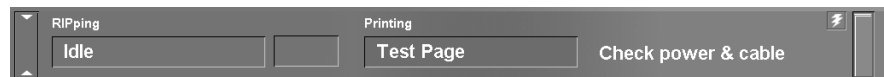
**RIP status area** Displays the amount of the job that has processed.



**Printing area** Displays the name of the job currently printing.



**Message area** Displays error messages and other Fiery information.



## Activity light

The activity light in the upper-right corner of FieryBar indicates current Fiery activity. If the light is:

Solid red	An error has occurred, causing the Fiery to be disabled. Check the message area for details of the error.
Flashing red	An error has occurred, causing printing to be disabled, but the Fiery is capable of processing. Check the message area for details of the error.
Solid green	The Fiery is idle.
Flashing green	The Fiery is processing or printing a job, or communicating with a remote computer. Check the RIPping area, the RIP status area, and the printing area for details.
No light	The Fiery is starting up.

## Commands

Right-clicking FieryBar or the Fiery icon in the Windows taskbar enables you to access many Fiery features. You can choose the following commands from the menu that appears:

Command WorkStation	Starts Command WorkStation. For more information on connecting to and using the features of Command WorkStation, see <a href="#">Chapter 2</a> and <a href="#">Chapter 3</a> .
ColorWise Pro Tools	Starts ColorWise Pro Tools. For more information on connecting to and using the features of ColorWise Pro Tools, see the <a href="#">Color Guide</a> .
Set Up Fiery	Opens the Fiery Setup dialog box. For more information about the Setup options, see the <a href="#">Configuration Guide</a> .
Restart Fiery	Shuts down all Fiery activity in the correct manner before restarting. Use this option instead of the power switch on the back of the Fiery (see “ <a href="#">Starting and shutting down the Fiery</a> ” on page 8-4).



Clear Server	Clears all jobs in all server queues, all jobs archived on the Fiery hard disk, the index of archived jobs (in the Archive window), all FreeForm masters, and the index of FreeForm masters (in the FreeForm window). Check with your administrator before choosing Clear Server.
Cancel RIP	Cancels the job currently processing on the Fiery.
Cancel Print	Cancels the job currently printing on the Fiery.
<b>EX12</b> Suspend Print	Suspends communication between the Fiery and the copier. You <i>must</i> suspend printing if you want to interrupt the current Fiery job so you can use the copier to make copies or print another job first. Jobs continue to process on the Fiery. After you make the copies, select Resume Print to continue printing jobs from the Fiery.
Resume Print	Resumes communication between the copier and the Fiery after you have finished making copies or printing other jobs.
Run Diagnostics Test Scan/Print Test I/F board	This option is provided for service representatives only. Contact your authorized service/support technician for information about running diagnostics.
Log Off Windows	Closes all open programs, enabling you to log on as a different user.
Hide FieryBar	Hides FieryBar. To show FieryBar after hiding it, right-click the Fiery icon on the right side of the Windows taskbar and choose Show FieryBar from the menu that appears.

## Starting and shutting down the Fiery

Generally, you can leave the Fiery running all the time. This section describes how to shut down and restart the Fiery when necessary.

---

### TO START THE FIERY

- **Push the power switch on the back of the Fiery. If the copier is also turned off, turn it on before turning on the Fiery.**

When FieryBar displays Idle, you can enter Fiery Setup by right-clicking FieryBar and choosing Set Up Fiery from the menu that appears.

The Fiery Setup dialog box includes the following tabs:

Click	To do this
General Setup	Configure the General Setup options.
Network Setup	Configure the Network Setup options.
Printer Setup	Configure the Printer Setup options.

For information about the Setup options, see the *Configuration Guide*.

### Restarting the Fiery

Use the following procedure to restart the Fiery rather than using the power switch on the back of the Fiery.

**TO RESTART THE FIERY**

1. **Make sure the Fiery is not receiving, processing, or printing a job.**

Make sure that both the RIPping and Printing areas on FieryBar read Idle.

**NOTE:** If a job from the Print queue is processing, it will continue processing and print after the Fiery is restarted; if a job sent to the Direct connection is processing, it will not finish processing or printing.

2. **Right-click FieryBar and choose Restart Fiery from the menu that appears.**

A Warning dialog box appears.

3. **Click OK to restart the Fiery.**

**Shutting down the Fiery**

You may need to shut down the Fiery for service. When you do so, fonts that have been downloaded to the hard disk drive are not deleted. Print jobs in the Hold and Printed queues and jobs that have been processed but not printed are not deleted and are available for printing when you restart the Fiery.

---

**TO SHUT DOWN THE FIERY**

1. **Make sure the Fiery is not receiving, processing, or printing a job.**

Make sure that both the RIPping and Printing areas on FieryBar read Idle. If a job has just finished processing or printing, wait at least five seconds after the RIPping and Printing areas switch to Idle before proceeding to the next step.

**NOTE:** If a job from the Print queue is processing, it will continue processing and print after the Fiery is restarted; if a job to the Direct connection is processing, it will not finish processing or printing.

2. **Click Start on the Windows taskbar, and then choose Shut Down.**

3. **Select “Shut down the computer?” and click Yes.**

A message appears, informing you that it is safe to shut down the computer.

4. **Turn off the system by pushing the power switch on the back of the Fiery.**



## Appendix A: Basics of Imposition

This chapter introduces the basic concepts of imposition and can be used as an introductory tutorial for imposing a document that will be printed as a book or booklet. For more detailed information on the Imposition main window and its components, see [Chapters 5](#) and [6](#).

### Printing books with the Imposition feature of DocBuilder Pro

This section describes the process of transforming an application-specific file into a bound book; along the way, concepts and terminology are introduced to help you take advantage of all the features of DocBuilder Pro.

Printers/copiers that image documents on standard Letter- or Legal-sized paper at high speeds are common in office environments. Although the image quality and output efficiency of such devices is adequate for correspondence and office memos, they cannot image jobs with complex document layouts, or those that require higher resolution or a large number of copies.

Until recently, the only way around these limitations was to use traditional printing systems to impose your document—that is, to arrange its pages in the correct order and orientation for printing and a variety of binding styles. You might have used a service bureau to access high-volume, high-resolution color printers. Today Fiery technology teamed up with digital color copier/printers makes it cost-effective to produce short-run, fully-imposed (also called “ganged-up”) documents.

### Basics of imposition layout

Commercial offset printers and web presses use wide rolls of paper and large printing plates capable of imaging numerous pages on a single sheet. For example, it is common for such printers to image up to 32 full-size pages on a single press sheet, a process inherently faster than printing a single page at a time. DocBuilder Pro allows you to image multiple pages on a single sheet, but the output devices it supports are digital color copiers/printers, rather than traditional printing presses; in this manual the paper on which a job is imaged is referred to as the sheet.

