:Arkitex

Client Reference Guide

AGFA

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For more information about Agfa Graphics products, visit www.agfa.com, or contact us at one of the following addresses:

Agfa Corporation
2000 Anchor Court
Thousand Oaks, CA 91320, USA
Tel: (+) 805 277 6700

Agfa Graphics
Septestraat 27
B-2640 Mortsel, Belgium
Tel: (+) 323 444 2111

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About This Reference Guide

This online Reference Guide offers you a complete description of the Arkitex Client interface and provides procedures and settings so you can work efficiently.

You access the online Reference Guide from the Help menu in the Arkitex Director and Arkitex Courier menu bar and it is viewed in a new window of your standard web browser.

Reading the Reference Guide

You can view topics in the online Reference Guide by expanding the sections on the Contents tab and clicking a heading.

You can continue to read in sequence by pressing the Next Page button in the top or bottom right corner of the topic pane..

You jump to the Previous topic in sequence by pressing the Previous Page button in the top or bottom right corner of the topic pane.

As you progress, the hierarchy of each specific topic is indicated at the top of the topic pane. You can click any one of these levels to go back to a higher level in the hierarchy.

You can also jump to Related Topics, to additional information within the documentation set, and to Internet sites. All these links are highlighted in red. In these cases, you navigate back and forward pressing the Back and Forward buttons on the browser toolbar.

Using the Index

The index lists the features and concepts of the product in alphabetical order. Click the Index tab and jump to the entry of your choice.

Using Search

Use Search to make a full-text search for a particular word in the topics.

NOTE: The search engine has been set up to ignore common words such as “a”, “the”, etc. However, this also means that if you include one of these common words in your search query, you will obtain no result.

RELATED TOPICS:
- “Printing Information” on page 4
- “” on page 5
- “Navigation Overview” on page 5

Printing Information

If you want to print information, two options are available:

▷ To print individual topics

Print a topic by pressing the Print this Topic icon in the top or bottom right corner of the topic pane (Windows only) or choose File > Print from the browser menu bar.

▷ To print the whole guide

All the information from the online Reference Guide is also provided in a printer-friendly Portable Document Format (PDF). Click the Print this Guide link on the blue tab at the top of the pane, and you can print the whole document or specific sections as required by clicking the Print icon on the Adobe Acrobat toolbar. This feature is only available if your browser has the Adobe Acrobat plug-in.

Related topics:
- Navigation Overview on page 5

Once you have opened the online Reference Guide in your browser, we recommend you leave the browser application open so you can access new topics quickly.

Related topics:
- Navigation Overview on page 5

the following Internet browsers are supported for viewing the online Reference Guide.

▷ Support Browsers

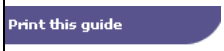
Version	Platform	Operating System
I.E. 5.0	• PC	Windows 95, 98, NT, 2000
I.E. 5.5	• PC	Windows 95, 98, NT, 2000
I.E. 6.0 and higher	• PC	Windows 95, 98, XP, NT, 2000, 2003
FireFox	• PC	Windows 95, 98, XP, NT, 2000, 2003
Safari	• Mac	OS X 10.3

Related topics:

• Navigation Overview on page 5

Navigation Overview

To ...	Click ...
view topics	the Contents tab and expand the sections by clicking ▸ and ■ to open the topic.
jump to the Next topic in sequence	
jump to the Previous topic in sequence	
jump to a higher level in the document hierarchy	the level you want in the path at the top of the topic pane: Monitor Profiles > Monitor Basics > CRT and LCD Monitors
find topics in the alphabetical Index	the Index tab. If index topic is located in more than one location, click on the subtopic list that appears.
perform a full-text search. **Note**--The search engine has been set up to ignore common words such as "a", "the", etc. However, this also means that if you include one of these common words in your search query, you will obtain no results.	the Search tab
jump to Related Topics, to additional info and internet sites	text highlighted in red

To ...	Click ...
jump Forward and Back in your browse sequence	the Forward and Back buttons in your web browser.
display a glossary definition	the terms highlighted in red
print a topic (for Windows users only)	Click the printer icon (Windows users only) or choose File > Print from the browser menu bar.
display all supporting documents	
print the printer-friendly Portable Document Format (PDF)	
display all icons	
display all shortcuts	

Keyboard and Mouse Conventions

All key names are shown in capital letters. For example, the Control key is shown as CTRL.

Keys are frequently used in combinations or sequences as shortcut keys. For example, SHIFT+F3 means to hold down the SHIFT key while pressing F3.

The following mouse conventions are used:

To ...	Do this ...
Click	Point to an item, and then quickly press and release the mouse button without moving the mouse.
Double-click	Point to an item, and then quickly press and release the mouse button twice.
Context-click on Windows	Click the right mouse button.
Context-click on Macintosh	Hold down the CTRL key while clicking the mouse button.
Drag	Point to an item. Press and hold down the mouse button as you move the mouse to a new location, then release the mouse button.

Related Documentation

Button used to open all supporting documentation.

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CHAPTER 1

Introduction

The Arkitex Workflow solution for Newspaper Production is built on the experience of the world's leading prepress providers: Agfa, who pioneered PDF-based workflow automation; and Autologic, who was among the first to integrate front ends with press systems. It integrates proven, user-preferred functions with the most advanced technology to provide a single, easy-to-use solution.

▷ Arkitex Director and Pair

Technological advances in recent years are changing the way newspapers are produced. The central print site is the focus, handling newspapers for a number of publishers, and thus receiving pages from numerous locations with differing deadlines.

Output of the correct number of separations per page for each edition — and then the correct number of duplicate plates — is always the target. Arkitex Director makes sure separations and plates are ready for production. Through the use of colorful icons, it provides an at-a-glance status of each page's progress towards the target, monitoring the arrival of files and output of the required quantity of plates.

Arkitex Director manages pages from the point at which they are received from the front-end right through to placing of the plates on the press — through the output management/OPI system, the RIP, the platesetter, the processor, and the punch/bender.

Arkitex Director and Arkitex Pair are equally useful when outputting to film as when outputting direct-to-plate.

▷ Arkitex Courier

Courier is the 4th generation of transmission systems based on the computer industry standard method for developing and deploying network based systems that are based around the use of Java and Web services.

Courier is based on J2EE architecture where each main task is handled by a separate "subsystem". All communications between the Engine and the subsystems use JMS (Java Message Service) messages.

NOTE: Courier licensing allows you to load as many copies of the subsystems on as many computers as required.

Courier and Director

While Courier and Director (and Foundation and Pair) have many features in common, they also have some distinct differences.

The biggest difference is the “focus” of each system.

Courier is a file transmission system that, while it is designed to transmit, control, and track "Pages", primarily focuses on individual files. These files may be layers of a page, or they may be other types of files, such as ads or plate components.

Courier does provide a number of page-based interface features - such as thumbnails and page approval - but at its core, Courier is file based.

Director, on the other hand, is an imaging workflow system that focuses on the imaging of press ready plates and films. Although Director does provide "page" and "layer" based features, the focus of the system is on the output of plates or films.

Courier knows nothing about plate imposition since the actual imposition is a press site requirement. In addition a file or a page may be sent to many different print sites, each of which can have different imposition settings. Therefore, the Courier interface will not display any sheet based interfaces; it focuses on pages and files.

There are many other imaging features - such as the ability to request damaged plates, change plate templates, or set imaging priority - that are press site features of Director, and are not present in Courier.

There are, however, many features common between the two systems. Soft proof thumbnails and soft proof details are prime examples. These features are identical across the two systems.

Input File Names

Just as in Director, if a file is received in Courier and it contains a comma and number (,1) at the end of the file name, Courier interprets this as the version number. This is regardless of the order the file is received. So ,2 would mean Version 2. This will be displayed in the various views.

By default, the highest version number is the current version number, unless manually changed by the user.

Those features that are specific to transmission will be present in Courier while those features that are specific to imaging will be in Director.

CHAPTER 2

Workflow Functional Description

- Arkitex Console 22
- Publication Builder 22
- Engine 24
- Arkitex Client 25
- Arkitex Plate Builder 27
- Linker 28
- Arkitex AutoInk 28
- Purge Utility 28

Arkitex Director and Arkitex Pair integrate a number of software modules to perform their managing functions. All modules can be used via both Director and Pair, and most modules can be used from remote platforms as well.

NOTE: The number of Director and Pair modules that can be activated concurrently is controlled by passwords.

Activate each of the installed Arkitex Director and Arkitex Pair modules from the Windows Start button, (e.g., **Start** > **Programs** > **Arkitex Director**).

On the Director and Pair platform, you can activate other modules from the Console module. This online help will give a brief description of each module's functionality and will give an in-depth explanation of each individual module.

Arkitex Console

The Arkitex Console is one of the main modules used for configuring Arkitex Director. It is a control panel from which other modules on the Arkitex Director and Pair can be activated.

NOTE: The Arkitex Console can only be installed on the Arkitex Director and Pair platform and cannot be installed on a remote platform.

Related topics:

- "Publication Builder" on page 22
- "Engine" on page 24
- "Arkitex Client" on page 25
- "Arkitex Plate Builder" on page 27
- "Linker" on page 28
- "Arkitex AutoInk" on page 28
- "Purge Utility" on page 28

Publication Builder

The Publication Builder Setup module allows creation and configuration of specifications of an edition.

NOTE: An edition can additionally be created by software external to Arkitex Director. One example of this is Arkitex AutoPlan communicating with a Press Control System.

Each edition may consist of up to 256 sheets or 998 pages of any size, including tabloids, broadsheets, panoramas, and paired pages.

NOTE: The term 'sheet' used in this online help refers to a 'Press Sheet'. A sheet can contain many pages, and each page can contain color layers. Each color layer of the sheet has a plate; therefore, sheet is the proper way to refer to the combination of multiple pages with one or more colors per page.

While progressing through the Publication Builder module, specific screens and functionality will become available to you depending on which product licenses have been purchased, i.e., an Arkitex Director license package, or a Arkitex Pair license package.

Input File Formats

Incoming pages may include up to seven color layers. Supported input formats are:

- **1-bit TIFF single-strip** - Uncompressed, or CCITT Groups 3 / 4 or PackBits
- **EPS** - Encapsulated PostScript is a standard file format for importing and exporting PostScript files.
- **DCS 1.0** - Desk Color Separation based on the EPS file format composed of five separate files.
- **DCS 2.0** (single file) - Desktop Color Separation based on the EPS file format as a collection of separate files glued together to form one big file.
- **PostScript** - To enable RIP once, image many features, and select handling (e.g., holding or imaging) of individual layers within the page, the incoming PostScript must be composite or individual, single-layers files only (not a pre-separated file containing all layers).
- **PDF** (for transmission as PDFs only) - Output from Arkitex Director and Arkitex Pair is PostScript, TIFF, PDF, or XML.
- **Arkitex Pair Functionality** - The Arkitex Pair functionality allows pairing pages within an edition, controlling which pages are single pages, false pages, gutterless pages, double page spreads, etc., and to assign page numbers and page furniture as required.

Arkitex Director Functionality

Arkitex Director functionality enables the production of the edition to be managed. Priorities may be applied to different editions, ensuring print site control of publications arriving from various locations. It is also possible to assign an automatic 'hot' priority during an edition's time-critical production period. Different deadlines may be set for each page or separation in an edition. A warning is triggered on the Arkitex Client Tracking screen if the time is reached before completion — Arkitex Client is the tool used to monitor the status of pages/separations through production, and/or view Soft Proofs. Soft Proof Web clients are also available.

Incoming pages may be shared among editions, and section handling features are available.

A 'hold' can be implemented after a specific quantity of duplicate plates has been produced. This enables the presses to start running, while the remaining

duplicate plates can be released later. This facility is useful when late editorial changes are expected for a particular page.

A FastTrack method of setup is available for speedy handling of unexpected editions. Previously created Publication Builder files may be re-opened in Publication Builder Setup for parameters to be previewed before production begins. Publication Builder will additionally preview an External PRM file; however, editing this type of file in Publication Builder is not supported, and viewing some information is restricted.

NOTE: Publication Builder information may be downloaded from an external source (e.g., Arkitex Planner or a press planning system) so that existing data does not need to be manually re-entered. This is called an 'External Arkitex Director' type file.

Related topics:
- "Arkitex Console" on page 22
- "Engine" on page 24
- "Arkitex Client" on page 25
- "Arkitex Plate Builder" on page 27
- "Linker" on page 28
- "Arkitex AutoInk" on page 28
- "Purge Utility" on page 28

Engine

The Publication Builder definitions are entered into the Arkitex Director database using the 'activate' process. The Engine is the module that receives incoming pages, forwards them for output (typically to Arkitex Producer), and then deals with on-the-fly change requests during production.

NOTE: The Engine can only be installed on the Arkitex Director and Pair platform; however, a module identical to the Engine called the 'Remote Engine' can be installed on a remote platform.

A status log window is available on the Engine display with the log messages held in an MS SQL database that may be queried for user-specific reporting.

▷ Log Viewer

The Log Viewer module is provided free of charge with the Arkitex Director and Arkitex Pair system. It is an administrative program that allows monitoring of system messages. This monitoring from a computer other than the Arkitex

Director and Arkitex Pair server allows the setting of alerts and other custom scripting to notify people of system messages.

Related topics:

- "Arkitex Console" on page 22
- "Publication Builder" on page 22
- "Engine" on page 24
- "Arkitex Client" on page 25
- "Arkitex Plate Builder" on page 27
- "Linker" on page 28
- "Arkitex AutoInk" on page 28
- "Purge Utility" on page 28

Arkitex Client

Arkitex Client is the module used to view the current production status of an edition and replaces the Edition View modules previously used by earlier versions of Arkitex Director. This module is accessed via a Web browser, typically Internet Explorer.

An edition may be viewed as a whole at any stage of production. The steps through which a sheet or single page/separation is passing may be displayed to monitor progress. Local or remote user displays can be defined under password control enabling selected staff to 'view only', or 'view and manage' specific editions. 'Hot' pages needing special attention, or pages belonging to specific sections, can additionally be grouped together in a single display.

A Soft Proof option enables pages and individual layers to be previewed before output. CMYK and spot color values are reported by Soft Proof to assist the checking of color output from the press.

Approval can be used to block 'pages from output until the page has been approved.

A printing proof option enables pages to be output to a local printer or Hard proofed to network printers. Hard proofs can output to different proofers depending on whether the output is mono or color.

The following standard, on-the-fly changes are possible during production:

- The number of expected layers
- The color of expected layers
- The output path of the page(s)

- The output file name
- The Approval of a page

NOTE: Product purchased licenses will affect the browser appearance and functionality of the Arkitex Director and Arkitex Pair.

Arkitex Pair Functionality

When accessing Arkitex Pair functionality via Arkitex Client, the following on-the-fly changes are possible during production:

- The expected incoming file name for each page within a pair
- The template
- The color to be resubmitted
- The ignore status of each page within the pair
- The version of the file to output

Arkitex Director Functionality

Arkitex Director functionality accessed via Arkitex Client will display the production status of each edition at every event in the production sequence.

NOTE: The Arkitex Pair functionality accessed via Arkitex Client will only display the production status of each edition at the Arkitex Pair event.

Barcode readers may be used to feed status back to Arkitex Director at various stages of output, e.g., when plates leave the processor or punch/bender, and when they are placed on the press. Detailed log messages are easily accessible.

Arkitex Director can also track transmission of files with users at Send sites able to view progress at the Receive site, and vice versa.

Possible on-the-fly changes during production are as follows:

- The expected incoming file name for each file/page
- The number of duplicate plates required
- The hold value

- The deadline time
- The hot time
- The ignore status of each page
- Priority

Single plates may be re-imaged in the event that one is damaged without the need for the page or separation to be re-sent from the front-end.

Related topics:

- "Arkitex Console" on page 22
- "Publication Builder" on page 22
- "Engine" on page 24
- "Arkitex Client" on page 25
- "Arkitex Plate Builder" on page 27
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Arkitex Plate Builder

This module allows page furniture to be added to/removed from incoming pages enabling, for example, a press site's required cut marks or color strips to be applied to pages input from various editorial sites and publishers. It also enables stripping in of rectangular elements, such as ads.

Arkitex Pair Functionality

If the Arkitex Pair packages of licenses are purchased, Arkitex Plate Builder is able to define multiple pages within the full image area of a final film or plate. You are able to change the sizing, positioning, and rotating of pages as global templates that may be applied to multiple publications/editions.

If the Arkitex Pair license has been purchased, up to two pages may be configured in a template.

When the Multi-up license has been purchased, up to eight pages may be configured in a template.

Related topics:

- "Arkitex Console" on page 22
- "Publication Builder" on page 22
- "Engine" on page 24
- "Arkitex Client" on page 25

- "Linker" on page 28
- "Arkitex AutoInk" on page 28
- "Purge Utility" on page 28

Linker

This module allows Arkitex Plate Builder and Ink Preset files to be added to, or removed from, incoming editions, sheets, pages, separations, and to generate updated Soft Proof and Arkitex AutoInk on-the-fly during production.

NOTE: Arkitex AutoInk can only be generated if the Arkitex Director package of licenses has been purchased, and only then if the Ink Preset license has been purchased as well.

Related topics:

- "Arkitex Console" on page 22
- "Publication Builder" on page 22
- "Engine" on page 24
- "Arkitex Client" on page 25
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- "Arkitex AutoInk" on page 28
- "Purge Utility" on page 28

Arkitex AutoInk

Ink density calculations may be generated automatically for each file received, catering for non-inking areas and different-sized ink zones.

Related topics:

- "Arkitex Console" on page 22
- "Publication Builder" on page 22
- "Engine" on page 24
- "Arkitex Client" on page 25
- "Arkitex Plate Builder" on page 27
- "Linker" on page 28
- "Purge Utility" on page 28

Purge Utility

The purge facility enables edition parameters to be reset or deleted after use. It is also used to remove log messages older than a user-defined date and to delete

specified files. Files can be purged manually or scheduled to automatically be deleted at specified dates and times according to specific criteria.

Related topics:

- "Arkitex Console" on page 22
- "Publication Builder" on page 22
- "Engine" on page 24
- "Arkitex Client" on page 25
- "Arkitex Plate Builder" on page 27
- "Linker" on page 28
- "Arkitex AutoInk" on page 28

CHAPTER 3

Arkitex Console

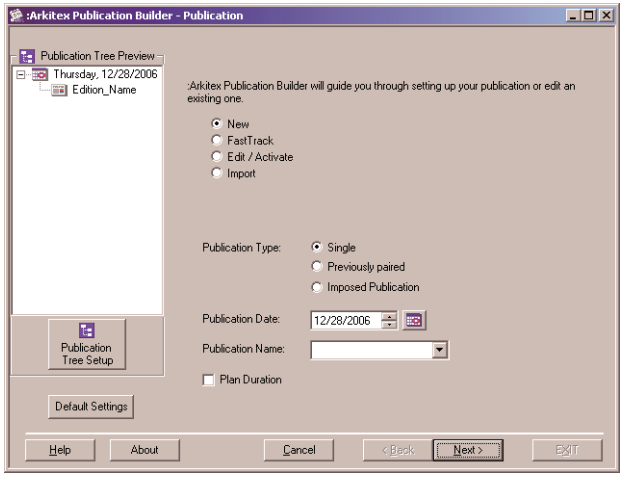
The **Arkitex Console** is the 'launch pad' for the various Arkitex Workflow modules.

NOTE: The **Arkitex Console** will always be titled as **Arkitex Console** irrelevant of whether only Arkitex Pair is installed, only Arkitex Director installed, or if it is a combined Arkitex Director and Arkitex Pair system.

From left to right the buttons access:

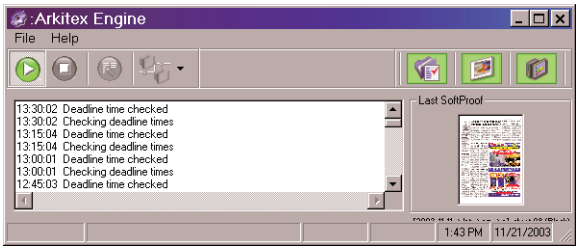
▷ Publication Builder

Opens **Arkitex Publications Builder**.



Engine

Opens **Arkitex Engine**.



Arkitex Client

Opens **Arkitex Client**.

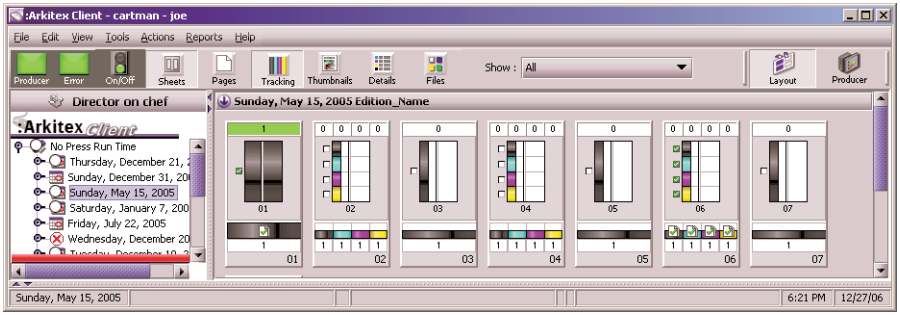
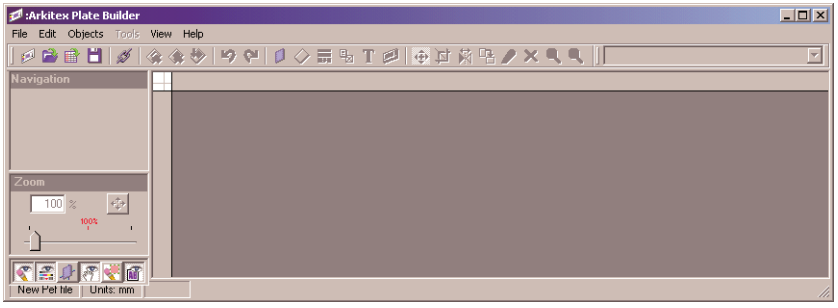


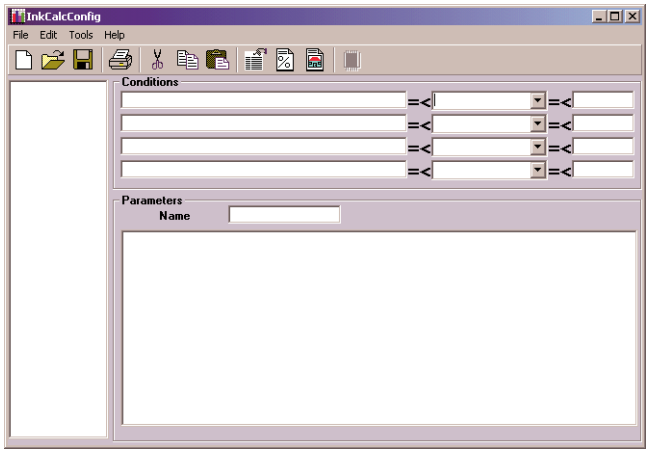
Plate Builder (optional)

Opens **Arkitex Plate Builder**.



▷ Ink Setup (optional)

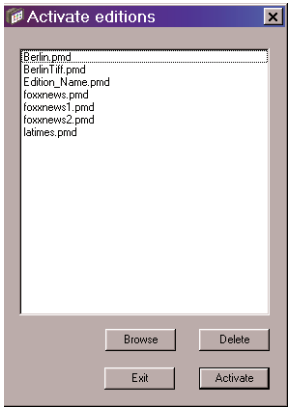
Opens **InkCalcConfig**.



NOTE:
1. For help on Intergrator, select **Help** > **Topics** from the InkCalcConfig menu.
2. For help on AutoInk refer to CG+0951400001.