The printed sheet is subsequently folded into something resembling a booklet having connected pages. The folded sheet is called a signature, which is then trimmed to the finished size.

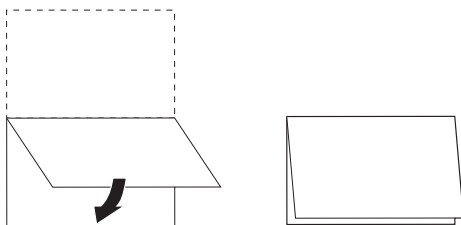
For pages to appear in normal reading order and position in the final booklet, their ordering and positioning on the sheet must differ from the normal book-reading order. You can demonstrate this for yourself using an ordinary sheet of paper.

---

#### TO MODEL AN EIGHT-PAGE BOOKLET

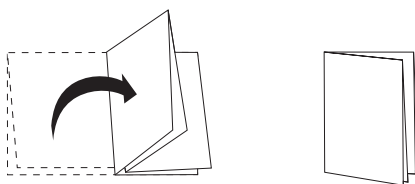
##### 1. Fold the paper in half horizontally.

Fold the top edge of the sheet down to meet the bottom edge.



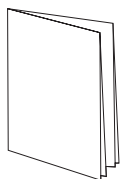
##### 2. Fold the paper again vertically.

Fold the left edge of the sheet over to the right edge. Now you have a miniature version of a signature.



3. **Position the signature with the vertically folded edge to the left and the horizontally folded edges across the top.**

The paper should now resemble a small eight-page booklet (with the tops of pages joined at the fold).

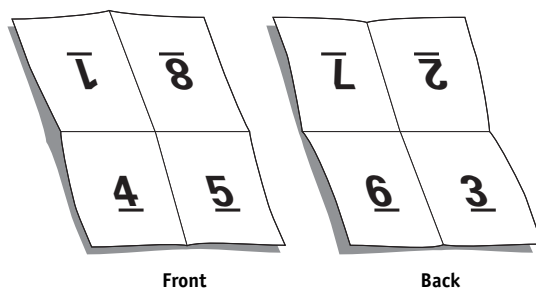


4. **Page through the booklet as if you were reading it, and number each page sequentially.**

Number the front and back of each page—in general, books have content on both sides of each page. The front cover of the booklet should be page 1 and the back cover of the booklet should be page 8. You can also underline each number to highlight the page orientation.

**NOTE:** Printing on both sides of the sheet is called duplex printing; printing on only one side of the sheet is called simplex printing. Not all copiers/printers support duplex printing; and of those that do, variations in implementation exist. DocBuilder Pro supports duplex printing that corresponds to the print options of the output device.

When you unfold the signature, the page numbering should look something like the following illustration.



Notice that:

- The folds subdivide the sheet into areas representing pages in the final booklet.
- Page numbers do not appear in book-reading order.
- Some page numbers are upside down.

Some pages must be printed upside down on the sheet in order for them to appear right-side up in the final booklet, and pages must also be printed out of numerical sequence on the sheet in order for them to appear in numerical sequence in the final booklet.

This process of folding paper and numbering pages to approximate the finished piece is called making a folding model, and it is a common first step in planning a print job. The folding model provides valuable information about page placement, which you can use to create a plan, or sketch, of how pages are placed on the sheet. This plan is called a layout.

DocBuilder Pro frees you from the tedious and error-prone process of creating accurate physical models of the imposed book in order to lay out pages. With DocBuilder Pro, you simply open the source file to be imposed and specify how many rows and columns of pages to image on a sheet. DocBuilder Pro simplifies this process even further by providing predefined layouts for common impositions such as booklets and brochures. You can also save your own custom layouts for easy reuse.

## Printer's marks

In addition to specifying the placement of pages on a sheet, the layout also specifies how the finished sheet will be cut and folded. For example, the layout specifies whether the large finished sheet is folded and cut to create a booklet, or simply folded (and not cut) like a map.

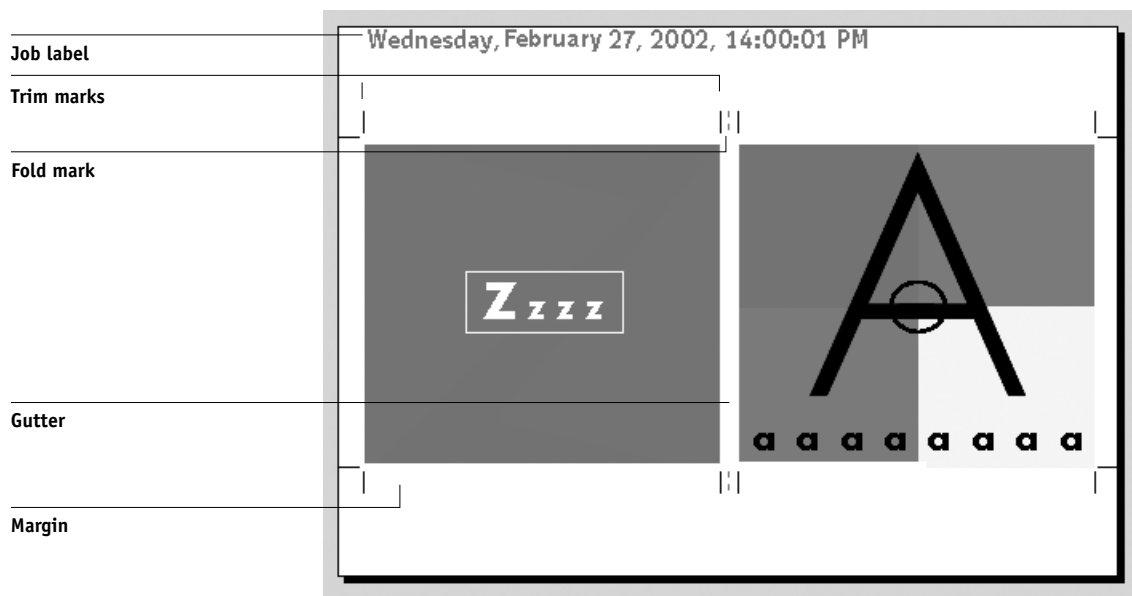
A DocBuilder Pro layout designates the location of folds, cuts, and other elements by means of markings called printer's marks, which appear on the printed sheet outside the main content area of the job.

- The job label comprises descriptive text such as the name of the job, a sheet identifier, and the date and time the sheet was printed.