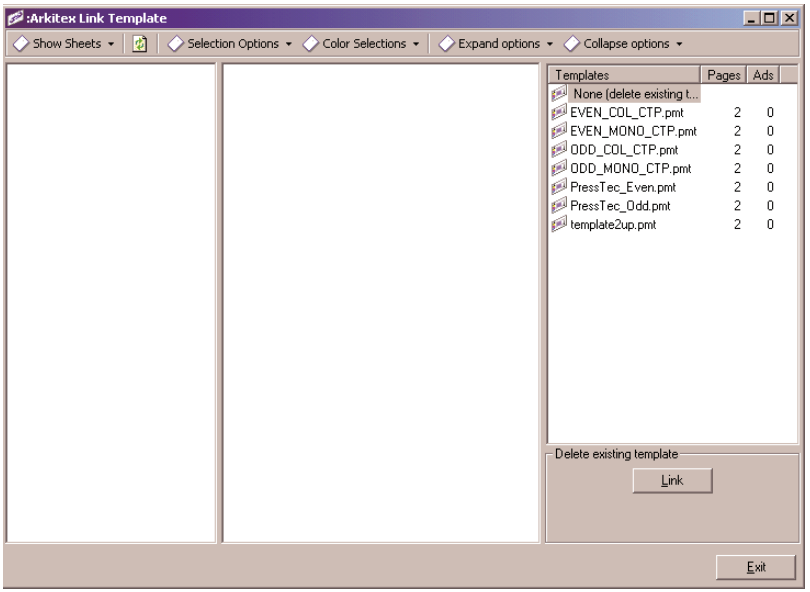
▷ Activate

Opens **Activate editions**.



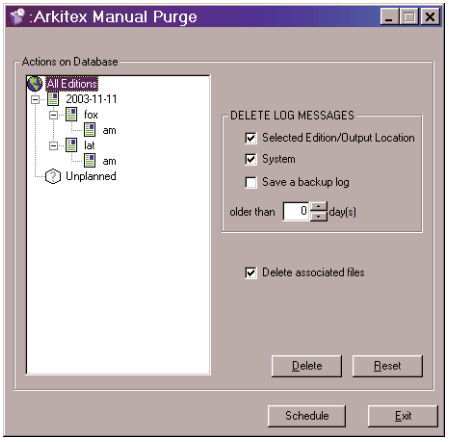
▷ Link Template (optional)

Opens **Arkitex Link Template.**



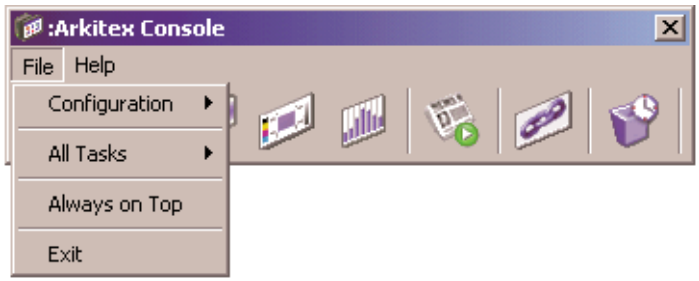
▷ Manual Purge

Opens **Arkitex Manual Purge.**



Menu

The Console Menu contains two options: File and Help.



File

- **Configuration** - The default **Configuration** options relate to global system parameters. Options include: **General**, **User Logins**, **Plate Builder**, **Event Manager**, **Event Sequence**, **Unplanned**, **FastTrack Colour Ids**, **Mail Notification**, **Coloured Paper**, **Load Configuration** and **Save Configuration**.
- **All Tasks** - The server can be backed up and restored. Also the Arkitex Producer Server can be changed.
- **Always on Top** - Sets the Console to always appear on top of any other program display. Once this has been chosen, click on the Console with the right mouse button to revert back to where other programs can display on top of the Console.
- **Exit** - Closes the Console bar.

Help

The Help menu item contains the **About** screen.

When opened, the **About** screen displays the current build number. This build number should be referred to whenever any questions or problems about Arkitex are raised.

Related topics:

- Refer to the :Arkitex Workflow Reference Guide (Part Number CG+0948510001)
- Refer to the :Arkitex AutoInk Reference Guide (Part Number CG+0951400001)

CHAPTER 4

Director-Login/Log Out

- "Log In/Log Out" on page 38
  - "How to Log In" on page 38
  - "User Authentication Error" on page 40
  - "Connection Error" on page 41
  - "Login Errors" on page 41
  - "Closing a Connection" on page 42
  - "Logout" on page 44
  - "Logging in Twice & its Limitations" on page 44
  - "Arkitex Client Down" on page 45

Log In/Log Out

Once Arkitex Client has been installed, it can be activated by opening Microsoft Internet Explorer or FireFox on a Microsoft ® Windows platform, or Safari on an Apple ® Macintosh platform, and entering the web address (URL) assigned by your system administrator.

e.g., http://your Arkitex Director Server

The following Internet browsers are supported:

Version	Platform	Operating System
I.E. 5.0	• PC	Windows 95, 98, NT, 2000
I.E. 5.5	• PC	Windows 95, 98, NT, 2000
I.E. 6.0 and higher	• PC	Windows 95, 98, XP, NT, 2000, 2003
FireFox 2.0	• PC	Windows 95, 98, XP, NT, 2000, 2003
Safari	• Mac	OS X 10.3

NOTE: The screenshots in this manual were taken on a Windows platform. Mac users will notice that their Arkitex Client screens use the Mac look-and-feel, including methods of multiple selection, pop-up menus. On Macs, shift-click is used for multiple selection, and control-click is used to access pop-up menus.

NOTE: Macintosh clients running at OS 10.3 must use the Safari browser to access the Arkitex Director Server.

Related topics:

- "How to Log In" on page 38
- "User Authentication Error" on page 40
- "Connection Error" on page 41
- "Login Errors" on page 41
- "Closing a Connection" on page 42
- "Logout" on page 44
- "Logging in Twice & its Limitations" on page 44
- "Arkitex Client Down" on page 45

How to Log In

The first time you start Client, a signed dialog box will appear.

First Time

1 Click the **Yes** button or **Always** button to continue.

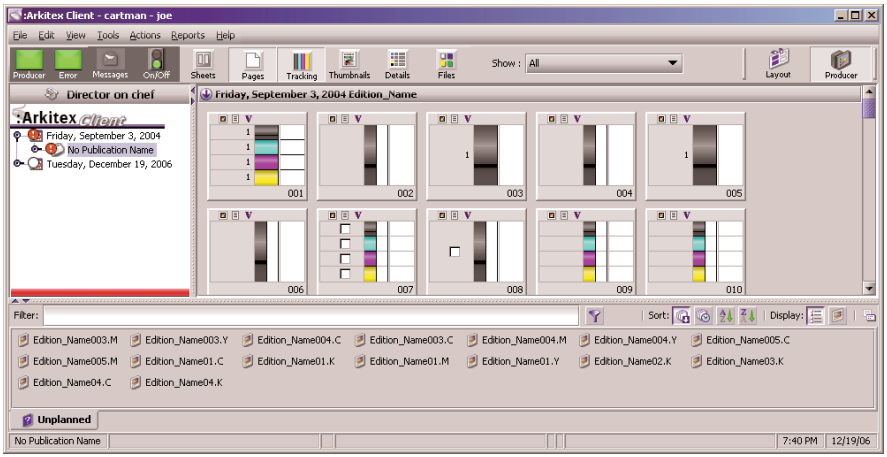
2 When opening your Arkitex Director and Arkitex Client site, the **Arkitex Client** Login screen will appear.

3 In the blank field next to the **Log In** button:

a Enter your user login name and password.

NOTE: This name and password are assigned by your Arkitex administrator. This controls who can access an Arkitex Director or Courier, and which editions you have permission to view. When you type in the Arkitex Client login screen password, each character typed will be encrypted for your protection and represented by an asterisk '*' character.

b Once you have entered your user login name and password, press the **Log In** button, and the Arkitex Client dialog screen will appear.

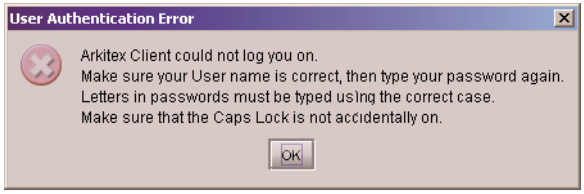


Related topics:

- "User Authentication Error" on page 40
- "Connection Error" on page 41
- "Login Errors" on page 41
- "Closing a Connection" on page 42
- "Logout" on page 44
- "Logging in Twice & its Limitations" on page 44
- "Arkitex Client Down" on page 45

User Authentication Error

If you enter an incorrect user login name or password in the Arkitex Client Log In screen, a **User Authentication Error** dialog box will appear.



▷ Error Message

1 If this error message appears, press the **OK** button.

2 Re-enter a correct user login name, or contact your system administrator.

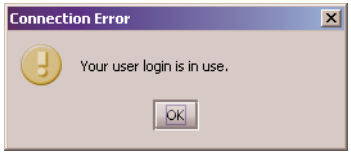
Related topics:

- "How to Log In" on page 38

- "Connection Error" on page 41
- "Login Errors" on page 41
- "Closing a Connection" on page 42
- "Logout" on page 44
- "Logging in Twice & its Limitations" on page 44
- "Arkitex Client Down" on page 45

Connection Error

If you enter a user login name that is already being used in Arkitex Client, the following dialog box will be displayed.



Connection Error

1 If this error message occurs, press the **OK** button.

2 Log out of the Arkitex Client that is using this user login name.

3 If you do not know where this user login name is in use, report this to your system administrator, and ask them to close the connection from the Arkitex on your behalf.

Related topics:

- "How to Log In" on page 38
- "User Authentication Error" on page 40
- "Login Errors" on page 41
- "Closing a Connection" on page 42
- "Logout" on page 44
- "Logging in Twice & its Limitations" on page 44
- "Arkitex Client Down" on page 45

Login Errors

If an incorrect user login name or password is entered in the **Arkitex Client** Log In screen, a **Connection Error** dialog box will appear.

If this error message appears, press the **OK** button, and re-enter a correct user login name, or contact the system administrator.

If a user login name is entered that is already being used in Arkitex Client, the following dialog box will be displayed.

If this error message occurs, press the **OK** button, and close or log out of the Arkitex Client that is using this user login name. If it is unknown where this user login name is in use, report this to the system administrator, and ask them to close the connection from the Arkitex Director and/or Arkitex Pair Server platform.

Related topics:

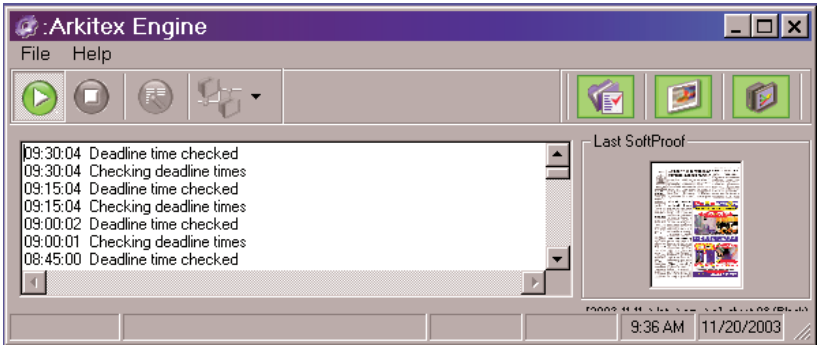
- "How to Log In" on page 38
- "User Authentication Error" on page 40
- "Connection Error" on page 41
- "Closing a Connection" on page 42
- "Logout" on page 44
- "Logging in Twice & its Limitations" on page 44
- "Arkitex Client Down" on page 45

Closing a Connection

The system administrator can close connections to the server.

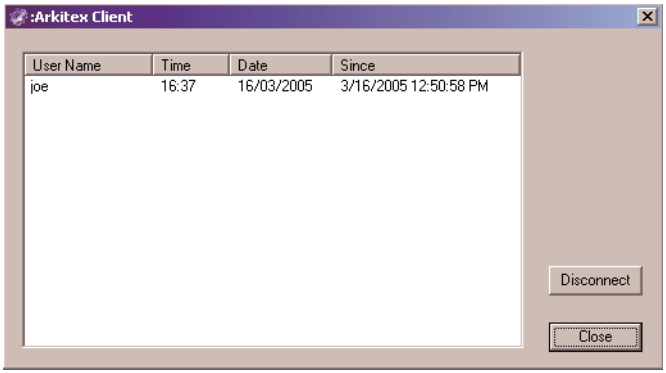
▷ Close connection

1 Select the **Client Connection** button on the Arkitex Engine.



2 Click on the **Clients Connections** button.

3 The **Arkitex Client** dialog box will then open.



4 The **User Name** for each user logged on as a Arkitex Client will be listed.

▷ To disconnect a user

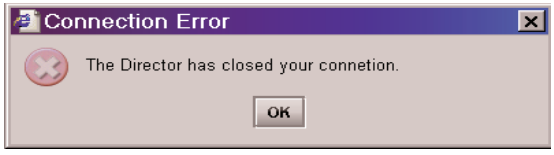
5 Select their name from the list displayed in the **Arkitex Client** dialog box

6 Press the **Disconnect** button.

7 The selected Arkitex Client User Name will now be removed from the **Arkitex Client** dialog box.

8 Press the **Close** button.

9 The **Connection Error** dialog box now appears on the Arkitex Client platform that has been disconnected from Arkitex.



10 Click the **OK** button.

Related topics:

- "How to Log In" on page 38
- "User Authentication Error" on page 40
- "Connection Error" on page 41
- "Login Errors" on page 41
- "Logout" on page 44
- "Logging in Twice & its Limitations" on page 44
- "Arkitex Client Down" on page 45

Logout

Once you have successfully logged in to **Arkitex Client**, the login screen will update to the **Log Out** screen.

To close Arkitex Client

1 You can log out of **Arkitex Client** at anytime by pressing the **Log Out** button on the **Log out** screen:

2 Or by clicking on **File** > **Logout** from the menu bar of the **Arkitex Client** dialog box.

Related topics:

- "How to Log In" on page 38
- "User Authentication Error" on page 40
- "Connection Error" on page 41
- "Login Errors" on page 41
- "Closing a Connection" on page 42
- "Logging in Twice & its Limitations" on page 44
- "Arkitex Client Down" on page 45

Logging in Twice & its Limitations

It is possible to be **logged In** to Director as yourself on the same system, and to **log In** again on another system.

Log In

1 Open Microsoft Internet Explorer or FireFox on a Microsoft Windows platform, or Safari on an Apple MacIntosh platform.

2 Enter the web address (URL) assigned by your system administrator.

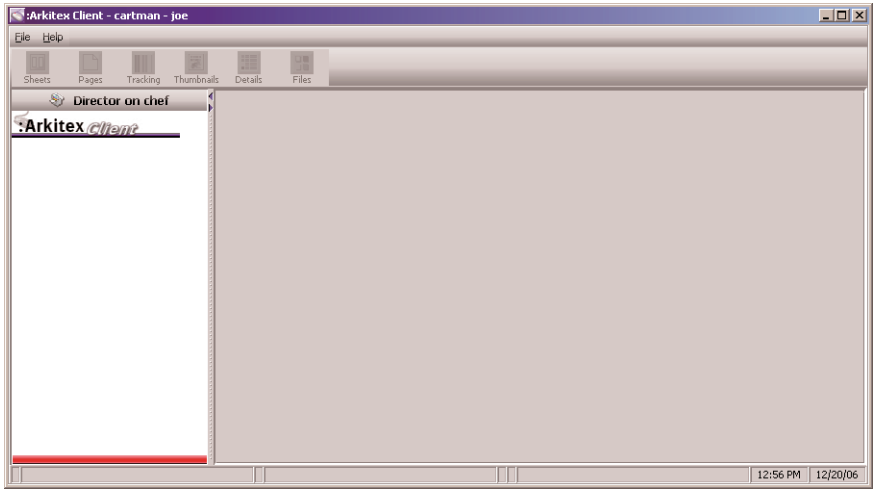
e.g. http://your Arkitex Director Server

3 Enter the **Username** and **Password** that is already being used in Arkitex Client.

4 On the same system:

5 A **Connection Display** error dialog box is displayed; press the **OK** button.

6 The following screen is displayed:



Related topics:

- "How to Log In" on page 38
- "User Authentication Error" on page 40
- "Connection Error" on page 41
- "Login Errors" on page 41
- "Closing a Connection" on page 42
- "Logout" on page 44
- "Arkitex Client Down" on page 45

Arkitex Client Down

On occasion the server might be inaccessible so that you cannot log in.

▷ You Can Not log on

NOTE: One clue that the Arkitex Client is down is when no **Username** appears after entering the web address (URL).

1 Enter your **Username** and **Password**.

2 Click the **Log In** button.

3 If the server is down, you will get the following pop-up window:

4 Report this to your system administrator.

Related topics:

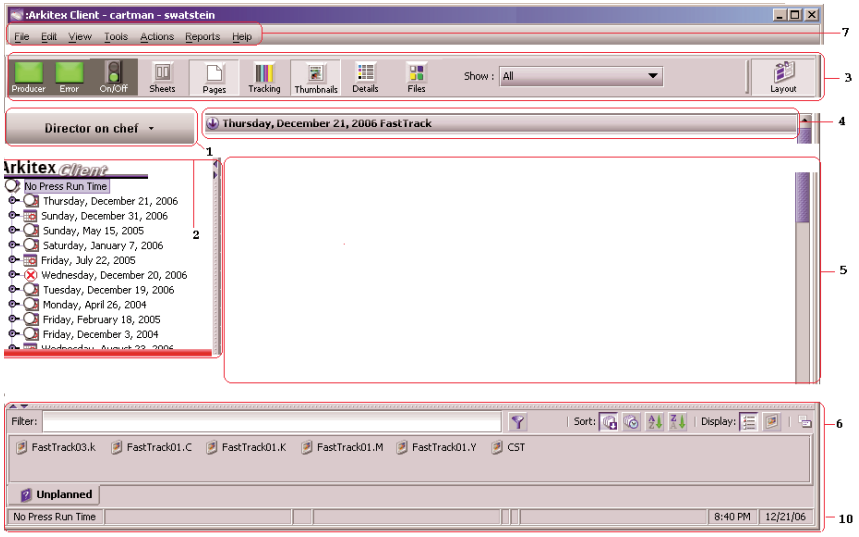
- "How to Log In" on page 38
- "User Authentication Error" on page 40
- "Connection Error" on page 41
- "Login Errors" on page 41
- "Closing a Connection" on page 42
- "Logout" on page 44
- "Logging in Twice & its Limitations" on page 44

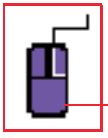
CHAPTER 5

Director-Arkitex Client

- "Arkitex Client - Director" on page 48
  - "Arkitex Client Menu" on page 77
  - "Arkitex Client Toolbar" on page 50
  - "Edition Tree" on page 51
  - "Main Pane" on page 51
  - "Status Bar" on page 52
  - "Client Tab > General Tab" on page 57
  - "Client Tab > Publication Tree Tab" on page 59
  - "Director Tab > Page Icon Tab" on page 66
  - "Director Tab > Sheet Icon Tab" on page 67
  - "Director Tab > Display Tab" on page 68

Arkitex Client - Director

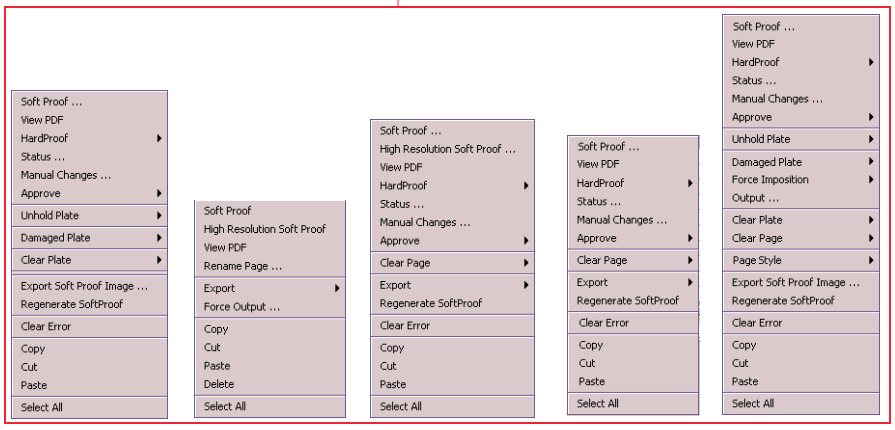




You can click on the right mouse button to bring up the shortcut menus

11

8



1

A pull-down menu that allows you to select one or more Director sites to monitor. The names of the Director sites will be configurable and will appear in order of configuration. Permissions will determine which servers and editions appear in the server button and navigation tree.

2 "Edition Tree" on page 51 - A flexible user-defined hierarchy of press run time, publication day, publication name, edition name, zone name, view group, and selection; and the Unplanned Pane (see "Director Unplanned" on page 205).

NOTE: Errors in any file in a node will cause the icon in the node and all its ancestor nodes to turn red.

Below the nodes representing editions are nodes representing input points allowing you can monitor the status of files not associated with editions, but that get their configuration from the input point.

The tree and its detail panes will dynamically update as editions are added or deleted, or new files arrive, or the editions are purged.

3 "Arkitex Client Toolbar" on page 50 - Allows you to select the type of information to display.

4 Edition Title Bar - "Main Pane" on page 51.

5 "Main Pane" on page 51 - Shows page thumbnails, status of transmissions to all destinations, selected destinations or summary of destination status for the selected tree node depending on button selected in the toolbar:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Hot Time" on page 93
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
- "View Sheets" on page 100

- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105
- **Layout** - Event that was defined.
- **Producer** - Event that was defined.

6 "Unplanned Files" on page 205

7 "Arkitex Client Menu" on page 77 - Allows you to select the type of information to display.

8 **Shortcut menu** - Contains commonly used commands for the items under the pointer.

9 **Unplanned Shortcut Menu** - "Shortcut Menu" on page 209

10 "Status Bar" on page 52

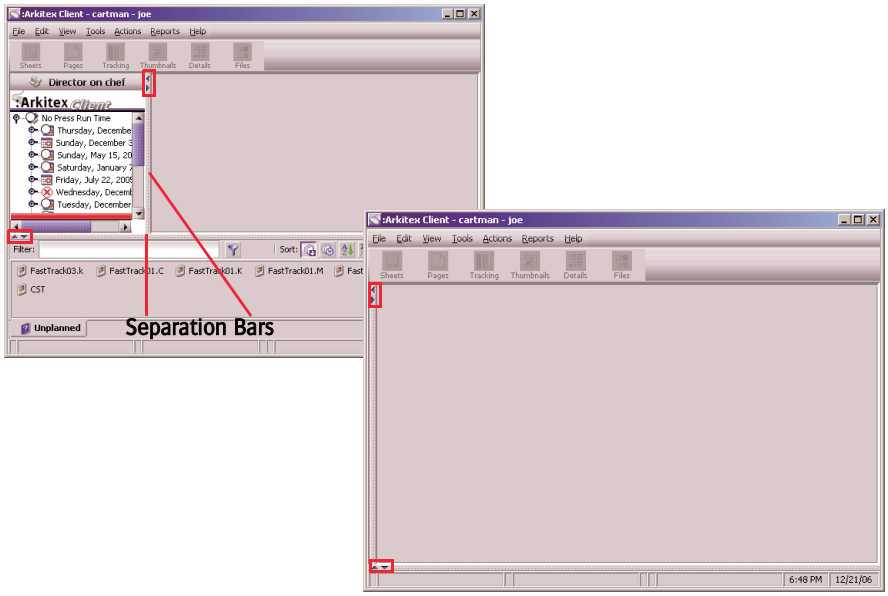
Arkitex Client Toolbar

"Arkitex Client Toolbar" on page 85 - The permissions assigned to your user login will control what is displayed in the Arkitex Client toolbar. The Arkitex Client will display when the basic permission has been configured. The Arkitex Client toolbar will be populated with more information and extra controls when other permissions are assigned.

Navigation Tree Hide/Unhide

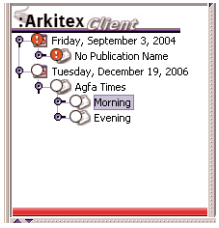
You can hide the Edition Tree and the Unplanned Pane by using the left/right arrows next to the Edition Tree and right above the Unplanned Pane.

You can also drag the separation bars to adjust the display.



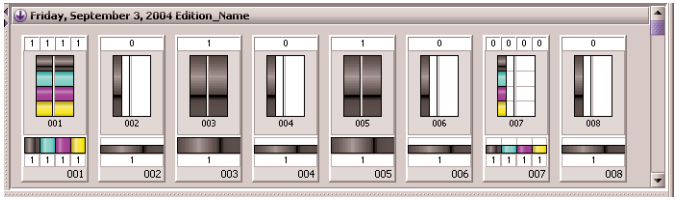
Edition Tree

Each edition you have permission to Track, Change, or view Soft Proofs within will be displayed in the Edition Tree. The edition tree is shown on the left side of the client window.



Main Pane

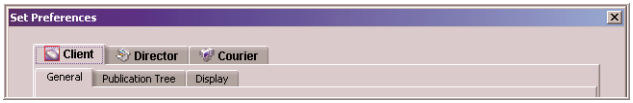
The main pane is the main portion of the Client dialog box where the Page icons or thumbnail icons linked to an edition are displayed. Also displayed is the title bar for the currently selected edition.



Status Bar

The status bar is along the bottom of the Client dialog box and reports the time and date of the last automatic refresh of Arkitex Client. When logged in with permission to access an edition, the Status bar additionally displays information related to the selected edition, e.g., Edition Name and HotTime details (where relevant).

Set Preferences Dialog



When logged in to Arkitex Client, it will automatically check for an Arkitex Client configuration assigned to the Arkitex Client User Login Name. If it does not find a configuration assigned to the login, it will use the default configuration.

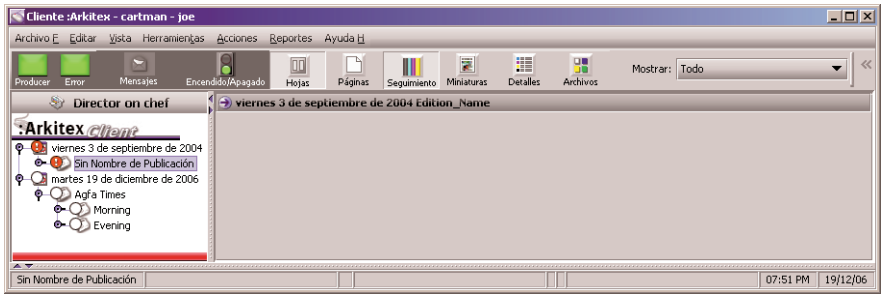
To configure Arkitex Client, refer to "Director-Set Preferences" on page 55.

Locale

The **Locale** option allows languages other than 'English (United States)' to be used within Arkitex Client.

The **Set Preferences** dialog box drop down list box displays the standard languages provided with a standard Arkitex Client installation. Extra Locale languages may be installed as part of the Arkitex Client installation. Refer to the Arkitex Director and Pair System Administration Guide for more information on installing extra languages.

In the **Client** Web dialog box, here is a sample of how the Arkitex Client Tracking/Thumbnails screen would appear if 'Spanish (Mexico)' is selected as the Locale language:



Show text labels in buttons

Select the **Show text labels in buttons** option to show text labels in the Arkitex Client toolbar.

The image below displays this option checked (enabled):

And in this example, unchecked (disabled).

Sort Unplanned Pages

This option determines where the newest received page in the Unplanned folder should be displayed:

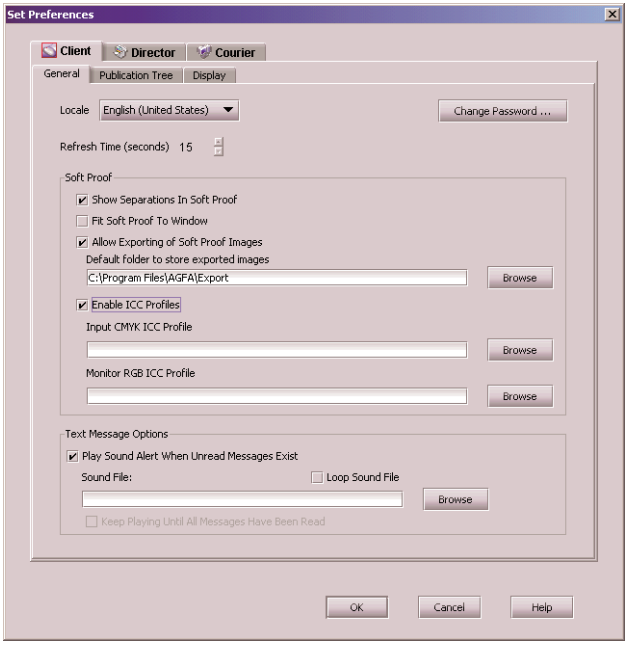
First In, First to Show	This would display the newest page first in the list of unplanned pages in the Unplanned Folder.
First In, Last to Show	This would display the newest page last in the list of unplanned pages in the Unplanned Folder.

CHAPTER 6

Director-Set Preferences

- "Set Preferences" on page 56
  - "Client Tab > General Tab" on page 57
  - "Client Tab > Publication Tree Tab" on page 59
  - "Client Tab > Display Tab" on page 61
  - "Director Tab > General Tab" on page 63
  - "Director Tab > Page Icon Tab" on page 66
  - "Director Tab > Sheet Icon Tab" on page 67
  - "Director Tab > Display Tab" on page 68
  - "Director Tab > Colors Tab" on page 70

Set Preferences

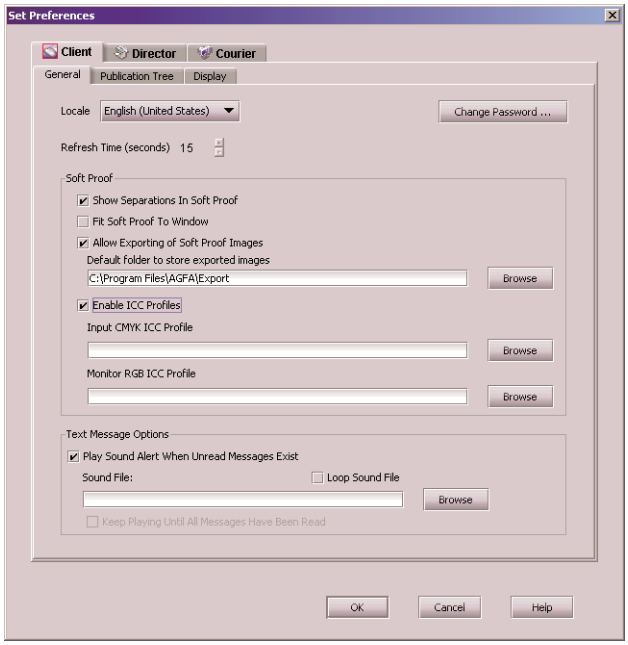


Related topics:

- **Client**
  - “Client Tab > Publication Tree Tab” on page 59
  - “Client Tab > Publication Tree Tab” on page 59
  - “Client Tab > Display Tab” on page 61
- **Director**
  - “Director Tab > General Tab” on page 63
  - “Director Tab > Page Icon Tab” on page 66
  - “Director Tab > Sheet Icon Tab” on page 67
  - “Director Tab > Display Tab” on page 68
  - “Director Tab > Colors Tab” on page 70
- “Log In/Log Out” on page 38

Client Tab > General Tab

This options lets you control the language locale, refresh time, soft proof options, text message options, and change the password.



▷ Locale

This option allows you to assign a language other than English (United States) to be used within Arkitex Client. The **Locale** drop down list box displays the standard languages provided with a standard Arkitex Client installation and also determines if the Hot Time is set in 12 hour or 24 hour time.

▷ Refresh Time (seconds)

Range is 15-995 seconds.

- **Toolbar Buttons**
  - **Icons Only** - When checked shows icons in the Arkitex Client toolbar.
  - **Icons and Text Labels** - When checked shows icons and text labels in the Arkitex Client toolbar.

Soft Proof Options

- **Show Separations In Soft Proof** - Displays the layer separations in the soft proof.
- **Fit Soft Proof To Window** - Fits the soft proof to the window size.
- **Allow Exporting of Soft Proofs Images** - Enables soft proof image exporting.
  - **Default folder to store exported images** - The folder that holds exported images.
- **Enable ICC Profiles** - The Client Soft Proof display can now be improved to allow you to preview your Soft Proofs using Image Color Calibration (I.C.C.) profiles to more closely match the Soft Proofs to the final output. The I.C.C. profiles convert the incoming data to make the soft proofs more closely represent the final printed product. By default, the Director **Enable ICC Profiles** is disabled.

  For Director we support the older "server based" profiling where it was a system wide setting. This new feature allows the system to use user specific profiles.

  - **Input CMYK ICC Profile** - Opens a dialog box to browse to the desired profile that calibrates to the printer.
  - **Monitor RGB ICC Profile** - Opens a dialog box to browse to the desired profile that matches your monitor.

Text Message Options

- **Play Sound Alert When Unread Messages Exist** - When checked a sound file will play when there are unread messages in the Message Board.
- **Sound File** - The name of the sound file.
- **Loop Sound File** - When checked the sound file will loop.
- **Keep Playing Until All Messages Have Been Read** - When checked the sound file will continue to play until all messages in the Message Board have been read.

▷ Change Password

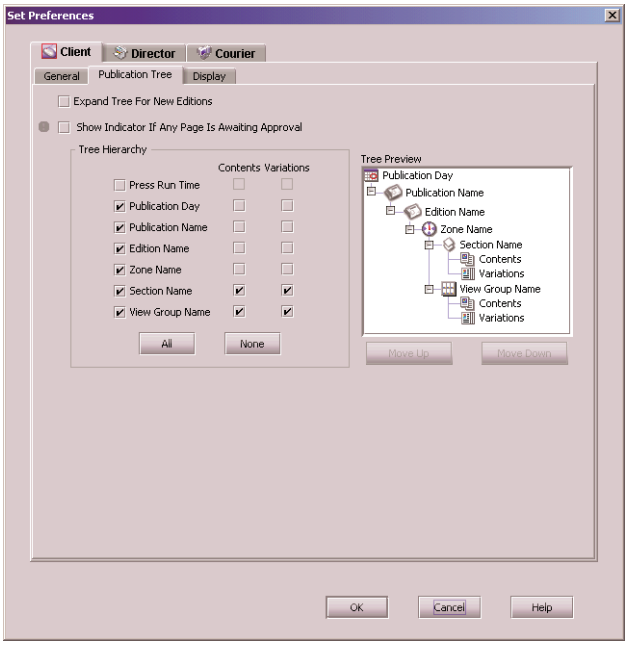
When pressed, opens the Change Password dialog box.

Related topics:

- **Client**
  - "Client Tab > Publication Tree Tab" on page 59
  - "Client Tab > Display Tab" on page 61
- **Director**
  - "Director Tab > General Tab" on page 63
  - "Director Tab > Page Icon Tab" on page 66
  - "Director Tab > Sheet Icon Tab" on page 67
  - "Director Tab > Display Tab" on page 68
  - "Director Tab > Colors Tab" on page 70

Client Tab > Publication Tree Tab

This option determines the order the editions are displayed within the Arkitex Client tree.

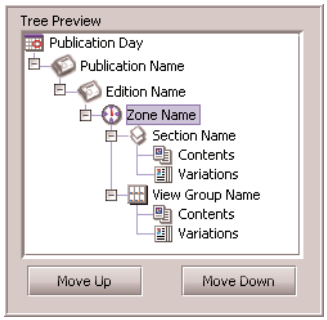


Expand Tree For New Editions - This option expands the tree to display editions when they arrive.

Show Indicator If Any Page Is Awaiting Approval - An indicator will display in the Publication Tree showing pages need approval.

- **Tree Hierarchy** - Allows you to decide what information (**Contents**, **Variations** or both) you want in the tree and the order of the tree.
  - **Press Run Time** - Time and date of the press run(s).
  - **Publication Day** - Day of the week and date of the publication(s).
  - **Publication Name** - Name given to the publication(s).
  - **Edition Name** - Name given to the edition(s).
  - **Zone Name** - Name given to the zone(s).
  - **Section Name** - Name given to the section(s).
  - **View Group Name** - Name given to the group(s) defined in the publication plan.

- **Tree Preview** - Is determined by what is selected in the tree hierarchy.



When available, allows you to select the tree view order.

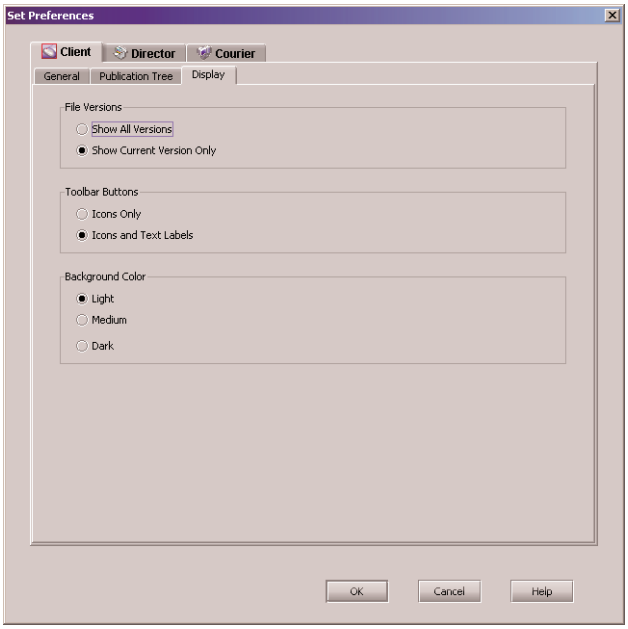
When available, allows you to select the tree view order

Related topics:

- **Client**
  - "Client Tab > General Tab" on page 57
  - "Client Tab > Display Tab" on page 61
- **Director**
  - "Director Tab > General Tab" on page 63
  - "Director Tab > Page Icon Tab" on page 66
  - "Director Tab > Sheet Icon Tab" on page 67
  - "Director Tab > Display Tab" on page 68
  - "Director Tab > Colors Tab" on page 70

Client Tab > Display Tab

This options controls display of file versions, toolbar buttons, and background colors.



Display Options

- **File Versions**
  - **Show Current Version Only** - Displays only the current file version.
  - **Show All Versions** - Displays all versions of that file.
- **Background Color**
  - **Light** - Uses a light background.
  - **Medium** - Uses a medium background.
  - **Dark** - Uses a dark background.

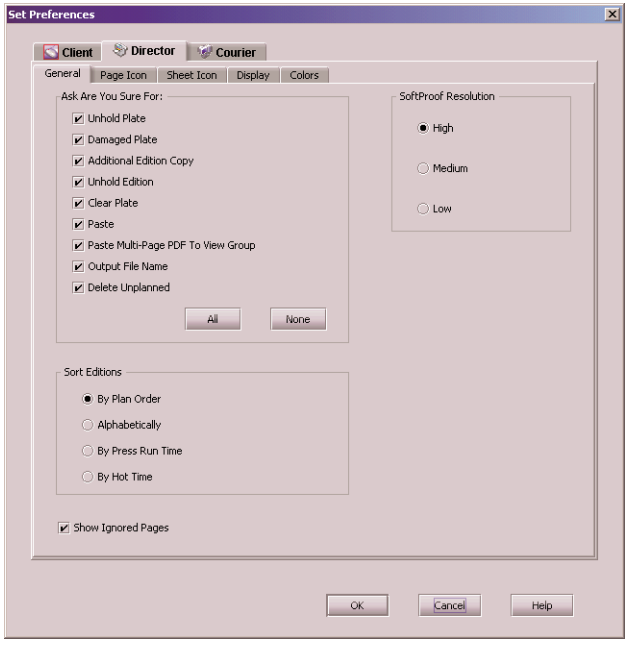
Related topics:

- **Client**
  - “Client Tab > General Tab” on page 57
  - “Client Tab > Publication Tree Tab” on page 59
- **Director**
  - “Director Tab > General Tab” on page 63

- "Director Tab > Page Icon Tab" on page 66
- "Director Tab > Sheet Icon Tab" on page 67
- "Director Tab > Display Tab" on page 68
- "Director Tab > Colors Tab" on page 70

Director Tab > General Tab

This tab shows the Arkitex Director configuration.



- **Ask "Are You Sure For":** enables you to configure after which change command an "Are You Sure" warning prompt will be displayed. Only relevant to users with the change permission enabled.

If the check box next to each of the following options is enabled (checked) a warning message will appear.

- **Unhold Plate** - Asks before unholding a plate.
- **Damaged Plate** - Asks before designating a damaged plate.
- **Additional Edition Copy** - Asks before creating an additional edition copy.

- **Unhold Edition** - Asks before unholding an edition.
- **Clear Plate** - Asks before clearing a plate.
- **Paste** - Asks before pasting.
- **Paste Multi-Page PDF To View Group** - If a view group is defined, a multi-page PDF source document can be pasted to the group. Asks before changing.
- **Output File Name** - Asks before changing for output file name.
- **Delete Unplanned** - Asks before deleting unplanned files.

- **Show Ignored Pages** - When checked ignored pages display.
- **Sort Editions**
  - **By Plan Order** - Sorts editions by the order they are defined in Publication Builder or in the external plan and by the activation order.
  - **Alphabetically** - Sorts editions alphabetically from A-Z.
  - **By Press Run Time** - If no editions with **By Press Run Times** are displayed, definitions are sorted only by the activation order.
  - **By Hot Time** - Sorts editions **by HotTime**, and by the order the editions have been activated if some editions are not configured with **HotTime**.

NOTE: If no editions with **HotTime** are displayed, the editions are sorted only by the activation order.

- **Show Ignored Pages** - Displays pages that are marked as ignored.
- **Soft Proof Resolution** - This option enables you to decide at what level of resolution their Arkitex Soft Proofs should be displayed; the lower the resolution, the smaller the size of the Soft Proof*.jpg file, and so the faster Arkitex displays the Soft Proof.
  - **High** - Sets resolution to a high setting (72 dpi).
  - **Medium** - Sets resolution to a medium setting (40 dpi).
  - **Low** - Sets resolution to a low setting (20 dpi).

NOTE: The **Medium** and **Low** options in the **Soft Proof Resolution** selection will be disabled if values for the Medium and Low resolution have not been configured in System Setup under **Application** > **Engine** > **Web** > **Medium Resolution** and **Low Resolution**.

Related topics:

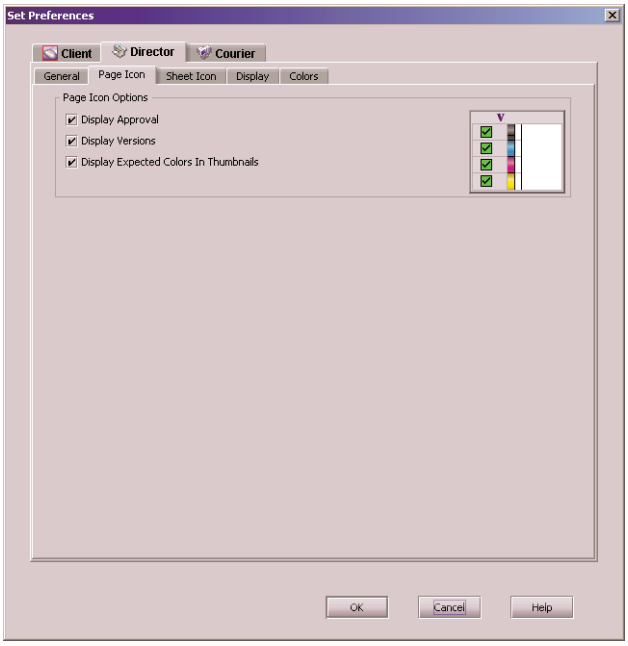
- **Client**
  - "Client Tab > General Tab" on page 57
  - "Client Tab > Publication Tree Tab" on page 59
  - "Client Tab > Display Tab" on page 61
- **Director**
  - "Director Tab > Page Icon Tab" on page 66
  - "Director Tab > Sheet Icon Tab" on page 67
  - "Director Tab > Display Tab" on page 68
  - "Director Tab > Colors Tab" on page 70

Related topics:

- **Client**
  - "Client Tab > General Tab" on page 57
  - "Client Tab > Publication Tree Tab" on page 59
  - "Client Tab > Display Tab" on page 61
- **Director**
  - "Director Tab > General Tab" on page 63
  - "Director Tab > Page Icon Tab" on page 66
  - "Director Tab > Sheet Icon Tab" on page 67
  - "Director Tab > Display Tab" on page 68
  - "Director Tab > Colors Tab" on page 70

Director Tab > Page Icon Tab

Allows you to turn on or off selected display options.



- **Page Icon Options**
  - **Display Approval** - Provides for content approval check boxes.
  - **Display Versions** - Displays a version counter.
  - **Display Expected Colors In Thumbnails** - Displays separate color layer identifiers.

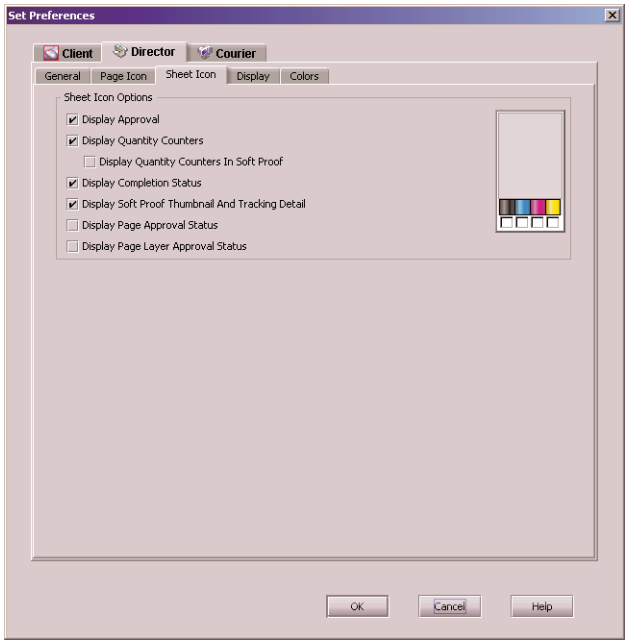
Related topics:

- **Client**
  - “Client Tab > General Tab” on page 57
  - “Client Tab > Publication Tree Tab” on page 59
  - “Client Tab > Display Tab” on page 61
- **Director**
  - “Director Tab > General Tab” on page 63
  - “Director Tab > Sheet Icon Tab” on page 67

- "Director Tab > Display Tab" on page 68
- "Director Tab > Colors Tab" on page 70

Director Tab > Sheet Icon Tab

Allows you to turn on or turn off sheet display options.



Page Icon Options

- **Display Approval** - Provides for sheet approval check boxes.
- **Display Quantity Counters** - Displays how much is expected and how much has been processed.
- **Display Quantity Counters In Soft Proof** - Displays a counter at the bottom of the soft proof icon in the detail pane.
- **Display Completion Status** - Turns green when completed status is reached.
- **Display Soft Proof Thumbnail And Tracking Detail** - Displays the thumbnail or plate count tracking.