- The location of a fold is defined by a dotted line called a fold mark; similarly, the location of a cut is defined by a solid line called a trim mark.
- Specialized marks also define the size and locations of margins (space surrounding the page's content area), gutters (space between pages), and bleeds (extensions of content beyond a trim mark; used to ensure that printed area extends to the very edge of a trimmed page).

DocBuilder Pro makes it easy to set up gutters and specify a set of printer's marks to image on the finished sheet, as illustrated in the following figure.



### Additional sheets

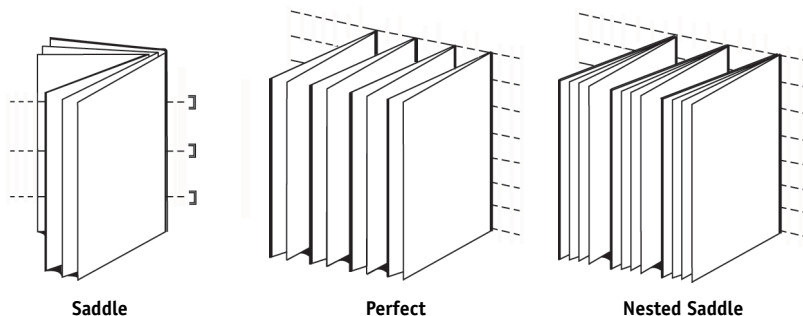
A book layout must also adjust the placement of pages according to the total number of pages in the job. For example, a book is often composed of more pages than can be printed on a single sheet. When the number of pages in the book is a multiple of the number of pages on a sheet, the same layout plan is used to place pages on additional sheets until all of the pages in the book are printed. However, if the total page count is not an even multiple of the number of pages in the layout, one signature may be laid out to accommodate the discrepancy.

For example, if your layout places 8 pages on a sheet and the total page count in the book is 12, one of its signatures holds only 4 content pages, with the rest of the space on the sheet blank. If you do not want blank pages in the middle of the finished book, insert blank pages intentionally, for example after the cover page, after the table of contents, or between chapters. To insert blank pages, open the job in the Thumbnail A window, right-click the page you want to add the blank to (or pull down the Page menu) and select Insert blank page.

DocBuilder Pro allows you to add blank pages or add, delete, and rearrange pages from multiple source documents easily, so you can quickly preview the results of page manipulations.

## Binding methods

A book layout also specifies the means by which sheets are gathered and bound. Stitching or stapling finished pages across a common center fold, or spine, is called saddle stitch binding and the stitched pages are called a saddle. Multiple folded sheets can be stitched into the same saddle as a group. Stacking signatures, grinding the spines off, and then gluing them together is called perfect binding. You can combine saddle stitch and perfect binding methods by stacking two or more groups one on top of another on a common fold line and gluing them together; this is called a nested saddle.



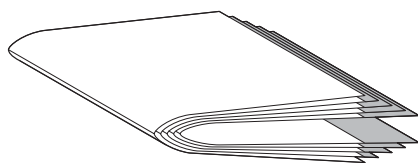
The binding method you use affects the order in which pages are placed on the sheet; for example, the page ordering used to perfect bind a book must be different from that used to saddle stitch the same job. Thus, your layout must specify the method by which the finished job will be bound.

The choice of a binding method is determined by the job's size, complexity, and budget. Saddle stitch binding is very cost-efficient, but is more suitable for small booklets than for large jobs. (A rule of thumb is that saddle stitch binding works best for booklets or brochures with a maximum of 88 pages.) Conversely, perfect binding is more expensive but more suitable for larger jobs.

DocBuilder Pro reorders imposed pages automatically according to your choice of binding method, which can save a significant amount of time and effort. Consider, for example, what must be done when a book that was to be saddle stitched exceeds the bindery's maximum page count and must be reimposed as a perfect-bound book. To redo the imposition by traditional means would be labor-intensive; with DocBuilder Pro, it takes only moments.

### Shingling and creep

All books and brochures use a sheet that is folded to create separate page areas. Because the sheet itself has some thickness, each fold causes a very small incremental shift in the location of the edge of each page relative to the others. The result is that the edges of pages furthest from the saddle's innermost fold seem to move away from the edges of pages closest to the innermost fold. As the number of pages in the saddle increases, so does the amount of this shift, which is known as shingling. To counteract the effects of shingling (illustrated in an exaggerated manner in the following figure), the bindery trims the edges of the finished book to a common edge.

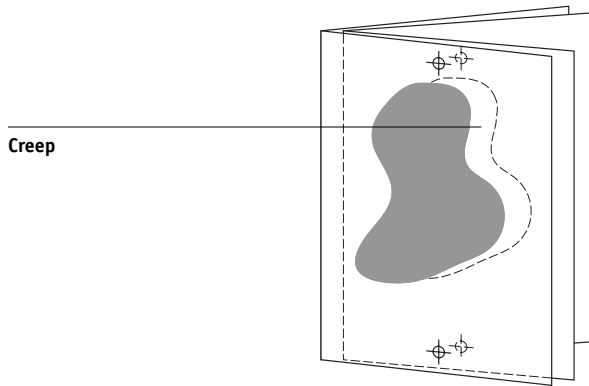


Shingling

Trimming the bound pages resolves only half of the problem, however—as the edges of pages move, so do the content areas imaged on them. The apparent shift of content area caused by folding a sheet multiple times is known as creep or binder's creep. The effect of creep is that the content area of pages closer to the innermost fold in a saddle appear to move towards the outer margins of the page.

Creep becomes more noticeable as the number of groups in a saddle increases, and its effect is most noticeable on pages farthest from the center fold of the saddle.

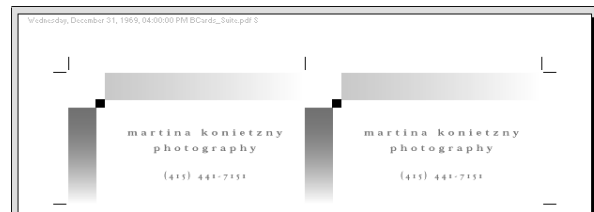
Consequently, a book layout must also specify the number of groups in each saddle because the number of groups in each saddle affects the amount of creep needs to be accounted for.



Compensating for creep is tedious, exacting work that DocBuilder Pro does for you automatically when you change any aspect of the imposed job that is affected by creep.

## Gang-Up printing

Layout is essential for defining the elements of complex print jobs such as booklets and books, but it can also be useful for smaller jobs. Consider, for example, how you might approach the task of printing business cards. It is slow, wasteful, and expensive to print a single business card per sheet, when you can repeat the image of the business card until the entire sheet is filled. This printing technique is known as Gang Up Repeat because the image is repeated in each page area, or step, on the sheet. After printing, the sheet is cut apart to produce individual cards.