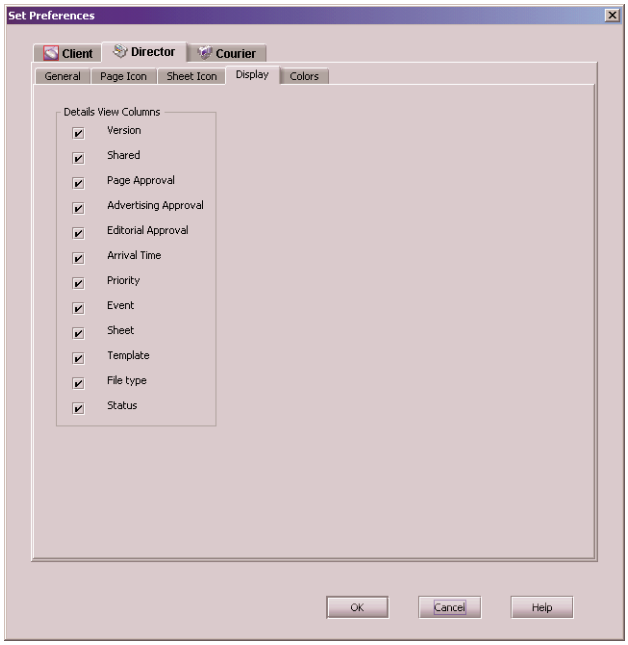
- **Display Page Approval Status** - Page approval will display in thumbnails.
- **Display Page Layer Approval Status** - Page layer approval will display in thumbnails.

Related topics:

- **Client**
  - “Client Tab > General Tab” on page 57
  - “Client Tab > Publication Tree Tab” on page 59
  - “Client Tab > Display Tab” on page 61
- **Director**
  - “Director Tab > General Tab” on page 63
  - “Director Tab > Page Icon Tab” on page 66
  - “Director Tab > Display Tab” on page 68
  - “Director Tab > Colors Tab” on page 70

Director Tab > Display Tab

This option controls which columns display in Details View.



- **Details View Columns** - You can choose to display a specific column of information when the **Details** button is selected from the toolbar. Only checked columns will display.
  - **Version** - Displays file version.
  - **Shared** - Displays shared files.
  - **Page Approval** - Displays files needing page approval.
  - **Advertising Approval** - Displays files needing advertising approval.
  - **Editorial Approval** - Displays files needing editorial approval.
  - **Arrival Time** - Displays file arrival time.
  - **Priority** - Displays file priority.
  - **Event** - Displays event type.
  - **Sheet** - Displays sheet name.
  - **Template** - Template defined in publication plan.

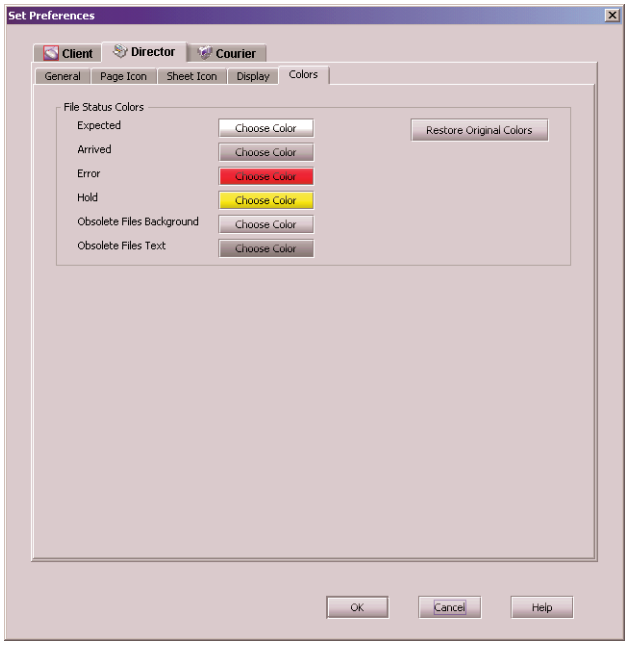
- **File type** - Displays file type.
- **Status** - Displays file status.

Related topics:

- **Client**
  - “Client Tab > General Tab” on page 57
  - “Client Tab > Publication Tree Tab” on page 59
  - “Client Tab > Display Tab” on page 61
- **Director**
  - “Director Tab > General Tab” on page 63
  - “Director Tab > Page Icon Tab” on page 66
  - “Director Tab > Sheet Icon Tab” on page 67
  - “Director Tab > Colors Tab” on page 70

Director Tab > Colors Tab

Colors of file icons for the Files and Details Views and for the File Status Legend can be changed.



- **File Status Colors**
  - **Expected** - Used to change the color of Expected file icons used in Files View. Also changes the icon color in the Files Status Legend under **View** in the Client Menu.
  - **Arrived** - Used to change the color of arrived file icons used in Files View. Also changes the icon color in the Files Status Legend under **View** in the Client Menu.
  - **Error** - The file/layer has experienced an error.
  - **Hold** - The file/layer has been held.
  - **Obsolete Files Background** - The background color in the Tracking and Details views indicating that the particular file is obsolete (for example, version 1 of a page/layer would be obsolete once version 2 of that page/layer arrives).
  - **Obsolete Files Text** - The text color in the Tracking and Details views indicates the particular file is obsolete.
- **Restore Original Colors** - When selected returns file status colors to default colors in the Files View and in the Files Status Legend.

Related topics:

- **Client**
  - “Client Tab > General Tab” on page 57
  - “Client Tab > Publication Tree Tab” on page 59
  - “Client Tab > Display Tab” on page 61
- **Director**
  - “Director Tab > General Tab” on page 63
  - “Director Tab > Page Icon Tab” on page 66
  - “Director Tab > Sheet Icon Tab” on page 67
  - “Director Tab > Display Tab” on page 68

CHAPTER 7

Director-Client Functionality

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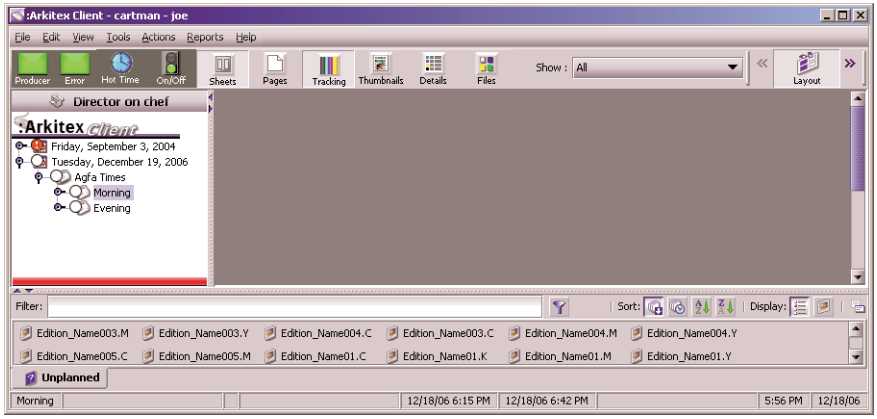
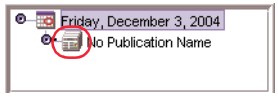
Arkitex Client Details

Arkitex Client provides you with an 'at-a-glance' visual status as the production progresses according to the parameters defined per edition.

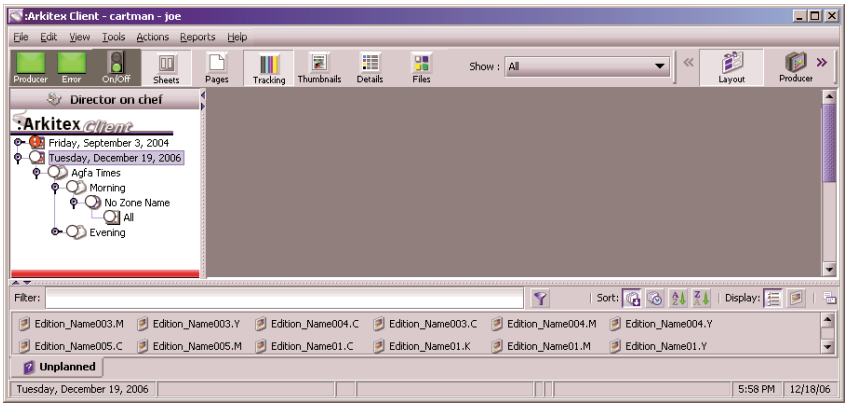
Once a *.**pmd** file has been activated, the edition it relates to is displayed in the Edition Tree.



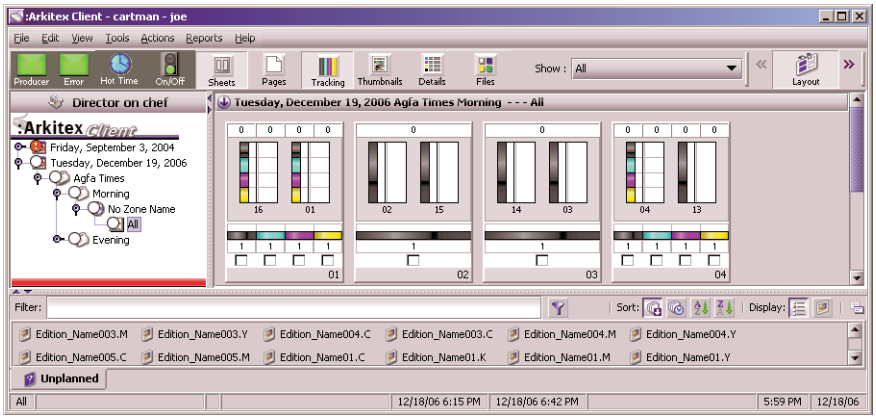
The image below is an example of an edition icon:



If double-clicking on an edition icon, the view groups, or sections for this edition are displayed.



If single clicking on **All**, each page is represented by an icon in the main pane.



Each of the tracking icons represents specific information relating to an individual page. Each page may represent a single color plate or multiple color plates.

NOTE: The Arkitex Client window may be re-sized by dragging its lower right-hand corner. The scroll bar will become available when pages or editions are positioned outside of the available window space.

How each of the Arkitex Client window elements (Menu, Toolbar, Edition Tree, Main Pane, and Status Bar) display information will be discussed.

Arkitex Client Menu

"Director-Login/Log Out" on page 37 explained that this menu provides access to the **File**, **Edit**, **View**, **Tools**, **Actions**, **Reports**, and **Help** options.

The following table describes the information in the Arkitex Client Menu.

Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
File					
	"Set Preferences" on page 56		**N/A**	**N/A**	Opens the Set Preferences dialog box to configure Client, Director, and/or Courier.
	"Logout" on page 44		**N/A**	**N/A**	Logs out of Arkitex Client.
Edit					
	Copy		X	X	Allows one or more layers of this page to be copied to the same or another edition. These menu items are disabled if multiple tracking icons have been selected. If two layers have arrived (e.g., K and C), then this function will copy both layers and paste both layers.
	Cut		X	X	Similar to the copy function, but instead of copying a page, it removes the separation/plate to be pasted elsewhere, or simply removes it.

Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
	Paste		X	X	When selected, a dialog box appears allowing selection of the source page and destination page (if more than one page is on the sheet). It is assumed that the black layer will be applied as the black layer. If two layers have arrived (e.g., K and C), then this function will copy both layers and paste both layers. If two layers are pasted to a tracking icon that has only one layer defined, only the appropriate layer is copied.
	Select All		X	X	When selected, causes all of the tracking icons to be highlighted.
View					
	"Tracking" on page 99		X	X	Enables the Tracking view.
	"View Thumbnails" on page 100		X	X	Enables the Thumbnails view.
	"View Files" on page 101				Enables the Files view.
	"View Sheets" on page 100		X	X	Enables the Sheets view.
	"View Pages" on page 101		X	X	Enables the Pages view.
	Hide Shared Pages		X	X	With Pages view enabled, Shared Pages are hidden from the display.

Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
	File Status Legend		X	X	With Files or Details view enabled, displays a file legend showing how file icons will display for Expected, Arrived, Layout, Producer, On Hold, Error/ Late, and Ignored Pages.
	Increase Font Size		X	X	Increases the font size of the display.
	Decrease Font Size		X	X	Decreases the font size of the display.
	Refresh		X	X	Refreshes the screen display.
Tools					
	"Soft Proof" on page 126		X	X	Displays the Soft Proof of this sheet or page (if the edition was configured to generate Soft Proofs, and the Soft Proof has already been generated.) Without Soft Proof permission for the selected edition, you cannot access this option, and the Soft Proof menu items will be disabled.
	"High Resolution Soft Proof" on page 185		X		Selecting this option opens a High Resolution soft proof.
	View PDF		X	X	View the source PDF file of the soft proof.
	"HardProof" on page 185				When selected, a high-resolution proof is requested.
		Selected Colors...	X	X	Gives you a menu from which they select the colors to HardProof.
		Composes	X	X	This option will only be present if the license was purchased.

Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
	"Status" on page 143		X	X	Shows the page/sheet, components, sheet/ edition/system history, and errors of an edition.
	Edition Status...		X	X	Displays the Edition Status dialog box.
	History...		X	X	Displays the History dialog box for both the Edition and System history. The number of lines displayed can be customized.
	OnTime Predictor...		X	X	This option will only be present if the license was purchased. If enabled, it will display the OnTime Predictor dialog box.
	Error Log...		X	X	Displays an error log where errors can be acknowledged.
	"Message Board" on page 89				Opens the Message Board. There is an In and Out box. Messages can be printed and/or deleted.
Actions					
	"Manual Changes - Single Tracking Icon" on page 143 "Manual Changes - Multiple Tracking Icon" on page 159		X	X	Activates the **Manual Change** dialog box.
	"Approve Page" on page 110		X		Enabled if page approval is required for the selected edition.
		Selected Colors	X		Gives you a menu from which they select the colors to approve.
		All Colors	X		Approves all layers of a page.

Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
	"Approve Advertising" on page 111		X		Enabled if page approval is required for the selected edition.
		Selected Colors	X		Gives you a menu from which they select the colors to approve.
		All Colors	X		Approves all layers of a page.
	"Approve Editorial" on page 111		X		Enabled if page approval is required for the selected edition.
		Selected Colors	X		Gives you a menu from which they select the colors to approve.
		All Colors	X		Approves all layers of a page.
	"Approve Sheet" on page 110			X	Enabled if sheet approval is required for the selected edition.
		Selected Colors		X	Approves all layers of a sheet.
		All Colors		X	Enabled if sheet approval is required for the selected edition.
	"Unhold Page" on page 112		X	X	Allows all colors of a sheet (or sheets) to be put on unhold at once, or choose selected colors. If selected colors is chosen, a **Select Colors to Unhold** dialog box is shown. If this option has not been disabled, an optional **Unhold Plates** dialog box will be displayed. Press **Yes** to unhold the selected plate(s), or **No** to cancel.
		Selected Colors	X	X	Gives you a menu from which they select the colors to unhold.

Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
		All Colors	X	X	Unholds all colors.
	Damaged Plate			X	In the sheet view, an output can be requested of a new plate in the event that one is damaged. In this case, the counter and thermometer on the tracking icon will reduce by one to reflect that a new plate has to be produced before the target for this edition is reached.
		All Colors		X	Selected to re-output all layers with a single request.
		Selected Colors		X	To select a single plate of a sheet (or sheets) to be re-output. More than one layer may be selected if required. By default, each damaged plate request will route to the same imager that output the original. Job parsing must be previously defined on Arkitex Producer to redirect output. Check the **Clear job parsing for this page** check off box. This assumes an Arkitex Producer configuration where a device group contains more than one RIP/Imager.
		Clearing job parsing		X	Clears color separation tracking so that output is free to go to another imager.
		Using Same Imager		X	Output is directed to the same imager.

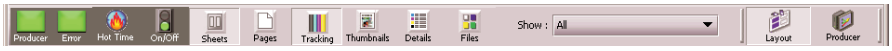
Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
	Output Pages			X	Similar to Force Impositon, Output applies to 2up, 4up, and 8up only. Unlike Imposition, Output will allow pages to output even if the sheet layer has not been approved.
	Force Imposition			X	Used to force a plate or film to be made, even though one or more of the page layer files has not been saved.
		Selected Colors...		X	Used to select a single plate or sheet (or sheets) to be imposed.
		All Colors		X	To be selected to impose all layers with a single request.
	Clear Plate			X	May be applied to all selected colors of a sheet or multiple sheets. Clearing separations will remove from the Tracking display all knowledge that the files have been submitted. The counters and thermometers are completely reset. A new Soft Proof will be generated (if configured), and the new file will overwrite the previous one. A new Ink Preset calculation will be generated (if configured). Note: The Page History tab in the **Page Status** dialog box will retain a log of the page's entire progress, including the pre-clear progress.
		Selected Colors...		X	Gives you a menu from which they select the colors to clear from the plate.
		All Colors		X	Clears (removes) data files for all colors of all pages on the plate.

Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
	Clear Page		X		Similar to Clear Plate, except clears single page or page color.
		Selected Colors...	X		Gives you a menu from which they select the colors to clear from the page.
		All Colors	X		Clears (removes) data files for all colors on the page.
	Export		X		Allows exporting of page files. The original file format will be exported. This option only displays when the HardProof license is installed.
		Input File	X		The Input File can be exported. Refer to "Soft Proof Export" on page 190.
		Soft Proof Image...	X		The Soft Proof Image can be exported. Refer to "Soft Proof Export" on page 190.
	Regenerate Soft Proof		X	X	Regenerates a soft proof after an error.
	Page Style			X	For imposed editions, allows switching between a Standard Pair or a Double Page Spread.
	Clear Error				Acknowledges an error condition, and clears the error indicator.
Reports					This option will only be present if the license was purchased.

Menu	Option	Option	Page Icon Selected	Sheets icon Selected	Description
	"Daily Reports" on page 200		N/A	N/A	Using the Log Viewer's data collection capability, four types of reports can be generated. **Page Flow** reports pages and sheets that have entered into the production workflow. **Last Plates** reports the most recent five plates imaged. **Late Plates** reports plates that are past the deadline time. **Production Runs** reports production based on the publication dates within the Press run time.
Help					
	About		N/A	N/A	Describes the build version of Arkitex Client.
	Help		N/A	N/A	Opens a Help dialog box.

Arkitex Client Toolbar

The area of the Arkitex Client window known as the Arkitex Client toolbar is displayed below.



The following sections describe the information on the Arkitex Client toolbar.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100

- "View Sheets" on page 100
- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105
- "Events" on page 106

Arkitex Producer indicator

On the far left of the Arkitex Client toolbar is the **Producer** alert indicator. Normally this indicator will be green. The **Producer** alert indicator will turn red in the following situations:

- Hardware error (RIP or imager)
- PostScript error (discovered by Arkitex GRAFIXrip)

When the **Producer** alert indicator is red, this is a warning to you.

This problem cannot be rectified from the Arkitex Client Window. You can only resolve it if you have system administrator permission.

NOTE: Arkitex Client cannot launch the Arkitex Producer Activity Monitor. The Arkitex Producer Activity Monitor can only be launched from an Arkitex Producer platform.

In our example, the edition is driven by only one Arkitex Producer. if Arkitex Director and Arkitex Pair is configured to drive two Arkitex Producers, the Arkitex Producer alert indicator splits in two halves.

NOTE: The left half represents the first Arkitex Producer configured, and the right half represents the second Arkitex Producer.

Related topics:

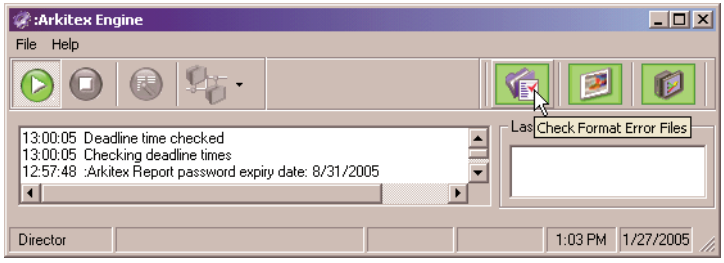
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
- "View Sheets" on page 100

- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105
- "Events" on page 106

Error Button

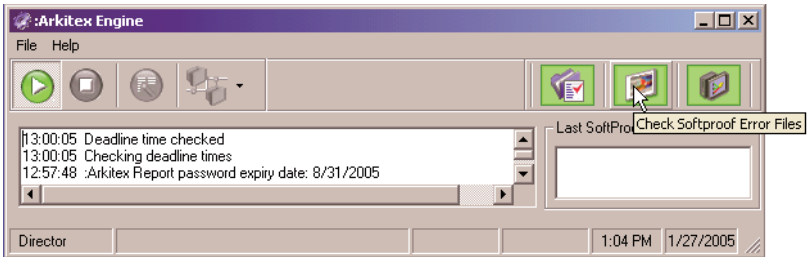
To the right of the Arkitex Producer alert indicator is the **Error** alert button. This button normally displays green, but will turn red in the following situations:

- When the Soft Proof button on the Arkitex Director and Pair Engine has turned red. This typically occurs when an incorrectly named file arrives in the **Arkitex/Director/In** folder on the Arkitex Director and Arkitex Pair Server platform.

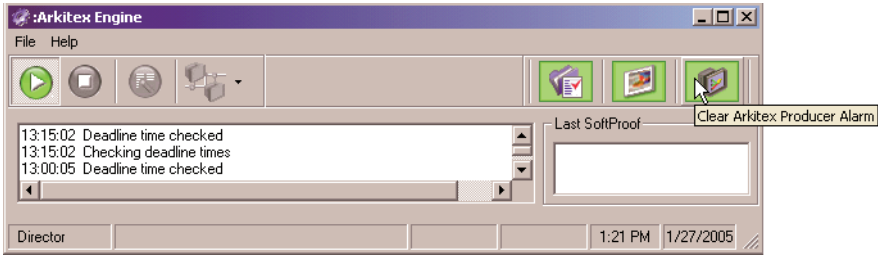


NOTE: Hovering over the Error button in Arkitex Client with the mouse will activate tooltip information related to this button.

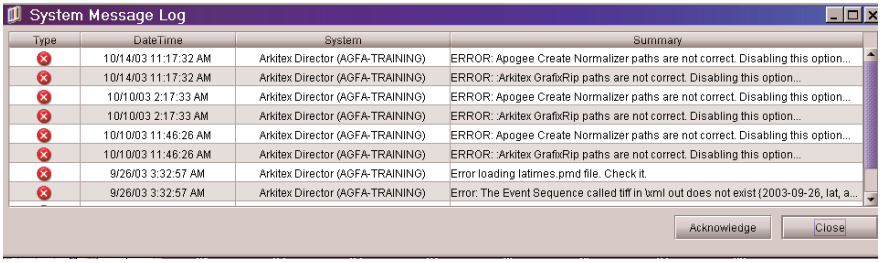
- If the Format button on the Arkitex Director and Arkitex Pair Engine has turned red. This normally occurs if a file with an unrecognized format has arrived in the **Arkitex/Director/In** folder on the Arkitex Director and Arkitex Pair Server platform.



- When a ***.bcr** file containing a recognized error message arrives in the **Arkitex/Director/In** folder on the Arkitex Director and Arkitex Pair Server platform. If the Alarm button on the Arkitex Director and Arkitex Pair Engine has been enabled, this will turn red when this type of error occurs.



The **Error** button in Arkitex Client may be clicked at any time to pull up the System Message Log dialog box.



Acknowledge one or more of the error messages by selecting the error messages and clicking the **Acknowledge** button.

NOTE: Problems cannot be rectified from the Arkitex Client window. They must be rectified by a user of the Arkitex Director and/or Arkitex Producer Server (e.g., usually the system administrator).

Related topics:

- "Arkitex Producer indicator" on page 86
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
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Messages button

The **Messages** button indicates when there are new messages in the Messages board that should be read. Clicking the button opens the Message Board.

A blue **Messages** button indicates there are unread messages in the Message board.

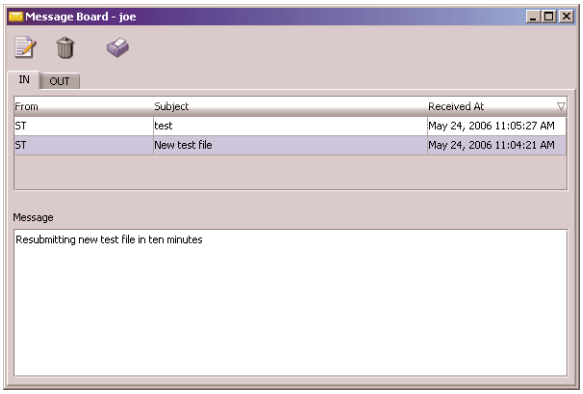
A gray **Messages** button indicates there are no unread messages in the Message board.

Related topics:

- "Message Board" on page 89

Message Board

Opens the **Message Board** from which you can read all messages that have arrived, all messages that have been sent, and delete one or more messages either in the Inbox or Outbox. Messages can also be printed.



"Write Message" on page 91

Trash

Print

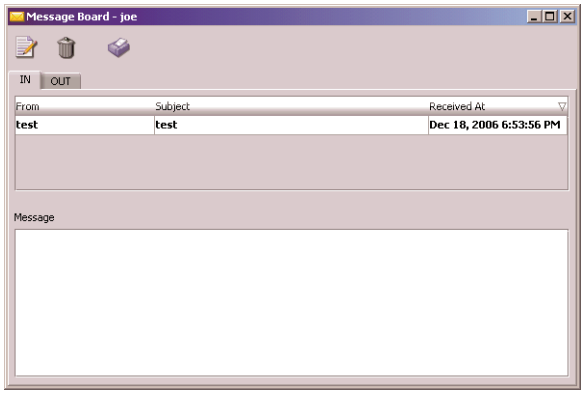
Related topics:

- "In" on page 90
- "Out" on page 92

In

The Message screen allows you to view both the incoming messages (the Inbox), as well as all sent messages (the Outbox).

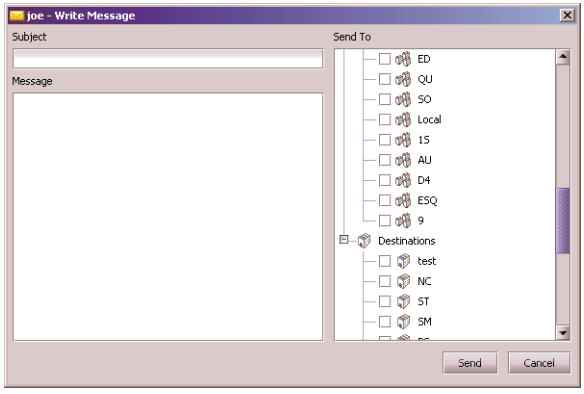
All messages sent to a particular site appear in all Clients at that site. When a new user logs in and opens the message window, all messages to that site and all messages sent by that site will appear in the Inbox respectively.



- **From** - The Site sending the message.
- **Subject** - The purpose of the message.
- **Received At** - Time and date message received.
- **Message** - Message text.

Related topics:
- "Out" on page 92

Write Message



Each note will include:

- **From** – The site writing the message (for messages in the Inbox).
- **Date/Time** – When the message was written.
- **Subject** - This can be left blank.

- **Message** - The actual content of the message. The maximum number of characters in a message is 500.
- **Send To** - The group of sites the message is sent to (for messages in the Outbox).
  - **Destination Groups** - Groups that consist of destinations.
  - **Destinations** - Defined destinations.

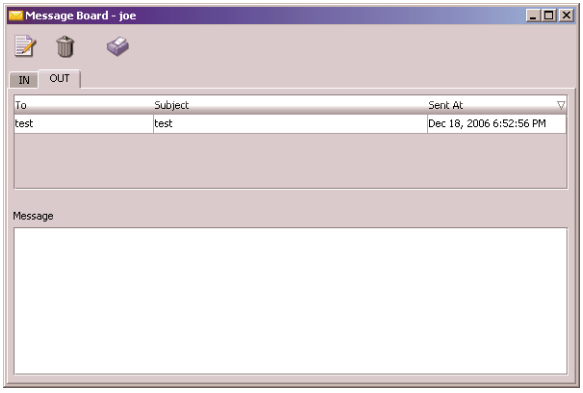
Send — Click to send the message to the selected Destination Groups and/or Destinations.

Related topics:
- "Out" on page 92

Out

The Message screen allows you to view all sent messages (the Outbox).

All messages sent to a particular site appear in all Clients at that site. When a new user logs in and opens the message window, all messages to that site and all messages sent by that site will appear in the Outbox respectively.



- **From** - The Site sending the message.
- **Subject** - The purpose of the message.
- **Received At** - Time and date message received.
- **Message** - Message text.

NOTE: The **Messages** indicator in the toolbar shows until there are no more unread messages. Once there are no longer any unread messages, the button changes so the envelope disappears.

Related topics:

- "In" on page 90

XMIT button

The **XMIT** button is displayed if an event sequence has been activated that uses the **XMITPRM event**. The **XMIT** button will turn red if a file is not successfully received by the receive Arkitex Producer.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
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- "View Thumbnails" on page 100
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- "View Pages" on page 101
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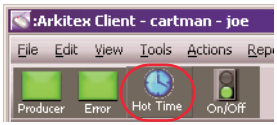
- "Show" on page 105
- "Events" on page 106

Hot Time

HotTime enables you to define a specific time during which Arkitex Director and Arkitex Pair should be regarded as 'in production' for an edition.

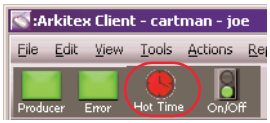
When an edition has a Hot Time defined, a **Hot Time** button appears on the Arkitex Client toolbar.

The **Hot Time** button has three modes, a before 'Hot Time:



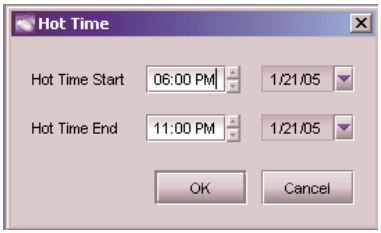
during 'Hot Time:

and after 'Hot Time:



The Start and End of the Hot Time are shown on the status bar.

If an edition uses a **Hot Time**, and Change permission is assigned for that edition, the Hot Time may be changed during production. To change the Hot Time on–the–fly, click on the Hot Time button in the Arkitex Client toolbar to reveal the Hot Time dialog box.



Change the **Hot Time Start** or **Hot Time End** accordingly. Apply the changes, and close the screen by pressing the **OK** button. Alternatively, cancel changes by clicking the **Cancel** button.

Any changes to the **Hot Time** date and **Hot Time** setting will be displayed in the Arkitex Client status bar.

If an edition is a FastTrack edition, it cannot have a **Hot Time**, and the **Hot Time** icon is replaced by the FastTrack icon.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
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- "View Files" on page 101
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FastTrack

FastTrack editions have different display criteria than 'full' Arkitex Director and Arkitex Pair editions. In the picture below, a FastTrack edition has been activated. When the FastTrack edition is selected, the **FastTrack** display replaces the **Hot Time** icon. (Hot Times are not available in FastTrack editions.)

Related topics:

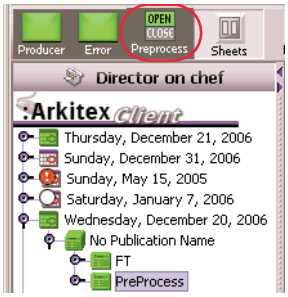
- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
- "View Sheets" on page 100
- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105

- "Events" on page 106

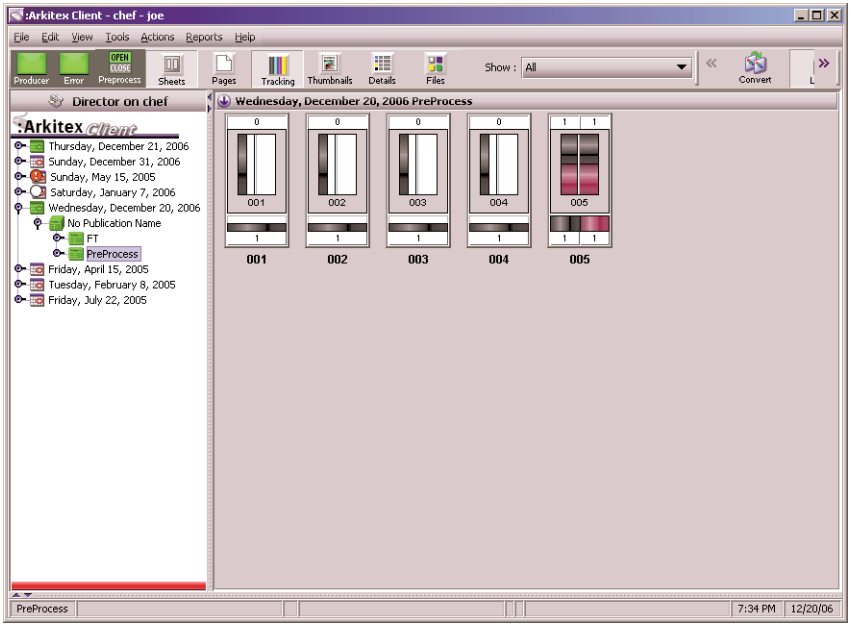
PreProcess

PreProcess editions enable separations to be input and managed before high-resolution output has been configured or is required.

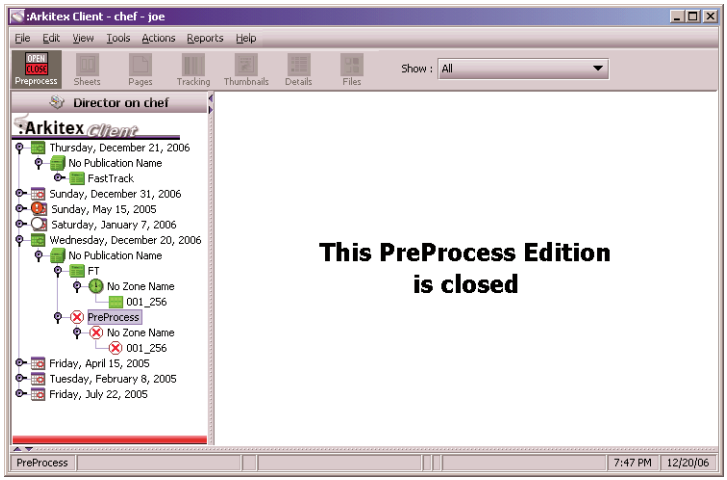
The following image shows an example of the PreProcess button that is displayed when you select an open PreProcess edition.



The following image is an example of a **PreProcess edition**.

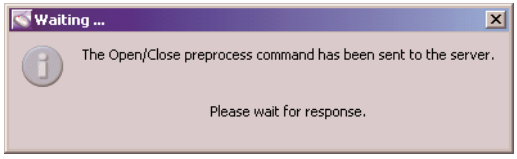


The following image is an example of a closed **PreProcess edition**.



NOTE: Clicking on the **PreProcess** button on the Arkitex Client toolbar with only Tracking permission for the selected edition will not close a PreProcess edition. Change permission for the selected edition is required to close PreProcess edition.

When the **PreProcess** button is clicked, the PreProcess edition can be opened or closed. After clicking the **PreProcess** button, a Waiting message will appear before the PreProcess status is changed.



Related topics:

- “Arkitex Producer indicator” on page 86
- “Error Button” on page 87
- “Messages button” on page 89
- “XMIT button” on page 93
- “Hot Time” on page 93
- “FastTrack” on page 95
- “On/Off” on page 98
- “Tracking” on page 99
- “View Thumbnails” on page 100

- "View Sheets" on page 100
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On/Off

The **On/Off** button shows a traffic light with either a green or red light.

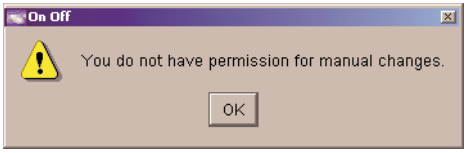
When the **On/Off** button is green, the selected the selected edition is in production. Files received for that edition are processed and, where required, are forwarded to Arkitex Producer for output.

A red **On/Off** button indicates that production for that edition is stopped.

Files may still be received by Arkitex Director and Arkitex Pair, but are not forwarded to Arkitex Producer for output. If the Soft Proof option is configured, Soft Proofs will still be generated even if an edition is stopped. If the Arkitex AutoInk option is configured, Arkitex Autolink preset calculations will still be generated.

NOTE: Without Change permission for a selected edition, production cannot be stopped or started by clicking on the **On/Off** button in the Arkitex Client toolbar.

NOTE: With Tracking only permissions clicking on the **On/Off** button produces the following message.



Production of an edition may be stopped or started by clicking on the green or red traffic light as required. When the **On/Off** button is clicked, a Waiting message dialog will appear.

Whether the light is green or red when an edition is first displayed depends on the Initial Status defined in Publication Builder.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "Tracking" on page 99
- "View Thumbnails" on page 100
- "View Sheets" on page 100
- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105
- "Events" on page 106

Tracking

Selecting the View **Tracking** button allows you to change the display of an edition from a thumbnail icons view to a tracking view if you have Tracking permission.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98

- "View Thumbnails" on page 100
- "View Sheets" on page 100
- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105
- "Events" on page 106

View Thumbnails

Selecting the View Thumbnails button allows you to change the display of an edition from the tracking icons view to a thumbnail icons view.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Sheets" on page 100
- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105
- "Events" on page 106

View Sheets

Selecting the View **Sheets** button displays the Tracking and Thumbnails views at Sheet level.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95

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- "Show" on page 105
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View Pages

Selecting the View Pages button displays the Tracking and Thumbnails views at Page level.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
- "View Sheets" on page 100
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105
- "Events" on page 106

View Files

Selecting the View Files button displays the Files View.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93

- "Hot Time" on page 93
- "FastTrack" on page 95
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View Details

Selecting the View Details button displays the Details View.

If you click on the **View Details** button, the following detail pane appears:

File Name				Arrival Time	Priority	Event	Sheet	Template	File type	Status
_LANA1C_19102005.tif		2			69	CTP	01_LOU01	gabplaques3	TIFF	
_LANA1M_19102005.tif		2			15	CTP	01_LOU01	gabplaques3	TIFF	
_LANA1Y_19102005.tif		2			15	CTP	01_LOU01	gabplaques3	TIFF	
_LOU01K_19102005.tif		2			25	CTP	01_LOU01	gabplaques3	TIFF	
_N1G03K_19102005.tif		1			15	CTP	03_N1G03	gabplaques3	TIFF	
_N1GA2C_19102005.tif		1			15	Ctp	02_N2G02	gabplaques3	TIFF	
_N1GA2M_19102005.tif		1			15	Ctp	02_N2G02	gabplaques3	TIFF	
_N1GA2Y_19102005.tif		1			15	Ctp	02_N2G02	gabplaques3	TIFF	
_N1GA3C_19102005.tif		1			15	CTP	03_N1G03	gabplaques3	TIFF	
_N1GA3M_19102005.tif		1			15	CTP	03_N1G03	gabplaques3	TIFF	
_N1GA3Y_19102005.tif		1			15	CTP	03_N1G03	gabplaques3	TIFF	
_N2G02K_19102005.tif		1			15	Ctp	02_N2G02	gabplaques3	TIFF	

Page/File name, or Page # or Color.

Shows File Name sorted in ascending order.

Shows File Name sorted in descending order.

Shows File Name sorted by printer pair. A dark horizontal line displays between printer pairs.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

File Version - Shows the current version number of each file layer. If a file has multiple versions, only the latest version appears in the list.

Shared - Icon or no icon indicates shared status.

Approval - Either Page or Content checkboxes where the user can approve from this screen. Columns appear for Advertising Approval, and Editorial Approval. For non-content based approval, only a single column will display.

Advertising Approval - Shows the approval status.

Editorial Approval - Shows the approval status.

Non-content based approval.

Arrival Time - The Arrived time fills only when the file has arrived.

Priority - Imaging priority: 1-127.

Event - Assigned Event Sequence.

Sheet - Sheet Name on which the page appears (when sorted by Sheet name, the user gets a visual idea of the status of all sheets.)

Template - The template being used.

File Type - PS, EPS, PDF, TIFF

Status - Indicates the completion status of each file through the use of color. Colors for Expected and Arrived files can be set under **Preferences** > **Director** > **Colors** > "Director Tab > Colors Tab" on page 70.

- Clicking on any column heading will sort that column in alphabetical, numerical, or time order. Clicking a second time will sort in reverse order.
- The selection of which columns to display is made through the **Preferences** screen (refer to "Director Tab > Display Tab" on page 68).
- The Color Key/Legend can be displayed by checking the checkbox under **View > File Status Legend**. The legend can be hidden or moved.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
- "View Sheets" on page 100
- "View Pages" on page 101
- "Show" on page 105
- "Events" on page 106

Show

The Show button allows filtering of files.

- **All** - Shows all pages without filtering.
- **Not Arrived** - Indicates which pages have not arrived yet.
- **Awaiting Approval** - Shows pages waiting for approval.
- **Arrived And Awaiting Approval** - Shows pages that arrived and need approval.

- **Not Complete** - Shows pages that are incomplete.

Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
- "View Sheets" on page 100
- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Events" on page 106

Events

The event icons represents the events in the event sequence that have been defined for the Berlin edition. As each event is selected, the tracking icons within the main pane or this edition will change to reflect the tracking status at each event.

If the Arkitex Client toolbar is not wide enough to display all of the events in an event sequence, arrow buttons will appear on either side of the event sequence. By clicking on the left arrow button, the event button will scroll to display the first events in the event sequences. By clicking on the right arrow button, the last events in the event sequence will display.

The event icons displayed represent the events in the event sequence that have been defined for the edition. As each event is selected, tracking icons within the main pane for the edition will change to reflect the tracking status at each event.

We may want to track when files leave Arkitex Director and Arkitex Pair for Arkitex Producer, and when the plate output is completed from a CTP. Additionally, there is an initial event called **Layout** that shows whether the page files have arrived in the Arkitex Director and Arkitex Pair input folder.

NOTE: If the edition is FastTrack, the **Layout** button will not be present.

If the **Layout** event button is depressed, and if the cursor is positioned over a tracking icon, a tooltip will show the file names for the page.

If the Arkitex Producer event button is depressed, tracking icons will show whether or not the page/separations have been sent by Arkitex Director and Pair to Arkitex Producer.

If the **ND&CTP** event button is depressed, tracking icons show whether or not the page/separations have gone to the NewsDrive and imaged. This is seen as a single event because the NewsDrive drives the imager. It is assumed that NewsDrive completes at the same time as imaging. It is at that point a message is returned by Arkitex Director indicating a successful output.

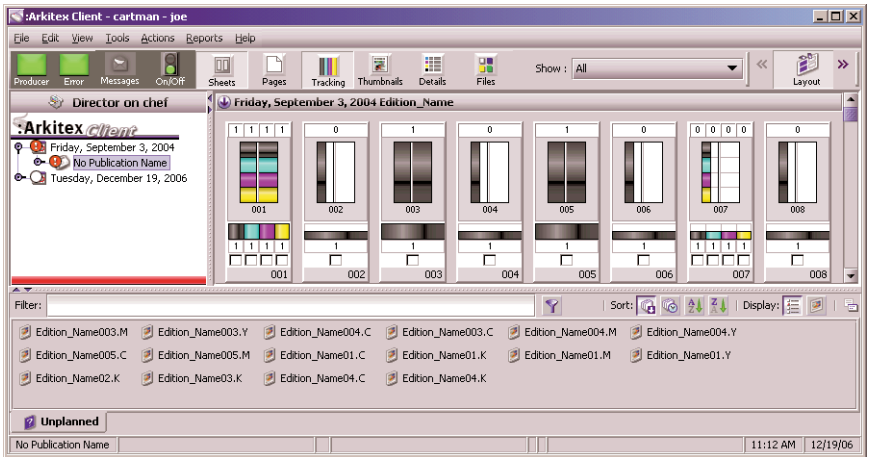
Related topics:

- "Arkitex Producer indicator" on page 86
- "Error Button" on page 87
- "Messages button" on page 89
- "XMIT button" on page 93
- "Hot Time" on page 93
- "FastTrack" on page 95
- "PreProcess" on page 96
- "On/Off" on page 98
- "Tracking" on page 99
- "View Thumbnails" on page 100
- "View Sheets" on page 100
- "View Pages" on page 101
- "View Files" on page 101
- "View Details" on page 102
- "Show" on page 105

Edition Tree

The Edition Tree is the large white area on the left side of the Arkitex Client window.

When a ***.pmd** file has been activated, the edition it relates to is displayed in the navigation tree area.



If the edition is selected, the view groups or the sections configured for this edition would display.

The color of the edition icon represents the overall edition status. A white edition icon represents an active edition that is currently in production.

A yellow edition icon represents an edition on-hold or turned-off. An edition may be turned off because it uses a Hot Time and is turned off prior to or after production time. Alternatively, it could be turned off via the **On/Off** button in the Arkitex Client toolbar if you have Tracking permission for that edition.

A yellow/green edition icon represents an edition completed and on hold.

A green edition icon represents an edition that has completed all expected plates at its completion event.

A red edition icon represents an edition that has not received all expected plates, at the completion event before its deadline time. In the case of imposed editions, the red edition icon can also indicate there are missing plate furniture files, such as bar-code files, on one or more sheets of the edition.

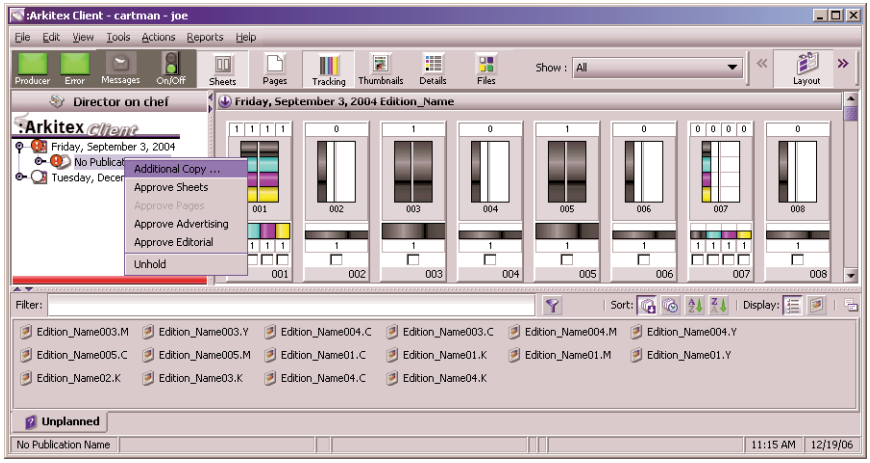
A red and yellow edition icon represents an edition that still has pages on hold (or missing plate furniture files), and has not completed all its pages at the completion event before its deadline time.

Related topics:
- "Edition Tree Popup Menu" on page 109

Edition Tree Popup Menu

Right-clicking a publication, selection, or edition in the Edition Tree brings up a popup menu containing **Additional Copy**, **Approve Sheets, Approve Pages, Approve Advertising, Approve Editorial,** and **Unhold**.

NOTE: These will be grayed out if you do not have Change permission.

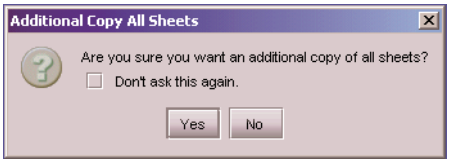


Related topics:
- "Additional Copy" on page 109
- "Approve Sheet" on page 110
- "Approve Page" on page 110
- "Approve Advertising" on page 111
- "Approve Editorial" on page 111
- "Unhold Page" on page 112

Additional Copy

With Change permission for changes to an edition, it is easy to add a single extra copy to every page of the selected publication, edition, zone, or section by selecting the **Additional Copy** option from the navigation tree popup menu for the selected publication, edition, zone, or section.