Gang Up Repeat layout

This job can be made even more efficient by eliminating the gutters between cards, allowing you to reduce significantly the number of cuts required to separate each card from its neighbor. Defining zero-width gutters on a shared cut line in this manner is called using a common blade for those cuts.

If you need to print business cards for several different clients, you could perform a Gang Up Repeat printing job for each, but you might still wind up wasting paper and time if the jobs do not fit easily into a simple multiple of sheets. A more efficient approach is to print several jobs on a single sheet, and then print that sheet as many times as required. The technique of printing multiple jobs on the same sheet is known as Gang Up Unique. DocBuilder Pro provides both Gang Up Repeat and Gang Up Unique.



Gang Up Unique layout



## Appendix B: Templates

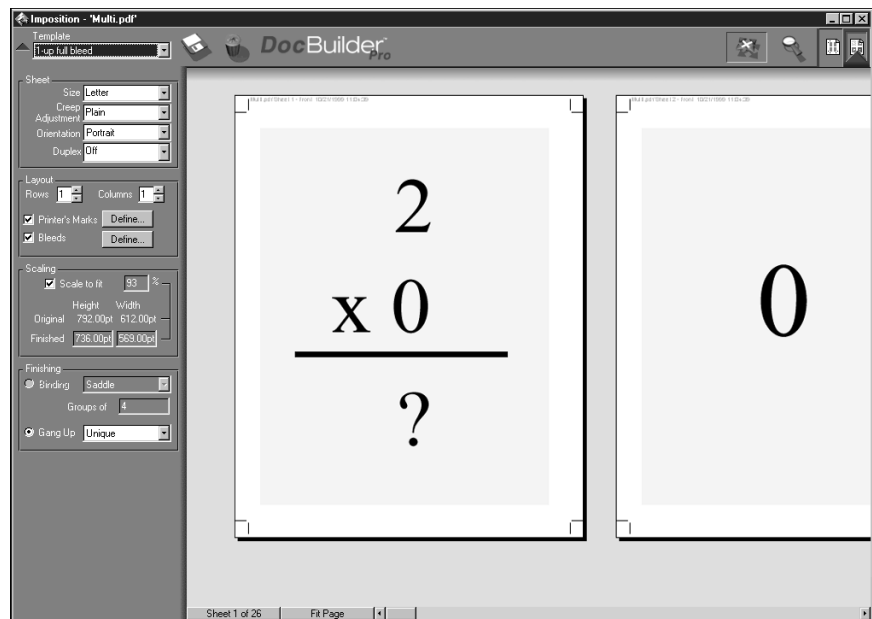
This appendix gives descriptions of the built-in templates that DocBuilder Pro provides.

### 1-Up Full Bleed

The 1-Up Full Bleed layout is used to print one page per sheet. The printer's marks show where to cut the paper so that the color content extends to the edge of the paper.

The following settings are applied for this layout:

- Bleeds
- Printer's Marks (trim marks and job label only)
- Scale to Fit
- Gang Up Unique



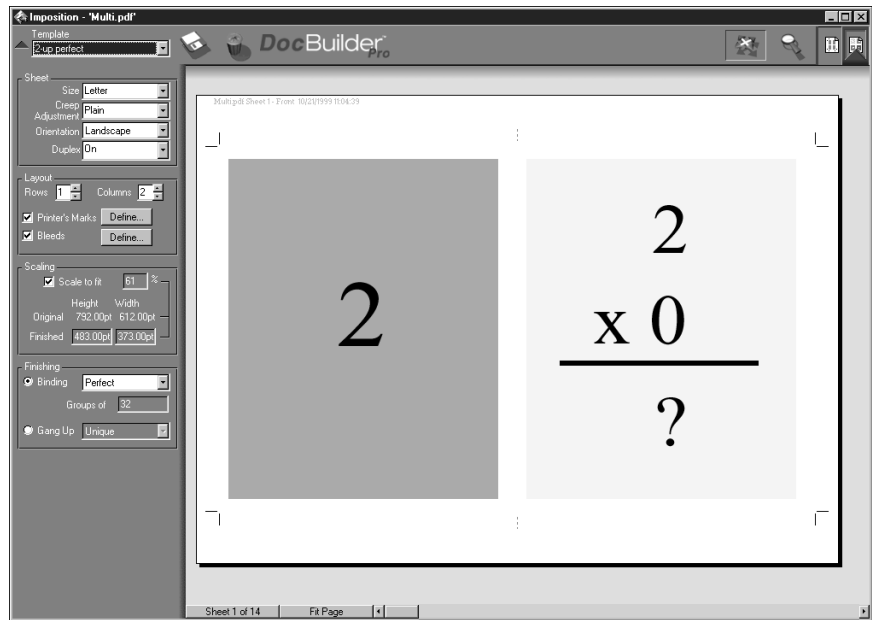
**NOTE:** There are no page number restrictions for the 1-Up Full Bleed layout.

## 2-Up Perfect

The 2-Up Perfect layout is used to create signatures for a perfect bound book. Each sheet is folded once and stacked on top of one another. For more information on binding methods, see [page A-6](#).

The following settings are applied for this layout:

- Duplex
- Bleeds
- Printer's Marks (fold marks, trim marks, and job label)
- Scale to Fit
- Binding Perfect





The 2-Up Perfect layout should be used with jobs that have multiples of four pages, but it can be used with jobs that have any number of pages. Additional blank pages will be added if necessary. Pages will be ordered in groups of four so that when folded each sheet will have four sequential pages. For example:

- 4 pages

4	1
---	---

**Sheet 1,  
front side**

2	3
---	---

**Sheet 1,  
back side**

- 8 pages

4	1
---	---

**Sheet 1,  
front side**

2	3
---	---

**Sheet 1,  
back side**

8	5
---	---

**Sheet 2,  
front side**

6	7
---	---

**Sheet 2,  
back side**

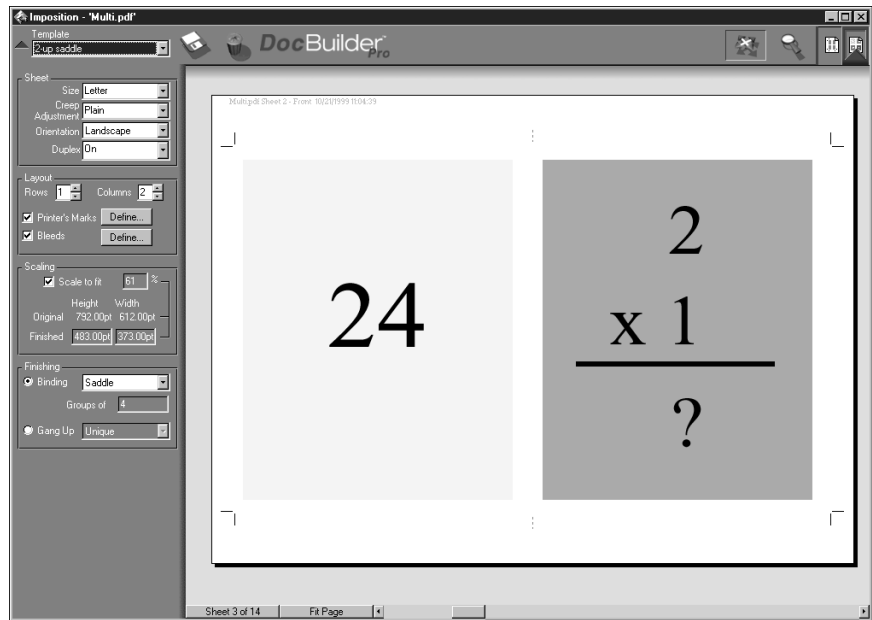
**NOTE:** The Creep Adjustment option has no effect on this template.

## 2-Up Saddle

The 2-Up Saddle layout is used to create signatures for a saddle bound book. All of the sheets are folded together, one inside the other. For more information on binding methods, see [page A-6](#).

The following settings are applied for this layout:

- Duplex
- Bleeds
- Printer's Marks (fold marks, trim marks, and job label)
- Scale to Fit
- Binding Saddle



The 2-Up Saddle layout should be used with jobs that have multiples of four pages, but it can be used with jobs that have any number of pages. Additional blank pages will be added if necessary. Pages will be ordered so that when sheets are folded and stitched together into signatures, the pages will be sequential. For example:

- 4 pages

4	1
---	---

**Sheet 1,  
front side**

2	3
---	---

**Sheet 1,  
back side**

- 8 pages

8	1
---	---

**Sheet 1,  
front side**

2	7
---	---

**Sheet 1,  
back side**

6	3
---	---

**Sheet 2,  
front side**

4	5
---	---

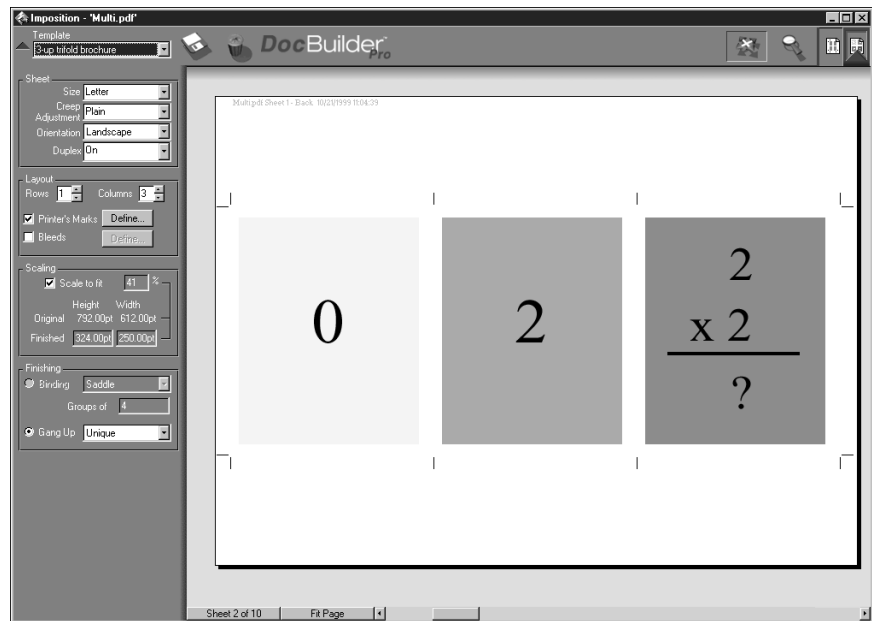
**Sheet 2,  
back side**

## 3-Up Trifold Brochure

The 3-Up Trifold Brochure layout consists of a single sheet folded into three sections. Although the three sections are the same width, the space between each section varies so that the leftmost panel can be folded over the other two panels.

The following settings are applied for this layout:

- Duplex
- Printer's Marks (trim marks and job label only)
- Scale to Fit
- Gang Up Unique



The 3-Up Trifold Brochure layout can be used only with jobs that have six pages. If the job contains more or less than six pages, an error message will appear. The pages will be ordered as follows:

3	6	1
---	---	---

**Sheet 1,  
front side**

2	4	5
---	---	---

**Sheet 1,  
back side**

The 3 Up Trifold Brochure is usually folded as illustrated in the following figure.

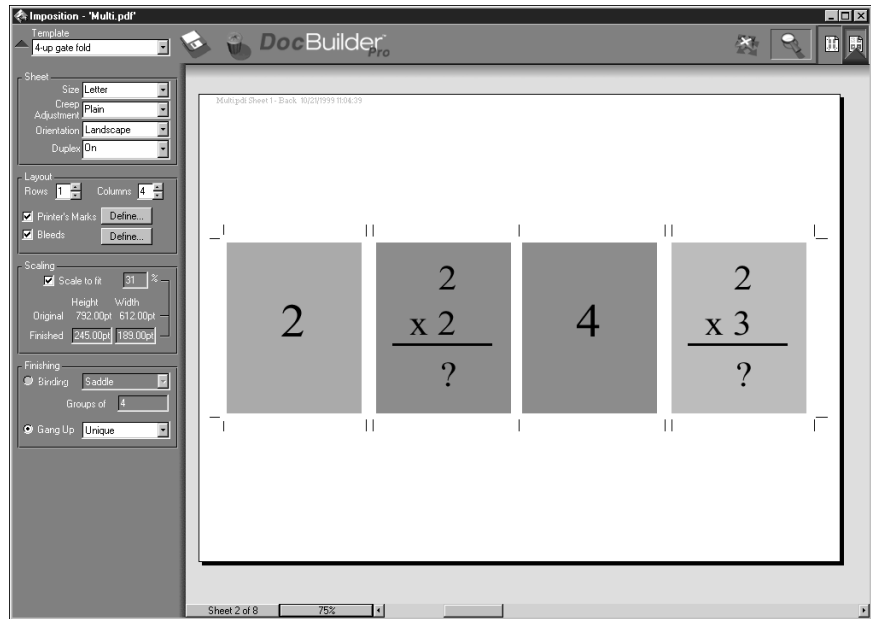


## 4-Up Gate Fold

The 4-Up Gate Fold layout is used most often in the case of a four panel brochure. The finished brochure unfolds to double, then four times the original size.