When an **Additional Copy** is requested, a new screen will appear asking **Are you sure you want an additional copy of all sheets**.



The **Don't ask this again** check box provides the ability to disable this option when requesting an **Additional Copy**.

Related topics:

- "Approve Sheet" on page 110
- "Approve Page" on page 110
- "Approve Advertising" on page 111
- "Approve Editorial" on page 111
- "Unhold Page" on page 112

Approve Sheet

This dialog box will display if you have Approve Sheet permission for the edition.

Related topics:

- "Additional Copy" on page 109
- "Approve Page" on page 110
- "Approve Advertising" on page 111
- "Approve Editorial" on page 111
- "Unhold Page" on page 112

Approve Page

This dialog box will display if you have Approve Page permission for the edition.

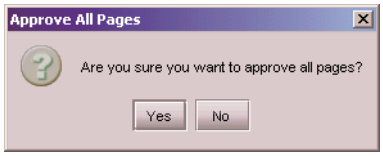
Related topics:

- "Additional Copy" on page 109

- "Approve Sheet" on page 110
- "Approve Advertising" on page 111
- "Approve Editorial" on page 111
- "Unhold Page" on page 112

Approve Advertising

This dialog box will display if you have Approve Advertising permission for the edition.

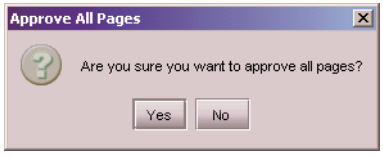


Related topics:

- "Additional Copy" on page 109
- "Approve Sheet" on page 110
- "Approve Page" on page 110
- "Approve Editorial" on page 111
- "Unhold Page" on page 112

Approve Editorial

This dialog box will display if you have Approve Editorial permission for the edition.



NOTE: The additional copy and approval menu items will be grayed out without Change permissions.

Related topics:

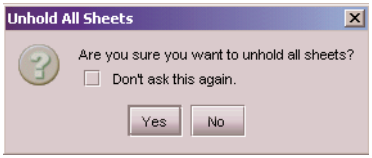
- "Additional Copy" on page 109
- "Approve Sheet" on page 110
- "Approve Page" on page 110
- "Approve Advertising" on page 111
- "Unhold Page" on page 112

Unhold Page

By default, Unhold user rights are enabled as part of the changes-on-the-fly permission. However, a new feature has been added to Arkitex Director and Arkitex Pair allowing these user rights to be disabled (where required). This new Unhold permission allows Unhold user rights to be disabled for an edition even with changes-on-the-fly permission for that edition.

All the sheets in the selected publication, edition, or section may be put on 'unhold'. This automatically raises any **Hold After values** to match the total number of duplicate copies for each separation, and triggers release of any held separations for sending to Arkitex Producer.

If a 'held' edition has been put on 'unhold', the following **Unhold All Sheets** dialog box appears.



Selecting the **Yes** option removes the 'hold' from all pages in the selected publication edition or section. To cancel the unhold edition request and close this screen, press the **No** option.

NOTE: In the **Unhold All Sheets** dialog box, there is a check box with the text **Don't ask this again**. If this box is checked, the prompt will not appear again. These types of prompts have been designed as safety options to prevent operator error.

These prompts can be enabled or disabled via the **Set Preferences** dialog box. See "Set Preferences" on page 56.

If the **Don't ask this again box** is checked, this setting would automatically be applied in the **Set Preferences** dialog box.

These settings are part of the user login profiles and are saved per user login name.

Related topics:

- "Additional Copy" on page 109
- "Approve Sheet" on page 110
- "Approve Page" on page 110
- "Approve Advertising" on page 111

- "Approve Editorial" on page 111

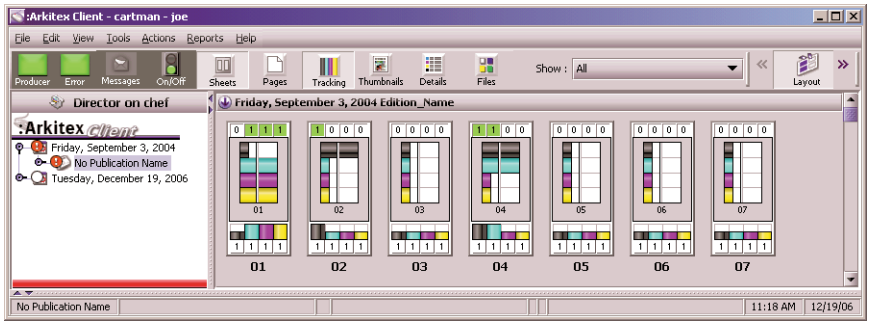
Main Pane

The main pane is where the tracking icons or thumbnail icons for the selected edition are displayed. With Tracking permission, only the tracking icons, and not the thumbnail icons, will display. In contrast, with Soft Proof permission, only the thumbnail icons will display. Also displayed is the title bar for the currently selected edition.

Tracking

NOTE: This section only applies if you have Tracking permission.

It is the tracking facility based on tracking icons that provides you with an 'at-a-glance' visual status of the progress of production (according to the parameters defined in the *.**pmd** file).



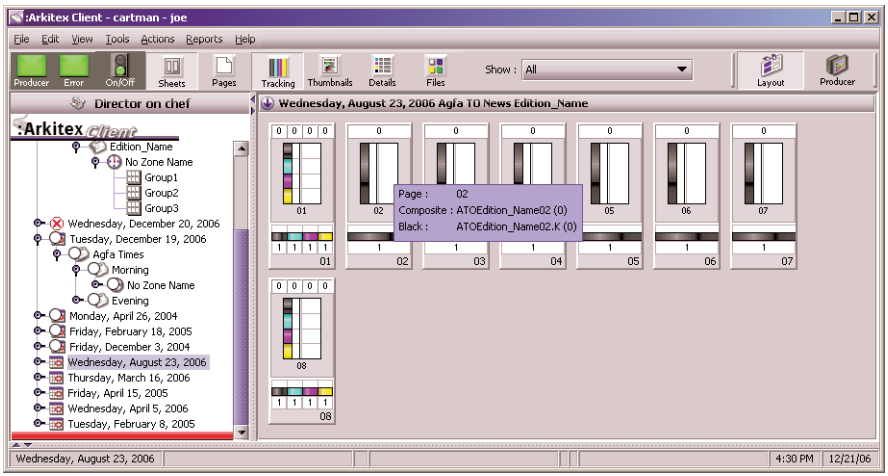
The example above displays four pages.

The number beneath each icon is the number of the page. This example displays pages '01' to '04'. However, the numbers may also reflect a pair of pages if this was defined in the *.pmd file.

The design of the tracking icons varies, depending on whether the event selected in the Arkitex Client toolbar is before the imposition (pre-imposition), or after the imposition event (post-imposition). The Layout event, which is the imposition event, is always present in the event sequence, even for non-imposed editions. The Layout event tracking icons have the same design as pre-imposition event tracking icons. The two types of tracking icons will now be examined in detail.

Pre-Imposition Tracking icons

In the edition all the sheets are single color (in this example - black) indicated by the black bar running along the bottom of the icons, and the black progress bar in the center.



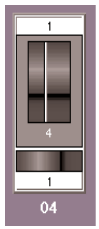
The pre-imposition tracking icons are designed to show the status of the sheets or sheets separations before or at the imposition (Layout) event. Even for a non-imposed edition, the Layout event tracking icons provide useful information.

If the cursor is positioned over the pre-imposition tracking icon, a tooltip displays (see above) showing the names of the files expected for the separations.

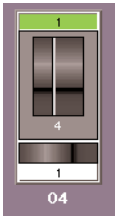
The black numbers in the white boxes at the bottom of each tracking icon show the number of copies of each separation at the selected event. The Layout event tracking icons always display '1' as the number of copies, since only one imposition is ever needed.

NOTE: To see the number of duplicate plates, select a post-imposition event, such as Arkitex Producer.

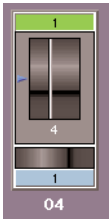
As files are received by Arkitex Director and Arkitex Pair, the colored band at the bottom doubles in size, and the progress bar in the center fills in. Also, the number in the top square changes to '1' to indicate that imposition is complete (even for non-imposed editions). Here we see that page 04's black separation has been received by Arkitex Director and Arkitex Pair.



If the completion event for the sheets separation has been reached, then the background behind the top number turns green.

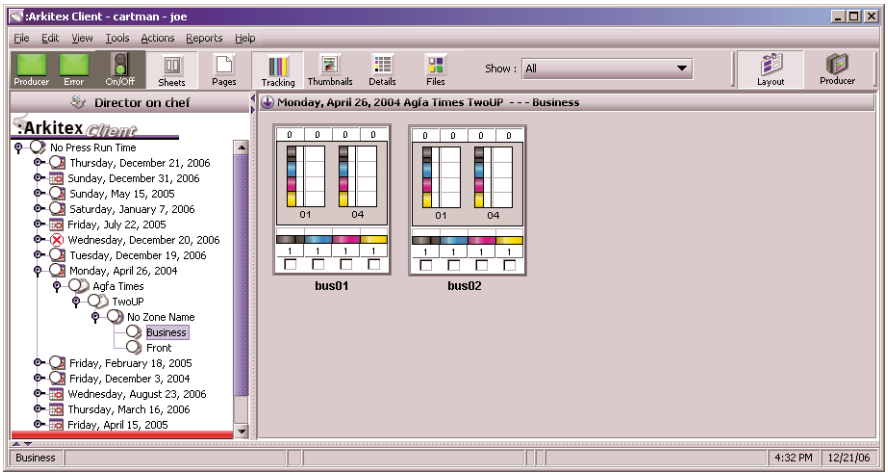


If another file for the separation is received by Arkitex Director and Pair, then an “unplanned resubmission” has occurred. The Tracking icon reflects this by turning the background color of the bottom number blue and drawing a small arrow next to the separation that was resubmitted. In the display, another file was received for page 04’s black separation.



If the resubmission is planned for any separation, then a small red triangle is drawn next to the separation expecting resubmission. After the final output of the resubmitted separation, the triangle will turn black.

If the Arkitex Pair option of Arkitex Director and Arkitex Pair has been enabled, and if the edition is an imposed edition, then the Layout event tracking icons will show the status of the imposition.



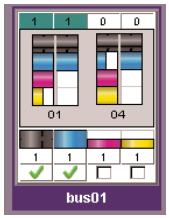
In the above example, section BUS of the 2UP edition is expecting 2 pages that will be imposed onto 2 sheets. Each page has four separations, as indicated by the four progress bars in each tracking icon.

The Layout event tracking icons indicate any combination of:

- One through seven separations are possible for each page. Each plate may have single pages, paired pages, 4-ups, or 8-ups. For paired, 4-up, or 8-up plates, double page spreads may exist on horizontal pairs.
- The left side of the progress bar will be filled if the file for that separation of that page has been received.
- The right side of the progress bar will be filled if that separation of that page has completed the Layout (imposition) step of the workflow.
- The color boxes at the bottom fill when imposition has been performed for that separation, and the separation has moved on to the remainder of the Arkitex workflow.
- Planned resubmission is indicated by:
  - Before output - a red triangle is displayed next to the separation bar.
  - After the 1st output - the status color block fills in, but the red triangle is still displayed.
  - After the 2nd output - the triangle turns to dark gray.

Additionally, there will be check boxes below the icon for indicating whether the separation has been approved. (These checks are there only if the edition has been set up as requiring approval.)

Shown is an example with an explanation of the elements:



Black separation: both pages were received (as indicated by the full progress bar), the separation is complete (green on top), and a planned resubmission occurred for page 1 (the black triangle). The separation has been approved (the green check).

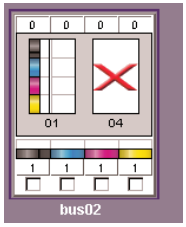
Cyan separation: Only page 1 was received, but the separation was imposed (due to a manual forced imposition), and completed. Page 1 had an unplanned resubmission. The separation has been approved (the green check).

Magenta separation: Both separations have arrived, but are awaiting planned resubmission; therefore, they are not imposed or completed. The separation is awaiting approval (the white box).

Yellow separation: Only the yellow separation was received, so the page is neither imposed nor complete. The separation is awaiting approval (the white box).

Ignore Pages

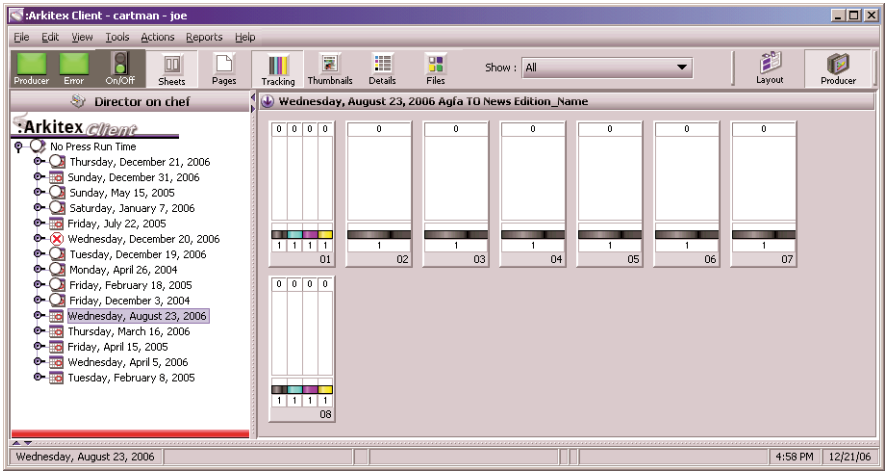
Page 4 of sheet BUS02 of the 'latimes' edition is not expected. This is an Ignore Page. Ignore Pages are pages that will not be imposed onto a sheet.



NOTE: Should a sheet be changed from **Ignore Page** to no longer being ignored via **Manual Changes**, the sheet will be flagged with a "**held**" status.

Post-Imposition Tracking Icons

Since the Arkitex Producer event is after the Layout event, the tracking icons are designed to show the status of the plates, rather than the pages.



In this edition, all but pages 01 and 08 are single color (in this example - black), indicated by the black bar running along the bottom of the icons.

The black numbers below each tracking icon represent the number of duplicate plates (copies) required for each separation (in this case one) at the selected event. When a resubmission is received by Arkitex Director and Pair, the counter under the relevant page/separation is shaded light blue.

When Arkitex Director and Arkitex Pair are transmitting to a remote receive Arkitex Producer, the Send site Arkitex Producer, optional RIP2LAN and transmit events will display one copy at the bottom of tracking icons regardless of the number of copies requested in Arkitex Director and Arkitex Pair's Publication Builder module. Arkitex Director and Arkitex Pair transmit only one file. Tracking icons displayed when the remote receive Arkitex Producer, imager, and barcode event buttons are depressed will show the requested number of duplicate copies at the bottom.

Similarly, if outputting to film, the Arkitex Producer and RIP&FILM events will reflect one copy, as only a single piece of film is to be output.

What is seen at the RIP&CTP event, and what would be seen if the RIP&CTP button is clicked, depends on whether the RIP once, image once; or RIP once, image many method is used. This is a global system parameter that is defined by the supervisor under **Console** > **File** > **Configuration** > **General**, and relates to all editions.

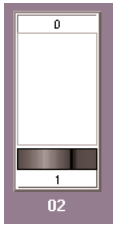
RIP once, image once means that when the engine receives a file, the Engine automatically creates separate files to match the number of duplicate plate copies defined in Publication Builder. It then sends each individual file to the RIP for RIP-ing and imaging.

For example, if two copies of the 'STAR002.K' separation are requested, and a single file is input, two 'STAR002.K' files will be seen on the RIP, and a successful imaging status will be sent back to Arkitex Director and Arkitex Pair twice - once for each file. This method also allows a unique barcode to be generated for each duplicate plate copy.

RIP once, image many means that when a file is received by the Engine, the Engine automatically adds a flag to the file attaching the information about the number of duplicate separations to be produced. Therefore, a single STAR01.K input to Arkitex Director and Arkitex Pair would result in a single STAR01.K file input to the RIP, but two copies would be imaged. A successful imaging status of both files is sent back to Arkitex Director and Arkitex Pair - only once.

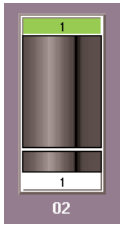
If you are working with the RIP once, image once method, the icon numbers and thermometers will increment (as described above) for each requested copy of a separation as a separate RIP/image cycle that is reported back to Arkitex Director and Arkitex Pair.

When a separation arrives in Arkitex Director and Arkitex Pair, the colored band doubles in size to reflect receipt. Page 02's black separation has been received by Arkitex Director and Arkitex Pair. The page has not yet been output.



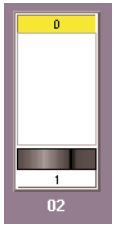
If a composite file is input, the band for each separation will increase in size at the same time.

In the following example, the page has reached its completion event (indicated by the green background behind the top number).

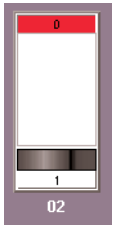


Examining the tracking icon for page 02 above, the number above the tracking icon has changed from zero to one, and the thermometer bar has risen to the top of the tracking icon, indicating the output for this separation at this event is completed.

The counter above page 02 in the following example is colored yellow, indicating that this page has a Hold After value of zero set. A separation/plate has arrived for this page, but it cannot be processed until this page is unheld.



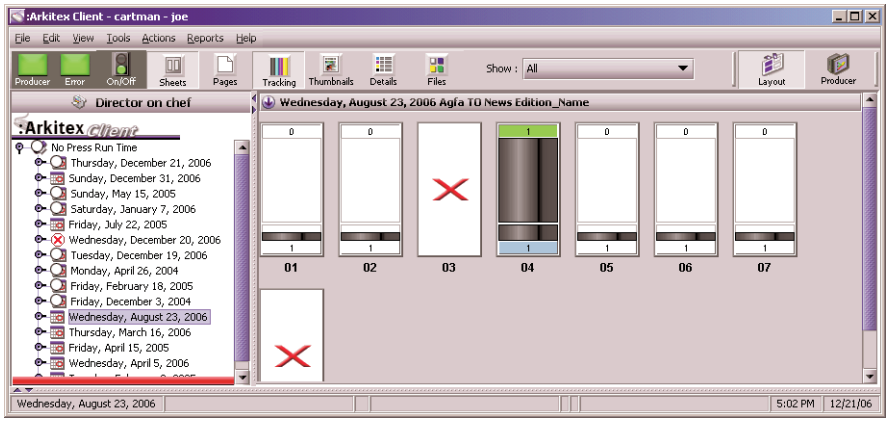
A red counter above a page indicates that its deadline time has been reached before the separation/plate for this page has been processed at the completion event.



If a separation is on hold, and its deadline time is reached, the counter above the tracking icon will turn yellow and is displayed on a red background.

Ignore Plates

Tracking icon 03 and 08 are not expected, as these are Ignore Plates.



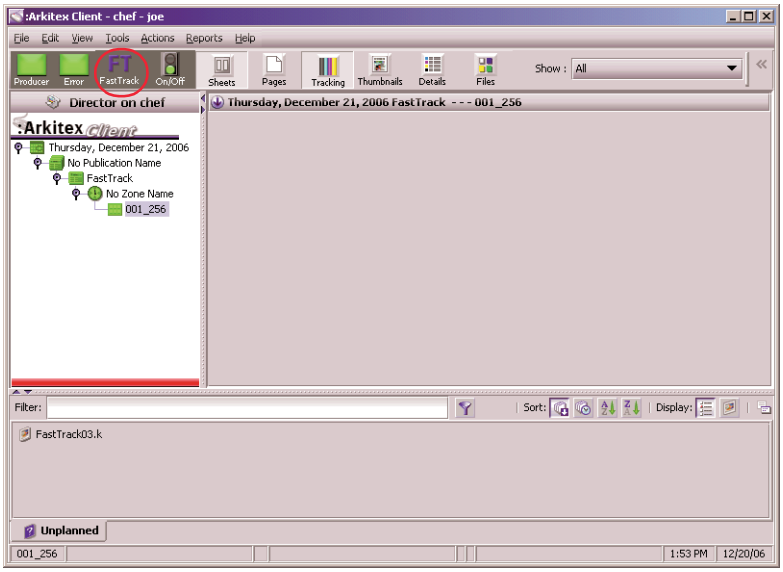
Ignore Plates are sheets that will not be output via Arkitex Director and Arkitex Pair, typically because the films or plates these sheets represent have already been output for another edition. You do not want to output duplicate plates.

FastTrack

FastTrack editions work to different display criteria than 'full' Arkitex Director and Arkitex Pair editions.

NOTE: FastTrack editions can handle more than seven colors per edition (but not more than 7 colors per page). These are defined in **Console > File > Configuration > Color IDs**. Thumbnails and tracking thermometers will then display the correct color (as you define).

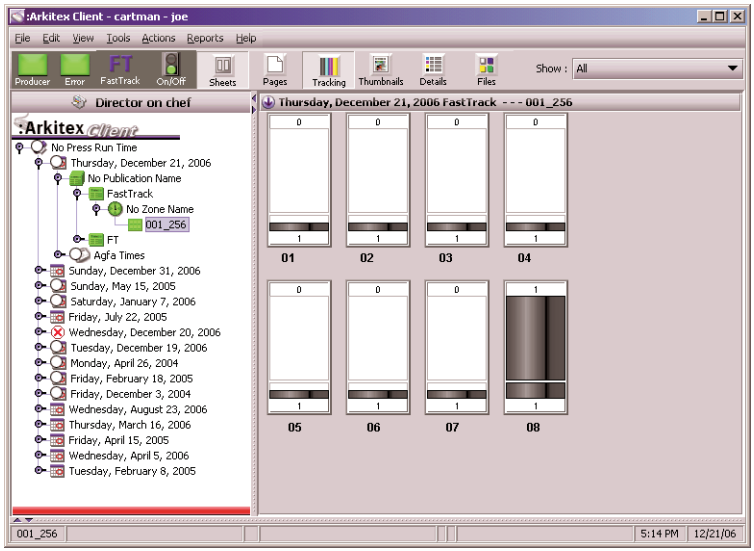
In the following screenshot, foxxnews 'evening' is a FastTrack edition (note the FT icon third from left in the Arkitex Client toolbar). No tracking icons are displayed because the number of incoming pages for a FastTrack edition are not specified at setup. Arkitex Director and Pair assumes one screen of 256 pages to display FastTrack editions.



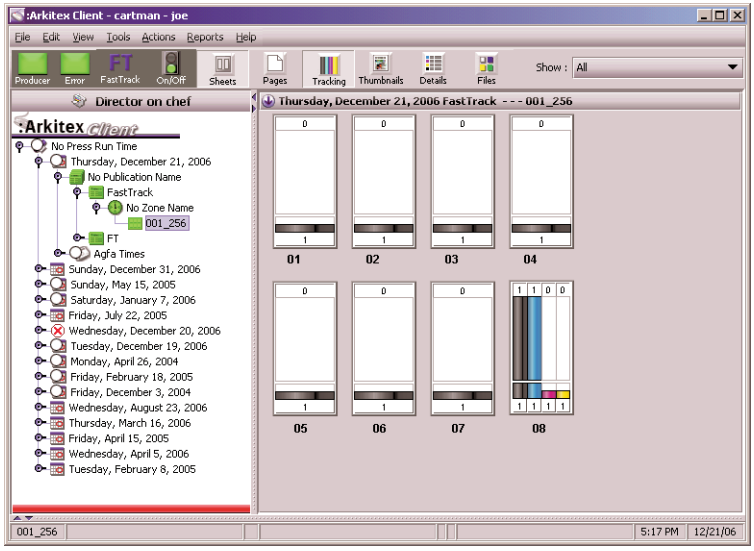
The output event is Arkitex Producer. If the event sequence selected when setting up the edition had included any events unsupported by FastTrack, such as barcode tracking, these event icons would be omitted to avoid confusion.