The following settings are applied for this layout:

- Duplex
- Printer's Marks (trim marks and job label only)
- Scale to Fit
- Gang Up Unique



The 4-Up Gate Fold layout can be used only with jobs that have eight pages. If the job contains more or less than eight pages, an error message will appear. The pages will be ordered as follows:

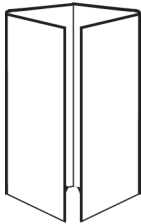
3	8	1	2
---	---	---	---

**Sheet 1,  
front side**

4	5	6	7
---	---	---	---

**Sheet 1,  
back side**

The 4-Up Gate Fold is usually folded as illustrated in the following figure.

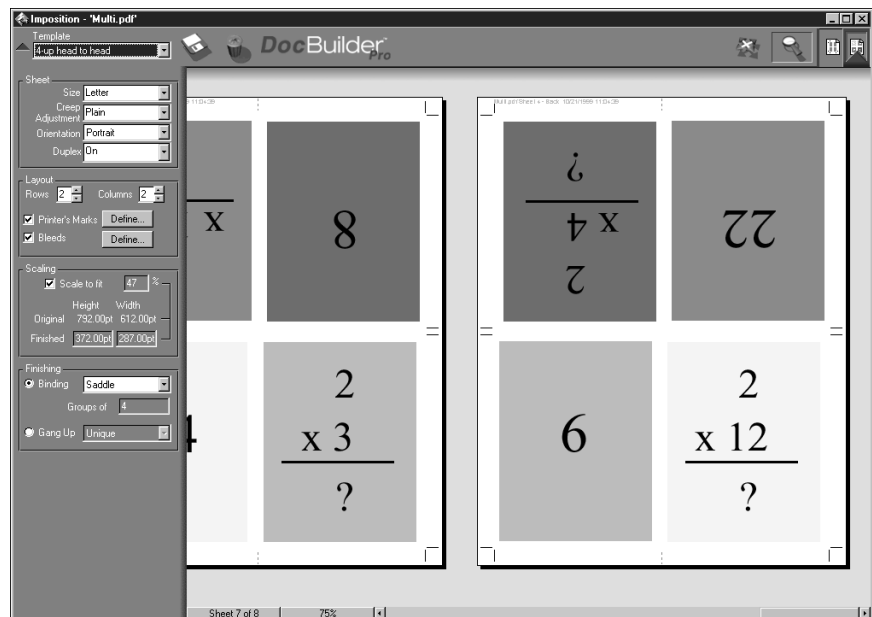


## 4-Up Head to Head

The 4-Up Head to Head layout is used to create booklets from a layout of four pages on each side of the printed sheet. By rotating the two topmost pages, the signature can be folded both horizontally and vertically, and trimmed. The finished booklet will have all pages in the correct order and rotation.

The following settings are applied for this layout:

- Duplex
- Bleeds
- Printer's Marks (fold marks, trim marks, and job label)
- Scale to Fit
- Binding Saddle



The 4-Up Head to Head layout should be used with jobs that have multiples of eight pages, but it can be used with jobs that have any number of pages. Additional blank pages will be added if necessary. Pages will be ordered so that when sheets are folded



with two folds at ninety degrees, trimmed, and stitched together into signatures, the pages will be sequential. Note that although this layout requires two folds, the template applies a fold mark on the spine fold only. For example:

- 8 pages

5	7
8	1

Sheet 1,  
front side

6	9
2	7

Sheet 1,  
back side

- 16 pages

6	8
16	1

Sheet 1,  
front side

4	01
2	15

Sheet 1,  
back side

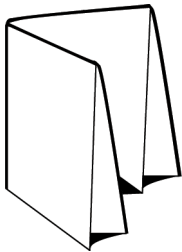
11	9
14	3

Sheet 2,  
front side

5	21
4	13

Sheet 2,  
back side

The 4-Up Head to Head is usually folded as illustrated in the following figure.

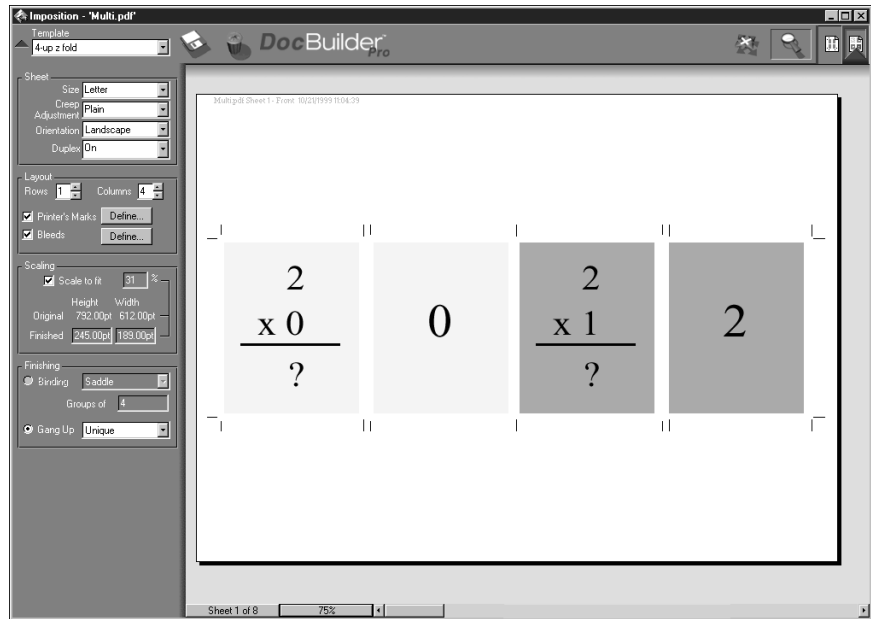


## 4-Up Z-Fold

The 4-Up Z-Fold layout allows many panels to be folded on top of one another without stressing the folded spine. The most common example is a road map.

The following settings are applied for this layout:

- Duplex
- Printer's Marks (trim marks and job label only)
- Scale to Fit
- Gang Up Unique



The 4-Up Z-Fold layout can be used only with jobs that have eight pages. If the job contains more or less than eight pages, an error message will appear. The pages will be ordered as follows:

2	3	4	5
---	---	---	---

**Sheet 1,  
front side**

6	7	8	1
---	---	---	---

**Sheet 1,  
back side**

The 4-Up Z-Fold is usually folded as illustrated in the following figure.





## Appendix C: Troubleshooting

This section lists error messages you might see, and provides some troubleshooting guidelines should a problem arise with the Fiery or Command WorkStation. If you are unable to resolve a problem after referring to this chapter, contact your authorized service/support center.

### Error messages

Error messages can result from problems with the print job, the Fiery, Command WorkStation, or the copier/printer. Some of the most common error conditions are included here.

An error message for the Fiery sometimes remains displayed on Command WorkStation even after you resolve the error. There may be a brief delay while the Fiery communicates the resolution of the error to Command WorkStation. Printing will resume and the Command WorkStation display will be updated after a short delay.

When an error interferes with printing, you will see a message at Command WorkStation. The status bar that displays the message indicates the process in which the error occurred. The following table presents Fiery messages in alphabetical order, with the appropriate corrective action for each one. You can cancel the pending print job while you attend to the error condition. A few normal status messages are included in this list in case they cause concern.

Fiery message	Corrective action/additional information
ADF Alarm	There is an alarm in the DF unit. Follow the on-screen instructions on the Fiery Control Panel and select Resume or Cancel. The Fiery either resumes or cancels scanning.
ADF Error	The DF unit is down or there is a fatal error in the DF unit. Follow the on-screen instructions on the Fiery Control Panel and select Resume or Cancel. The Fiery either resumes or cancels scanning.
ADF Jam	There is a paper jam in the DF unit during scanning. Follow the on-screen instructions on the Fiery Control Panel to clear the jam and select Resume or Cancel. The Fiery either resumes or cancels scanning.



<b>Fiery message</b>	<b>Corrective action/additional information</b>
ADF not available	The DF unit is not attached. Attach the DF unit and restart scanning.
ADF Open	The DF left cover is open. Close the cover and select Resume or Cancel. The Fiery either resumes or cancels scanning.
ADF unit down/error, call serviceman	The DF unit is down because it has detected an error that requires a service call. Call your authorized service technician/representative. Only the service technician/representative can clear this type of error.
ADF Up	The DF is lifted. Lower the DF and select Resume or Cancel. The Fiery either resumes or cancels scanning.
Change __ setting on the copier	Change the specified setting at the copier/printer console.
Check power & cable	There is a problem with the copier/printer power or cable connection. First check to make sure the copier/printer is turned on. There may also be a problem with the cable connection between the Fiery and the copier/printer. Make sure the cable has not come loose. The Fiery will resume printing when the cable is securely connected to both the Fiery and the copier/printer.
Copier adjustments. Warming up . . .	This is a normal status message. The copier/printer is making adjustments. It will be ready for printing in a few minutes.
Copier Busy	The Fiery has received a print job, but the copier/printer is busy. The job will print when the copier resumes printing.
Copier error	An error occurred with the copier/printer.
Copier offline	The Suspend Printing option has been selected from the Functions menu. Press Resume Printing in the Functions menu to reconnect the Fiery to the copier/printer.
Door open	One of the doors on the copier/printer is open. Close the door to resume printing.
ID mode	This message appears if your model requires that you enter a security code.



<b>Fiery message</b>	<b>Corrective action/additional information</b>
Invalid print job	The current job cannot be printed as it was sent. See the copier/printer console for more information.
Load ____ in ____	The copier/printer's specified tray is not loaded with the paper size specified. The Fiery will print when the named tray is loaded with the required paper.
No duplex tray	The copier/printer's duplex tray is not in place. The Fiery will print when then duplex tray is in place.
No fuser oil	The copier/printer does not have any fuser oil. Printing will resume when you add fuser oil.
No key	This message appears if your model requires that you use a key.
No key cntr	This message appears if the card required to use the key is missing.
No sorter	The copier/printer's sorter is unavailable. See the copier/printer console for instructions.
No staple pin	The copier/printer's stapler is out of pins. The Fiery will resume printing when pins have been added.
No stapler	The copier/printer's stapler is unavailable. For instructions, see the copier/printer console.
No toner	The toner for one of the colors has run out. Refer to the copier/printer display to determine which toner color is empty. If more than one toner needs to be added, press and hold the Stop icon on the copier/printer for additional information.
No tray 3	The copier/printer's tray 3 is unavailable. For instructions, see the copier/printer console.
Paper jam	There is a paper jam in the copier/printer. Open the doors and check the locations indicated on the copier/printer display. The Fiery will resume printing when you have cleared the paper jam and closed the doors.
Place printed pages face down in SB tray	The copier/printer is in the process of manual duplexing. Place the printed pages face down in the Manual Feed tray to continue printing.



<b>Fiery message</b>	<b>Corrective action/additional information</b>
Energy Saver Mode	The copier/printer is in Energy Saver Mode. You must wait for the it to warm up before you can print.
Remove paper in sort bin	The sorter is full. You must remove the paper in the sorter before continuing the job.
Set Documents on ADF	No document is set in the DF unit. Place the document in the DF unit and select Resume. Select Cancel to cancel scanning from the DF unit.
Sort jam	The copier/printer's sorter is jammed. The Fiery will resume printing when the jam is cleared.
Sort open	The copier/printer's sorter unit is in use—possibly someone is removing paper from the sort bins. Printing will proceed when the sorter unit is not being used.
Staple curl over	This message appears when the staple job has too much toner and may not staple or sort correctly.
Unknown error	An error occurred with the copier/printer.
Waiting for recovery	The Fiery is waiting for the command to continue with the recovery process for scanning. Press OK on the Fiery Control Panel.
Warming Up . . .	This is a normal status message. The copier/printer is powering up. It will be ready for printing in a few minutes.
Waste toner full	The copier/printer waste toner container is full of used toner. Replace the container with a new one according to the instructions in your copier/printer manual. The Fiery will resume printing when you have replaced the waste toner container.



## Maintaining optimal system performance

The Fiery does not require maintenance. Beyond the routine requirements of servicing and maintaining the copier/printer and replenishing consumables, you can improve overall performance in the following ways:

- Reduce unnecessary Two-way communication.

If users notice that the server is frequently too busy to receive jobs, it may be because several users are running utilities that are updated often. Large numbers of remote users running Fiery Downloader or Fiery WebTools may have a significant effect on Fiery performance.

- Schedule the printing workload by checking job ticket information before printing. Print jobs with the same output and paper specifications together to minimize paper changes. Also, print routine jobs while you prepare to print jobs with different instructions or different media.
- Reduce unnecessary server connections at Command WorkStation. If you use a second or third Fiery server on an occasional basis, performance will be improved if you log off when you are not using it.
- Avoid printing with the server Disk full warning.