Intelligent Display

In the next screenshot, a file has been input to the FastTrack edition - which was set up to use an Intelligent display where both the page number and color separation id positions in the incoming file names were defined. The ‘K’ separation of page ‘08’ was input. The Intelligent display assumes pages ‘01-08’ will also arrive, so it creates icons for them.



If the cyan separation of page '08' is input, the Intelligent display assumes that a 'magenta' and 'yellow' will also arrive, and so draws the tracking icon accordingly (see below):



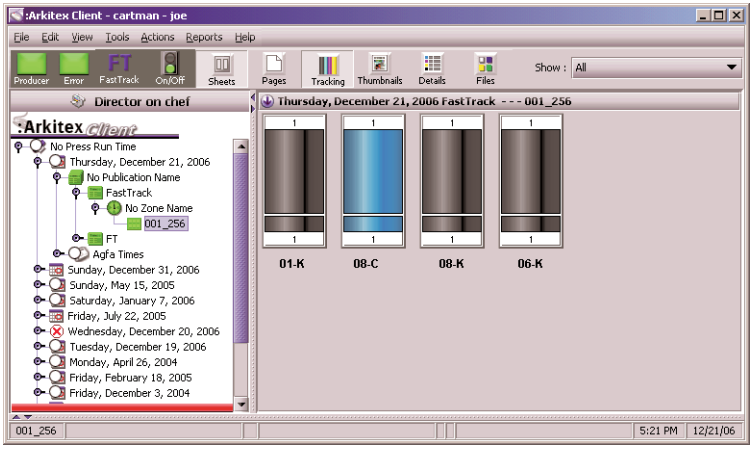
If the incoming file names for a FastTrack edition contain no page number (or if the page number is found in different character positions for different pages), the FastTrack Intelligent edition can only define the position of the color id (this is the minimum requirement for a FastTrack Intelligent edition). In this case,

pages display in the order they are input with the full file name displayed at the bottom of each tracking icon. Separations of the same name (with a different separation id) still overlay, and the arrival of a yellow separation triggers the assumption that C, M and K are also expected.

Sequential Display

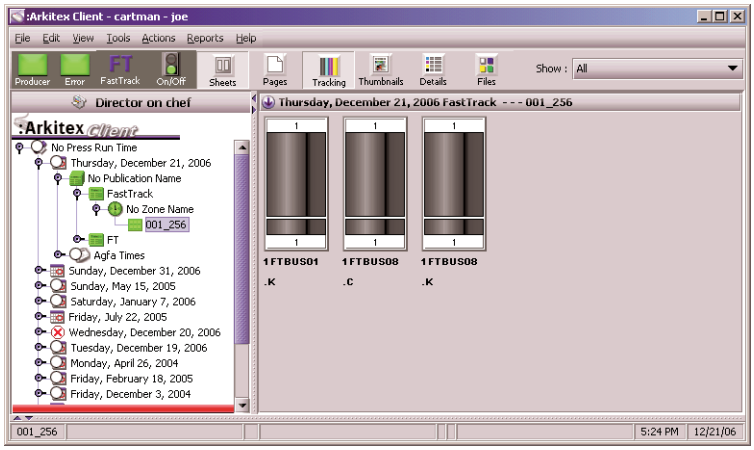
Using the same file name examples, the effect on the display in Arkitex Client if the FastTrack edition is setup as Sequential is discussed. Files are always displayed in the order they arrive, and separations never overlay.

This screenshot shows the Sequential display if both page number and separation id positions are defined:



If the page number position has not been defined the full file name displays beneath the icon.

If the page number position, but not the separation id position, is defined for a Sequential display, the full file name appears beneath the icon, but each file is assumed to be black.



NOTE: This is the only display method that can be used if composite input is defined for a FastTrack edition.

If neither the page number nor the separation id positions are defined, the full file name appears beneath the icon, and each incoming separation is treated as black.

PreProcess

One of the example situations in which FastTrack may be used to good effect is where Publication Builder data is downloaded at the last minute by a press planning system (using Arkitex Director and Arkitex Pair's External Arkitex Director Input option), and you want to generate Soft Proofs and/or Arkitex AutoInk in advance.

In this case, define the FastTrack Intelligent edition to be a PreProcess edition (set it on the Arkitex Director and Arkitex Pair Server platform under **Console** > **File** > **Configuration** > **General** > **PreProcess**).

Output of files for this FastTrack edition is set to '0' copies. Soft Proofs and Arkitex AutoInk are generated for each file that arrives.

Both the full and FastTrack editions must apply the same *.pmt (if any) in a PreProcess workflow. The full edition must have the edition identifier, page number, color separation identifier, and wild card characters (if required) defined in the same positions in the file name as those in the FastTrack edition. When a FastTrack edition has been defined as a PreProcess edition, it is scanned to see if any of its existing input relates to the newly activated full edition. As Arkitex Director and Arkitex Pair find the separations, it moves them or copies

them to the full edition dependent on the setting in Arkitex Director **Setup** > **Engine** > **Options** > **PreProcess Move**.

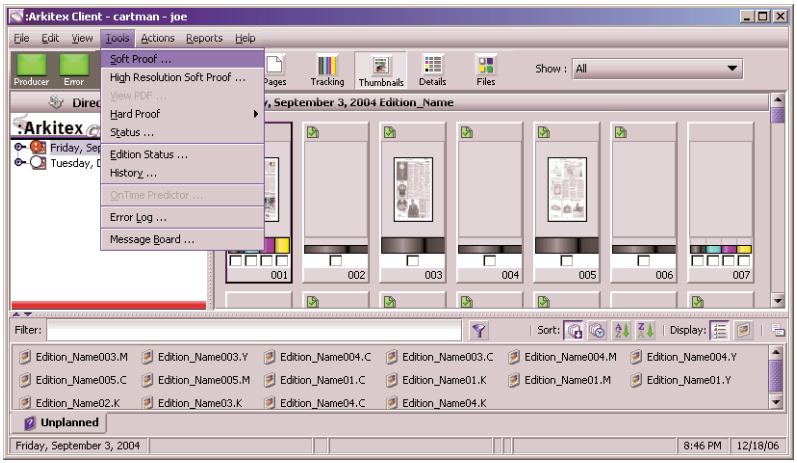
If the FastTrack edition is left running, any files arriving in Arkitex Director and Arkitex Pair that match the file name structure specified for the FastTrack and full editions will be processed twice. With Change permission for this edition, the FastTrack edition can be closed at this point by clicking the **Close PreProcess** button (which becomes available as part of the PreProcess display).

Related topics: • "PreProcess" on page 96

Soft Proof

NOTE: This section only applies if you have Soft Proof permission.

When the Soft Proof option has been configured, an option is available from the main menu under **Tools** > **Soft Proof**.



NOTE: In Arkitex Director and Arkitex Pair, the Soft Proof display can now be improved to allow you to preview your Soft Proofs using Image Color Calibration (I.C.C.) profiles to more closely match the Soft Proofs to the final output. The I.C.C. profiles can convert the incoming and outgoing files to a neutral color space. By default, the **Enable the ICC profiles** option is disabled.

Depressing the Thumbnails button in Arkitex Client enables incoming pages/separations to be viewed either as thumbnails, or in more detail.

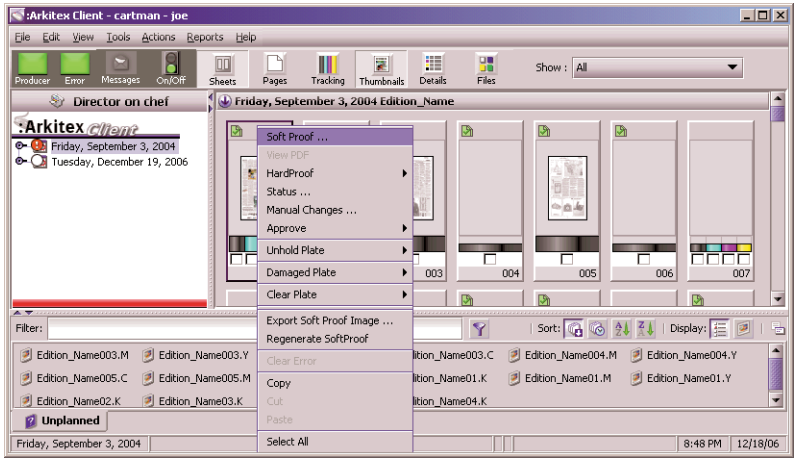
Thumbnails

To create a Soft Proof and a Soft Proof thumbnail, a file is sent for processing either internally by Arkitex Director and Arkitex Pair, or (if the External Soft Proof option is configured) to the RIP (typically via Arkitex Producer).

When a Soft Proof separation is ready, a thumbnail picture of each separation processed will appear as an icon.

NOTE: The last Soft Proof generated will appear on the Engine screen.

At any time after a Soft Proof layer has been generated, the currently available Soft Proof for a page may be viewed via the Soft Proof menu item on the thumbnail icon's right-click popup menu.



Tracking Summary

Until a Soft Proof for a thumbnail icon has been created, the icon will be displayed as a gray box with a Tracking Summary below it.

The Tracking Summary shows only whether the plate separation files have been received by Arkitex Director and Arkitex Pair.

The Tracking Summary does not advise how many copies of the separations are required, or how many copies have been completed at any event.

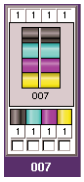
Main Pane Popup Menu

The following shows the different views of **Page** and **Sheet** icons along with **Tracking** and **Thumbnails** views. **Files** view displays file icons with different colors that show the file status. **Details** view displays file names, versions, shared/changed, arrival time, priority, event, sheet, template, file type, and status if they have been selected for display (refer to "Director Tab > Display Tab" on page 68.)

Single Layer

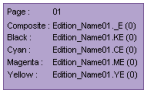
Tracking and Pages Icons selected - Displays the status of the page in Tracking view. This icon sample shows approval check boxes, version number, status of color layers, and the page number.

Thumbnails and Pages Icons selected - Displays the status of the page in Thumbnails view. This icon sample shows approval check boxes, version numbers, and soft proof.



Tracking and Sheets Icons selected - Displays the status of the sheet in Tracking View. This icon sample shows approval check boxes for each layer, version number, and the page number.

Thumbnails and Sheets Icons selected - Displays the status of the sheet in Thumbnails View. This icon sample shows approval check boxes for each layer, a soft proof, and the page number.

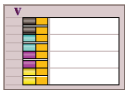


Tooltip - Displays information when using Tracking (Sheet/Page views), and Thumbnails (Pages view).

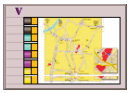
Files View selected - Displays the four separation layers of the file. The color of the icons determines the status of the files (in this case the files are 'expected'.

Details View selected - Displays File Name, version, shared/changed, Arrival Time, Priority, Event, Sheet, Template, File type, and Status. The number of columns displayed depends on settings under **Preferences** (refer to "Director Tab > Display Tab" on page 68).

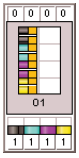
Double Burn Layers



Tracking and Pages Icons selected - Displays the status of the page in Tracking view. In the first column, each color layer is broken into two sections with a horizontal line designating a double burn.

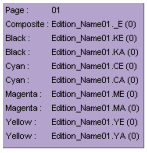


Thumbnails and Pages Icons selected - Displays the status of the page in Thumbnails view.

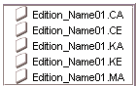


Tracking and Sheets Icons selected - Displays the status of the sheet in Tracking View.

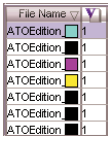
Thumbnails and Sheets Icons selected - Displays the plate of the sheet in Thumbnails View.



Tooltip - Displays information when using Tracking (Sheet/Page views), and Thumbnails (Pages view).



Files View selected - Displays the four separation layers of the file.



Details View selected - Displays File Name, version, shared/changed, Arrival Time, Priority, Event, Sheet, Template, File type, and Status. The number of columns displayed depends on settings under **Preferences** (refer to "Director Tab > Display Tab" on page 68).

When you right-click on a **tracking** icon, a **thumbnails** icon, or a **files** icon in the main pane, depending if the **Sheets** icon or **Pages** icon is pressed, it will result in different options in the shortcut menu. (Sheets and pages are not active in Files or Details View.)

Menu Option	Pages Icon selected	Sheets Icon selected	Files View	Details View	Description
Soft Proof...	X	X	X	X	Displays the Soft Proof of this sheet or page. (If the edition was configured to generate Soft Proofs, and the Soft Proof had already been generated.) Without Soft Proof permission for the selected edition, you cannot access this option, and the Soft ProofSoft Proof menu items will be disabled. Refer to "Arkitex Client Soft Proof Window" on page 179.
High Resolution Soft Proof					Selecting this option opens a High Resolution soft proof. Refer to "High Resolution Soft Proof" on page 185.
View PDF...	X	X	X	X	View the source PDF file of the soft proof.
HardProof	X	X	X	X	When selected, a high-resolution proof is requested. This option is available in both master and child editions.
Selected Colors...	X	X	X	X	Gives you a menu from which they select the colors to HardProof.
Composite...	X	X	X	X	This option will only be present if the HardProof license was purchased.

Status...	X	X	X	X	Shows the page/sheet, components, sheet/edition/system history, and errors of an edition.
Manual Changes...	X	X	X	X	Activates the **Manual Change** dialog box. An hourglass icon displays below the sheet when a manual change is made. Refer to "Manual Changes - Single Tracking Icon" on page 143.
Approve			X	X	Non-content based approval. Refer to "Page Approval Status" on page 194.
Selected Pages			X	X	Approves selected pages.
Selected Layers			X	X	Approves selected layers.
All Colors	X	X			Approves all layers of a page.
Selected Colors...	X	X			Gives you a menu from which they select the colors to approve.
Approve Advertising/ Approve Editorial	X		X	X	Enabled if page approval is required for the selected edition.
All Colors	X				Approves all layers of a page.
Selected Colors...	X				Gives you a menu from which they select the colors to approve.
Selected Pages			X	X	Approves selected pages in
Selected Layers			X	X	Approves selected layers.

Unhold Plate		X			Allows all colors of a sheet (or sheets) to be put on unhold at once, or choose selected colors. If selected colors is chosen, a **Select Colors to Unhold** dialog box is shown. If this option has not been disabled, an optional **Unhold Plates** dialog box will be displayed. Press **Yes** to unhold the selected plate(s), or **No** to cancel. This option is available in both master and child editions.
All Colors		X			Unholds all colors.
Selected Colors...		X			Gives you a menu from which they select the colors to unhold.
Damaged Plate		X			In the sheet view, an output can be requested of a new plate in the event that one is damaged. In this case, the counter and thermometer on the tracking icon will reduce by one to reflect that a new plate has to be produced before the target for this edition is reached. This option is available in both master and child editions. Refer to "Damaged Plate" on page 140.
All Colors		X			Selected to re-output all layers with a single request.
Using Same imager		X			Output is directed to the same imager.

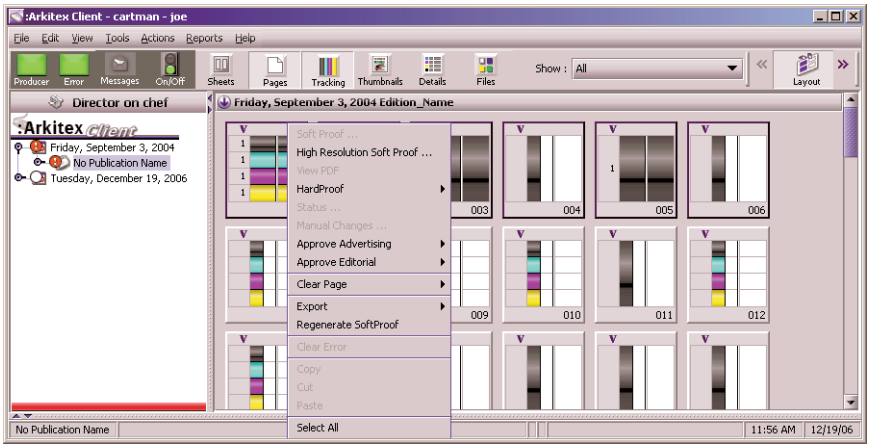
Clearing job parsing		X			Clears color separation tracking so that output is free to go to another imager.
Selected Colors...		X			To select a single plate of a sheet (or sheets) to be re-output. More than one layer may be selected if required. By default, each damaged plate request will route to the same imager that output the original. Job parsing must be previously defined on Arkitex Producer to redirect output. Check the **Clear job parsing for this page** check off box. This assumes an Arkitex Producer configuration where a device group contains more than one RIP/Imager.
Output Pages...		X			Similar to Force Impositon, Output applies to 2up, 4up, and 8up only. Unlike Imposition, Output will allow pages to output even if the sheet layer has not been approved.
Force Imposition		X			Used to force a plate or film to be made, even though one or more of the page layer files has not been saved. This option is available in both master and child editions.
Selected Colors...		X			Used to select a single plate or sheet (or sheets) to be imposed.

All Colors		X			To be selected to impose all layers with a single request.
Clear Plate		X			May be applied to all selected colors of a sheet or multiple sheets. Clearing separations will remove from the Tracking display all knowledge that the files have been submitted. The counters and thermometers are completely reset. A new Soft Proof will be generated (if configured), and the new file will overwrite the previous one. A new Ink Preset calculation will be generated (if configured). Note: The Page History tab in the **Page Status** dialog box will retain a log of the page's entire progress, including the pre-clear progress.
All Colors		X			Clears (removes) data files for all colors of all pages on the plate.
Selected Colors...		X			Gives you a menu from which they select the colors to clear from the plate.
Clear Page	X		X	X	Similar to Clear Plate, except clears single page or page color.
All Colors	X		X	X	Clears (removes) data files for all colors on the page.
Selected Colors...	X		X	X	Gives you a menu from which they select the colors to clear from the page.

Export	X		X	X	Allows exporting of page files. The original file format will be exported. This option only displays when the HardProof license is installed.
Input File	X		X	X	The Input File can be exported. Refer to "Soft Proof Export" on page 190.
Soft Proof Image...	X	X	X	X	The Soft Proof Image can be exported. Refer to "Soft Proof Export" on page 190.
Page Style		X			For imposed editions, allows switching between a Standard Pair or a Double Page Spread.
Standard Pair		X			Switches to a Standard Pair.
Double Page Spread		X			Switches to a Double Page Spread.
Regenerate Soft Proof	X	X	X	X	Regenerates a soft proof after an error.
Clear Error	X	X	X	X	Clears an error condition with the soft proof.
Copy	X	X	X	X	Allows one or more layers of this page to be copied to the same or another edition. These menu items are disabled if multiple tracking icons have been selected. If two layers had arrived (e.g., K and C), then this function will copy both layers and paste both layers.

Cut	X	X	X	X	Simular to the copy function, but instead of copying a page, it removes the separation/plate to be pasted elsewhere, or simply removes it.
Paste	X	X	X	X	When selected a dialog box appears allowing selection of the source page and destination page (if more than one page is on the sheet). It is assumed that the black layer will be applied as the black layer. If two layers have arrived (e.g., K and C), then this function will copy both layers, and paste both layers. If two layers are pasted to a tracking icon that has only one layer defined, only the appropriate layer is copied.
Select All	X	X	X	X	When selected, causes all of the tracking icons to be highlighted.

Pages icon pressed

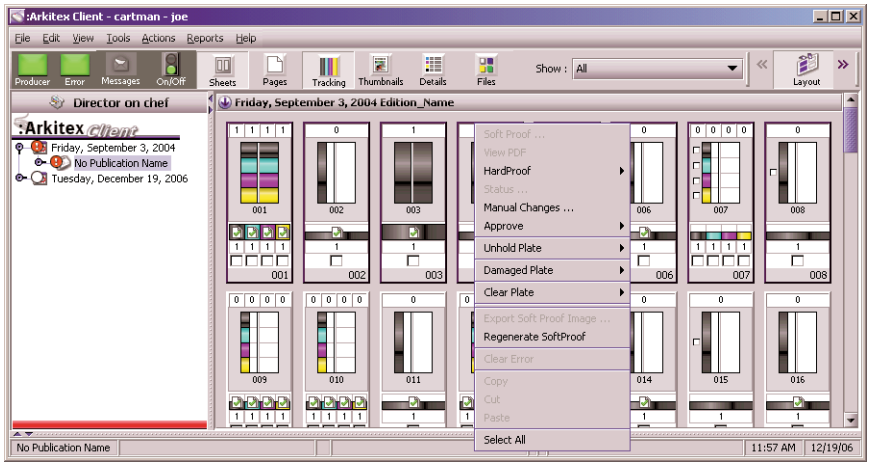


Make changes to more than one page by selecting multiple page icons. To select multiple tracking icons, click on the first icon, then hold down the Ctrl key while clicking on another tracking icon. A range of tracking icons may be selected by clicking on the first, then holding down the Shift key while clicking on the last tracking icon to be selected.

Choosing **Select All** causes all the tracking icons to be highlighted (selected). After selecting multiple tracking icons, you can right-click on one of them and select **HardProof** to output hard proofs of every selected page.

To select multiple tracking icons, click on one and then hold the Ctrl key down while clicking on another tracking icon. A range of tracking icons may be selected by clicking on the first and then holding down the Shift key while clicking on the last.

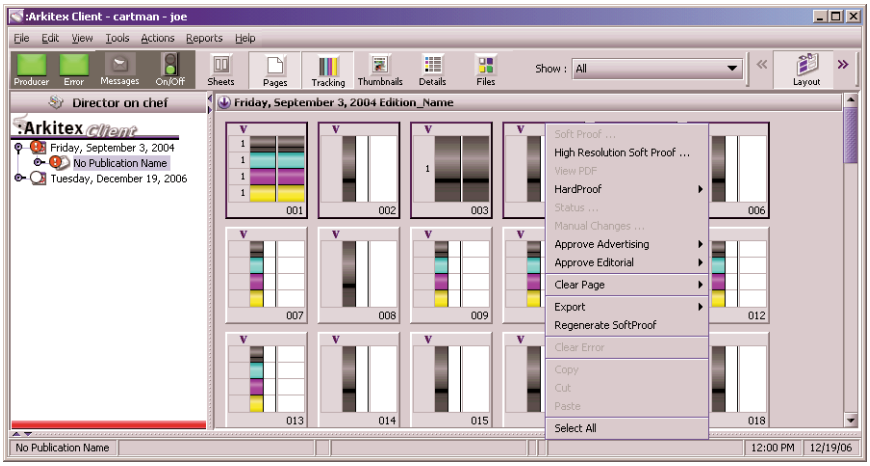
Sheets icon pressed



Make changes to more than one sheet by selecting multiple sheet icons. To select multiple tracking icons, click on the first icon, then hold down the Ctrl key while clicking on another tracking icon. A range of tracking icons may be selected by clicking on the first, then holding down the Shift key while clicking on the last tracking icon to be selected.

Choosing **Select All** causes all the tracking icons to be highlighted (selected). After selecting multiple tracking icons, you can right-click on one of them and select **HardProof** to output hard proofs of every selected sheet.

To select multiple tracking icons, click on one and then hold the Ctrl key down while clicking on another tracking icon. A range of tracking icons may be selected by clicking on the first and then holding down the Shift key while clicking on the last tracking icon. To cancel the tracking icon selections, choose **Unselect All**.



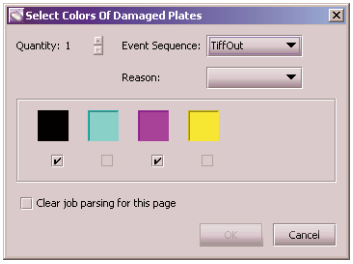
Most of the same menu items are available when multiple tracking icons are selected.