If you see this warning, delete jobs from the Active Jobs window or Archive panel that are not likely to be needed. Avoid this condition by deleting old jobs on a regular basis. The date associated with a job is the original date it was sent. As a last resort, use the Clear Server or Clear commands.

## Troubleshooting

Before you call for service, use the suggestions in this section. If you are unable to resolve the problem, make a note of the error condition and contact your authorized service/support center.

### **Command WorkStation does not respond**

If the Command WorkStation windows do not update, try logging out and then exiting Command WorkStation. Restart Command WorkStation or restart the computer.

If the Command WorkStation windows do not update, or no jobs are displayed, and the mouse has no effect (you cannot select a job or a window, use a right mouse command, or select a menu item) the Fiery is down or communication over the network has failed.

To force an exit from Command WorkStation, press Ctrl-Alt-Delete, and use the Program Manager to close Command WorkStation. At the Fiery, disconnect and reconnect the network cable, and try printing a Test Page or Configuration page. If that fails, restart the server.

If the Fiery Control Panel does not respond to the Menu button, press the Reset button, turn off the server, and then restart it. When it reaches Idle, restart Command WorkStation.

## Command WorkStation fails to connect to a Fiery

If Command WorkStation cannot connect to a server that was connected previously, you may need to reconfigure the connection.

1. **Choose Exit from the Command WorkStation File menu.**
2. **In the C:\Windows folder, move the Efinl.ini file to another folder.**

If the Efinl.ini file contains a limited amount of configuration information that is easily recreated (information for only one or two servers), you can delete the file altogether. A new Efinl.ini file will be created in the C:\Windows folder when you reconfigure the connection.

If the Efinl.ini file contains configuration information for several servers, or information that is not readily recreated, keep the Efinl.ini file as a backup.

3. **Print a Configuration page.**

You will use the information on this page to configure the connection to the server.

4. **Start the Command WorkStation application.**
5. **When you are prompted to configure a server connection, click OK.**

To configure the connection, use the instructions in the *User Software Installation Guide*.

6. **If you still cannot connect to the Fiery, reinstall Command WorkStation software.**

For details, see *User Software Installation Guide*.



## Unexpected printing results

If this happens	This is the problem
A cover page is not printed when you reprint a saved raster job.	The cover page identifies the originator of the job and the time the job was sent. Time stamp and user information on the cover page of a reprinted job are not meaningful.
The job settings are not carried out as you expected.	If the user printed from Mac OS, there may be two conflicting print settings. You can check the job properties by double-clicking the job. for a table of job properties and conflicting properties, see the <a href="#">Printing Guide</a> . Notify users of these conflicts so they can avoid them in the future. If you expected the settings you see in the Properties window, be aware that the Copies field does not currently reflect user settings, and that Page Range and Scale percent are All and 100%, respectively, unless they were changed after being sent for printing.
The job does not print.	Some printing errors may be displayed in the Print status bar. When the job is in the Printed queue, jobs that had a PostScript error are displayed in a light red job row. Double-click anywhere in the row to see the error message.
There are font errors.	If user-specified fonts that are not resident on the Fiery are not printing correctly in PostScript files that are downloaded by users, request that they embed the fonts in the PostScript file or print directly from their application. When users print from their applications, if special fonts are not downloaded automatically, they should be downloaded directly to the Fiery with Fiery Downloader. This can be done by the user or by the operator, provided the Direct connection is enabled. For information about Fiery Downloader, see the <a href="#">Printing Guide</a> .

## Clearing the server

Clearing the server is an Administrator option that can be used as a last resort if a job persists in the system and prevents printing despite attempts to cancel or delete it. Clear the server if all other troubleshooting methods have failed.

Clearing the server deletes all jobs currently saved on the server in any queue, all locally archived jobs, and all FreeForm master jobs. It also clears the index of archived jobs and the index of FreeForm masters.

You can clear the server from the Control Panel (see the [Configuration Guide](#)) or by using the Clear command from Command WorkStation.

## Users are unable to connect to the Fiery

If users are unable to connect to the Fiery, or are unable to find the Fiery from their workstations, the network administrator may need to troubleshoot their network connections, and check settings on the servers they use for printing. If settings have changed, it may be necessary to reconfigure the Fiery.

For example, if print servers or print queues on a Novell server are renamed or deleted, or if accounts or permissions are changed, the Fiery administrator may have to edit settings or enter new settings in IPX (Novell) Setup to reflect the new configuration.

If users cannot connect to the Fiery with Fiery Downloader from a Windows client computer, you may need to reconfigure the utility's connection to the server. For details, see the [User Software Installation Guide](#).

Mac OS users may be unable to connect to the Fiery if a network administrator has assigned it to a different zone, or has added zones where previously there were none.

If you have configured the Fiery and set up client computers and network servers according to guidelines in the *Configuration Guide* and the *User Software Installation Guide*, try printing a Test Page (at Command WorkStation, choose Print Pages from the Server menu).

If you can print the Test Page but still cannot print a document from a remote computer, contact the system administrator to troubleshoot the network connection.

If you are unable to connect, and you *cannot* print the Test Page, check the copier/printer's touch panel display.

If this happens	Try this
The copier/printer displays a diagnostic or error message.	Take the appropriate corrective action, as described in the copier/printer manual or in “ <a href="#">Error messages</a> ” on page C-1.
The copier/printer is not in Standby mode.	The copier/printer's Automatic Power-Off function may have shut down the copier/printer. Turn the copier/printer on, and then try printing a Test Page again when the copier/printer has warmed up.
You still cannot print a Test Page.	Make a copy. If you can make a copy, restart the Fiery, and when you see Idle on the status line of the Fiery display, try printing a Test Page again. If the Test Page still fails to print, contact your authorized service/support center.

## Setup error messages

For information on Setup error messages, see the *Configuration Guide*.

## AutoCal error messages

AutoCal error messages can result from problems during the AutoCal procedure.

Fiery message	Additional information
Error 5	The calibration file cannot be opened.
Error 6	The calibration file was not read correctly.
Error 8	The measurement page did not scan properly, either because it is crooked or the data is corrupted.
Error 11	The color strips on the measurement page are inconsistent.
Error 12	The copier/printer model being used is not supported.
Error 20	The measurement page cannot be scanned because the dots per inch (dpi) are incorrect.
Error 102	The grayscale strip is crooked or is positioned incorrectly.
Error 103	The grayscale strip is positioned too far to the left or to the right of the measurement page.
Error 104	The grayscale strip is positioned too far above the measurement page.
Error 111	The grayscale strip could not be found; either reposition the strip correctly or position it vertically.





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