Damaged Plate

When in **Sheet View**, you may request output of a new plate in the event that one is damaged. In this case, the counter and thermometer on the tracking icon will reduce by one to show that a new plate has to be produced before the target for this edition is reached.

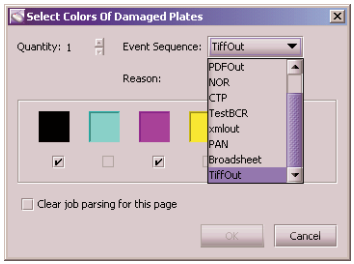
All Colors

If you wish to re-output all layers with a single request, choose the **All Colors** option.



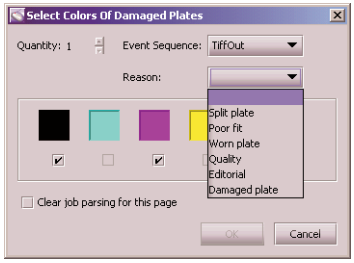
- **Quantity** - The counters reflect the number of damaged plates requested. In addition, the background color of the counter box will change to highlight the damaged plate request. You may select which layer(s) to image, and the total number of damaged plates requested by increasing or decreasing the quantity.

- **Event Sequence** - Select the Event sequence that is affected.



- **Clear job parsing for this page** - If you wish to re-direct output, you must have previously defined job parsing on Producer, and check the **Clear job parsing for this page** box. This assumes a Producer configuration where a device group contains more than one RIP/Imager.

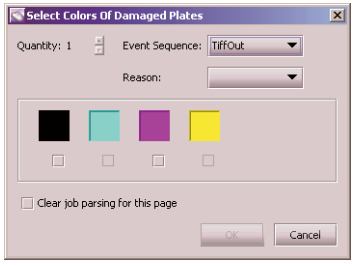
- **Reason** - If enabled, you can specify a **Damaged Plate Reason**. Select the available reasons from a dropdown list.



- **Color boxes** - You can check which colors to re-output.

▷ Selected Colors

To select a single plate of a sheet (or sheets) to be re-output, choose **Selected Colors**.



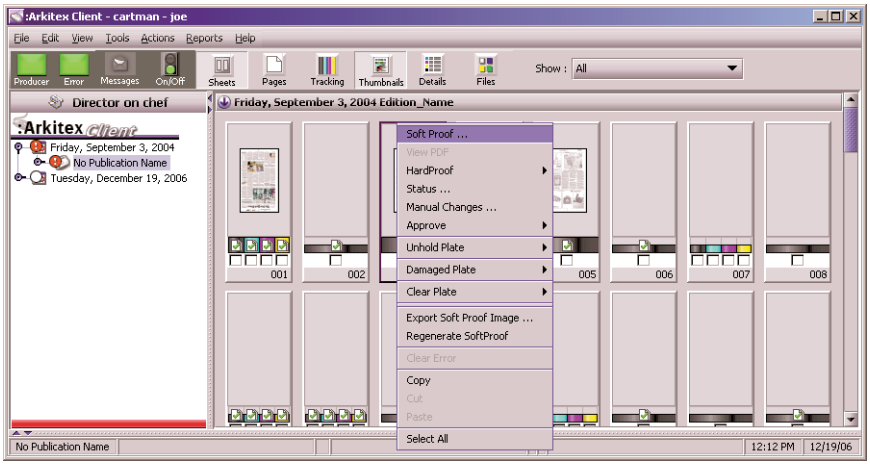
You may select more than one layer. By default, each damaged plate request will route to the same imager that output the original.

Quantity, **Event Sequence**, **Reason**, and **Clear job parsing for this page** function the same way as in All Colors.

By checking the desired **Color box(es)**, you control which layers output a new plate.

Soft Proof

The **Soft Proof** menu item allows you to view Soft Proofs in detail when the Soft Proof option has been configured (and Soft Proofs generated). The Soft Proof menu item is available by right-clicking on a thumbnail icon (which has had a Soft Proof generated), and selecting the Soft Proof option from the screen.



Alternatively, the Soft Proof window can also be opened by double-clicking on a thumbnail icon in the main pane (that has a Soft Proof generated) when the Thumbnail button in the Arkitex Client toolbar is selected.

Related topics:

- “Soft Proof” on page 142
- “View PDF...” on page 131
- “HardProof” on page 143
- “Status” on page 143
- “Manual Changes - Single Tracking Icon” on page 143
- “Unhold Plate” on page 133
- “Damaged Plate” on page 133
- “Clear Plate” on page 135
- “Regenerate Soft Proof” on page 136
- “Clear Error” on page 136
- “Copy” on page 136

- "Cut" on page 137
- "Paste" on page 137
- "Select All" on page 137

HardProof

By selecting **HardProof**, a high-resolution proof can be requested for output by the Arkitex Director and Arkitex Pair server. Select **Composite**, or **Selected Colors** as desired.

Related topics:

- "Soft Proof" on page 142
- "View PDF..." on page 131
- "Status" on page 143
- "Manual Changes - Single Tracking Icon" on page 143
- "Unhold Plate" on page 133
- "Damaged Plate" on page 133
- "Clear Plate" on page 135
- "Regenerate Soft Proof" on page 136
- "Clear Error" on page 136
- "Copy" on page 136
- "Cut" on page 137
- "Paste" on page 137
- "Select All" on page 137

Status

Selecting **Status** opens the **Page Status** dialog box.

Related topics:

- "Soft Proof" on page 142
- "View PDF..." on page 131
- "HardProof" on page 143
- "Manual Changes - Single Tracking Icon" on page 143
- "Unhold Plate" on page 133
- "Damaged Plate" on page 133
- "Clear Plate" on page 135
- "Regenerate Soft Proof" on page 136
- "Clear Error" on page 136
- "Copy" on page 136
- "Cut" on page 137
- "Paste" on page 137
- "Select All" on page 137

Manual Changes - Single Tracking Icon

If a single tracking icon is selected, and the right-click menu item **Manual Changes** is chosen, then the **Manual Changes** dialog box will appear.

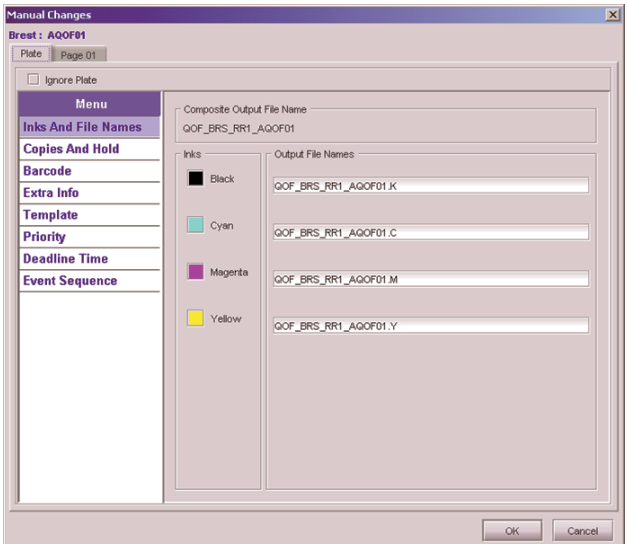


Plate tab:

- **Menu**
  - “Ignore Plate” on page 146
  - “Plate - Inks And File Names” on page 145
  - “Plate - Copies And Hold” on page 147
  - “Plate - Barcode” on page 148
  - “Plate - Extra Info” on page 149
  - “Plate - Template” on page 150
  - “Plate - Priority” on page 152
  - “Plate - Deadline Time” on page 153
  - “Plate - Deadline Time” on page 153

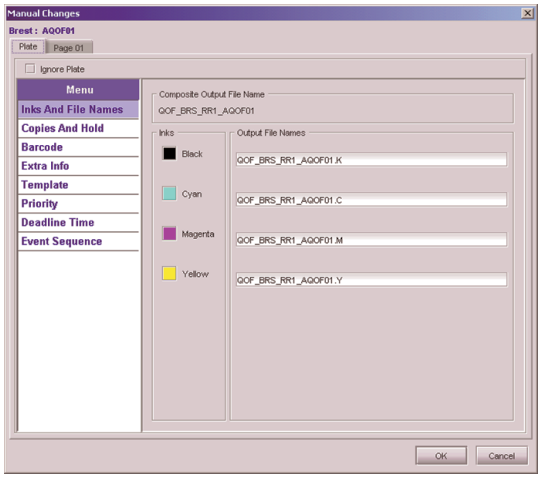
Page tab:

- **Menu**
  - “Page - Inks And File Names” on page 156

□ "Page - Versions" on page 157

Plate - Inks And File Names

If the **Inks And File Names** button is selected, then the names of the output files corresponding to each separation, as well as the composite, are shown.



Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

- **Composite Output File Name** - Name of the composite file that will be output.
- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.
- **Output File Names** - Name of the individual separation layers that will be output.

NOTE: These output file names cannot be changed.

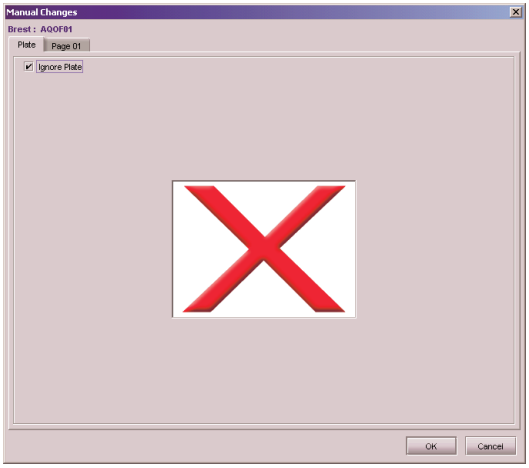
Related topics:

- "Ignore Plate" on page 146
- "Plate - Copies And Hold" on page 147

- "Plate - Barcode" on page 148
- "Plate - Extra Info" on page 149
- "Plate - Template" on page 150
- "Plate - Priority" on page 152
- "Plate - Deadline Time" on page 153
- "Plate - Event Sequence" on page 154

Ignore Plate

Checking the Ignore Plate allows you to convert the selected sheet to an Ignored Plate. Ignored Plates are sheets that will not be output via Arkitex Director and Arkitex Pair, typically because the films or plates these sheets represent have already been output for another edition. You do not want to output duplicate plates.



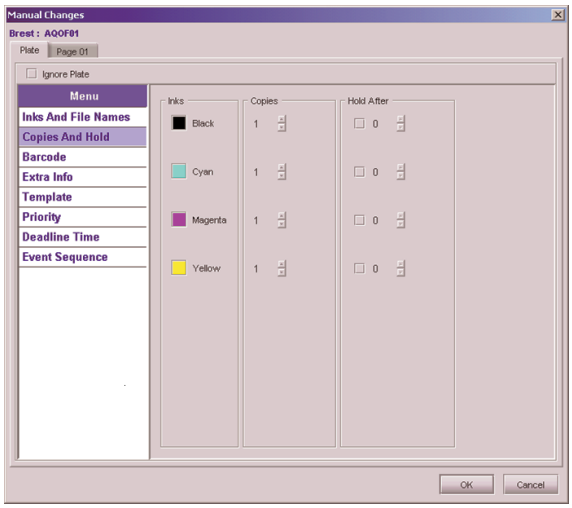
NOTE: The Ignore Plate checkbox is disabled for shared sheets and pages.

Related topics:

- "Plate - Inks And File Names" on page 145
- "Plate - Copies And Hold" on page 147
- "Plate - Barcode" on page 148
- "Plate - Extra Info" on page 149
- "Plate - Template" on page 150
- "Plate - Priority" on page 152
- "Plate - Deadline Time" on page 153
- "Plate - Event Sequence" on page 154

Plate - Copies And Hold

The **Copies And Hold** button displays a screen where you can change the number of plate copies. Here you can also choose to “hold after” making zero or more copies.



- **Inks** - Used to show the color assigned to represent each separation assigned; also allows you to add or change colors.
- **Copies** - The Copies number next to each separation indicates the number of duplicate versions of this separation that should be output. Each separation copy number can be increased, or decreased, by clicking the relevant up or down arrows, or by typing the number in the relevant box.
- **Hold After** - This section indicates if any separations within a page have been held, and (if a hold has been applied) how many copies of that separation should be output before the hold is applied. To enable the **Hold after number**, click on the check box next to the **Hold after** number.

NOTE: The **Hold After** value can be increased or decreased by selecting the up or down arrows next to each hold after value, or by typing directly into the relevant Hold after box.

So far, no hold has been applied to any of these separations/plates.

Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

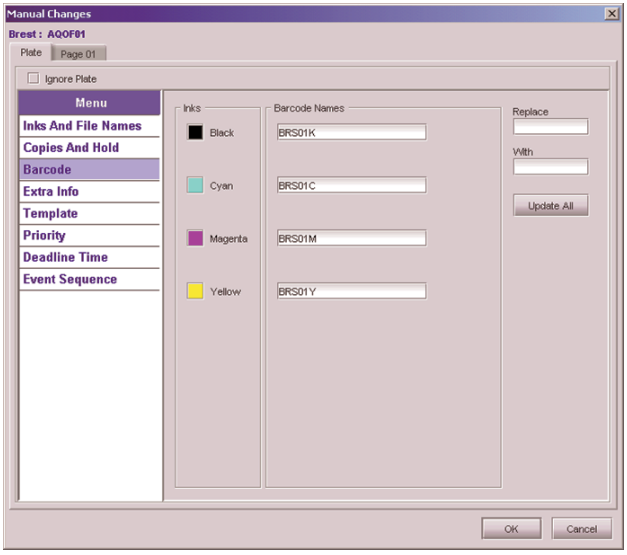
NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

Related topics:

- "Plate - Inks And File Names" on page 145
- "Ignore Plate" on page 146
- "Plate - Barcode" on page 148
- "Plate - Extra Info" on page 149
- "Plate - Template" on page 150
- "Plate - Priority" on page 152
- "Plate - Deadline Time" on page 153
- "Plate - Event Sequence" on page 154

Plate - Barcode

If the **Barcode** Tab option is enabled in the Arkitex Director Setup utility, then the Barcode button will be available. Selecting this button allows you to change barcode names.



- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.
- **Barcode Names** - Names of the barcode files.
- There is a handy search-and-replace tool available to modify all barcode names in this screen at once.

- **Replace** - Field to enter an existing barcode file name to change.
- **With** - Field to enter a new barcode file name.
- **Update All** - Updates all the changed fields.

Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

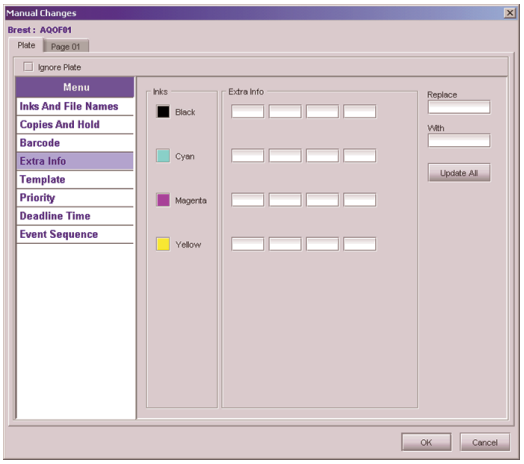
Related topics:

- "Plate - Inks And File Names" on page 145
- "Ignore Plate" on page 146
- "Plate - Copies And Hold" on page 147
- "Plate - Extra Info" on page 149
- "Plate - Template" on page 150
- "Plate - Priority" on page 152
- "Plate - Deadline Time" on page 153
- "Plate - Event Sequence" on page 154

Plate - Extra Info

In some installations, the **Extra Info** field in the Arkitex Director database is used to pass along information about separations to other software programs. The **Extra Info** button, if enabled in the Arkitex Director Setup utility, allows manual changes of these values.

- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.
- **Extra Info** - Fields for variables.
- **Replace** - Field to enter an extra info variable to change.
- **With** - Field to enter new extra info variable.
- **Update All** - Updates all the changed fields.



Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

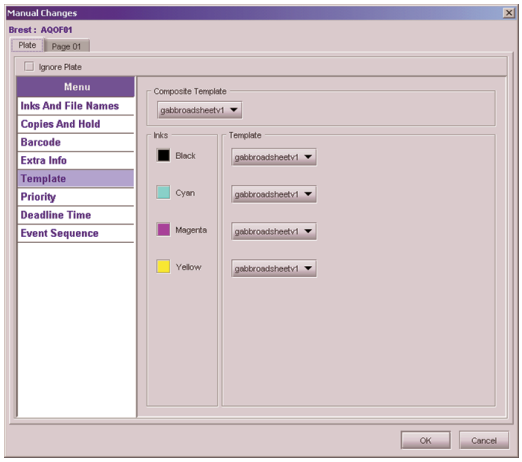
NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

Related topics:

- "Plate - Inks And File Names" on page 145
- "Ignore Plate" on page 146
- "Plate - Copies And Hold" on page 147
- "Plate - Barcode" on page 148
- "Plate - Template" on page 150
- "Plate - Priority" on page 152
- "Plate - Deadline Time" on page 153
- "Plate - Event Sequence" on page 154

Plate - Template

For imposed editions, the **Template** button allows you to change which composite template file (*.pmt) will be used to impose the plate.



- **Composite Template** - Select a composite template name from the drop down list to apply.
- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.
- **Template** - Select a template name from the drop down list to apply to the separation layer.

Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

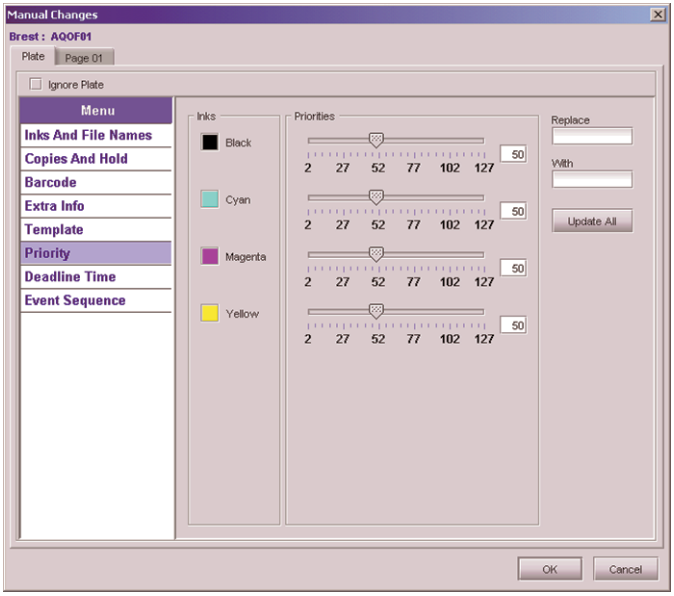
NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

Related topics:

- "Plate - Inks And File Names" on page 145
- "Ignore Plate" on page 146
- "Plate - Copies And Hold" on page 147
- "Plate - Barcode" on page 148
- "Plate - Extra Info" on page 149
- "Plate - Priority" on page 152
- "Plate - Deadline Time" on page 153
- "Plate - Event Sequence" on page 154

Plate - Priority

The priority of each layer can take any value from 2 (lowest priority) to 127 (highest). To change priorities, use the number boxes, or the slider. To modify all Priority values in this screen at once, fill in the Replace and With edit boxes with the desired numbers, and click on Update All.



Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

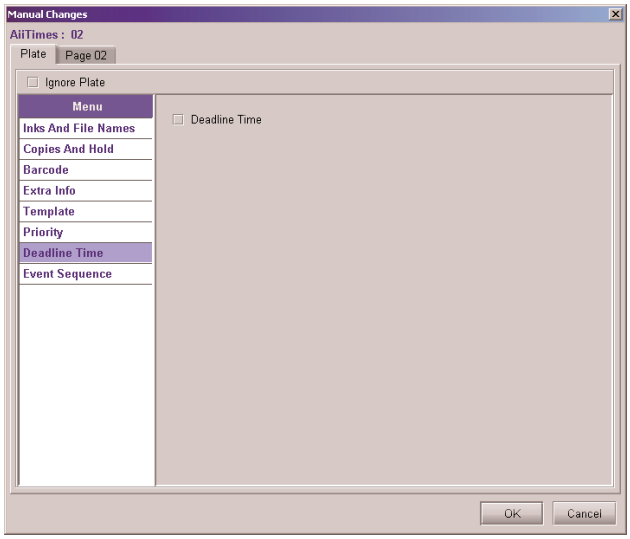
NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

Related topics:

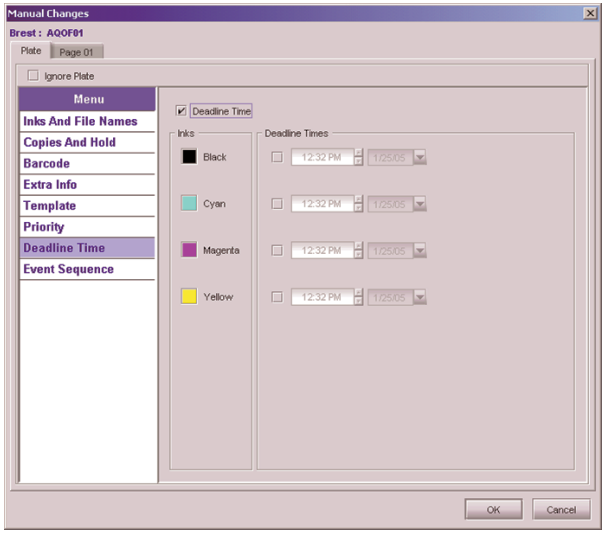
- "Plate - Inks And File Names" on page 145
- "Ignore Plate" on page 146
- "Plate - Copies And Hold" on page 147
- "Plate - Barcode" on page 148
- "Plate - Extra Info" on page 149
- "Plate - Template" on page 150
- "Plate - Deadline Time" on page 153
- "Plate - Event Sequence" on page 154

Plate - Deadline Time

To add a deadline to the current example sheet, “BUS01”, check the **Deadline Time** check box.



and check the boxes next to the layers for the desired **Deadline Times**.



- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.

- **Deadline Times** - The **Deadline** date and time can be changed by clicking on the arrows within the screen, selecting pull down dates, or incrementing the date.
  - Alternatively, a new **Deadline Time** could be typed directly into the relevant fields.
  - Each separation/plate in a page may have its own Deadline Time.
  - Once a **Deadline Time** has been defined, it cannot be switched off. However, it may be made irrelevant by setting it to a time later than the end of the known production cycle.

CAUTION: If a Hot Time has been defined for this edition, do not set a **Deadline Time** to exactly match the **Hot Time end** if **After Hot Time** is set to off.

Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

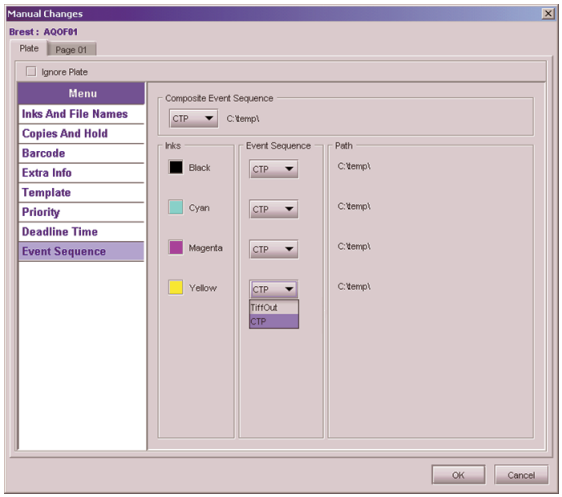
NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

Related topics:

- "Plate - Inks And File Names" on page 145
- "Ignore Plate" on page 146
- "Plate - Copies And Hold" on page 147
- "Plate - Barcode" on page 148
- "Plate - Extra Info" on page 149
- "Plate - Template" on page 150
- "Plate - Priority" on page 152
- "Plate - Event Sequence" on page 154

Plate - Event Sequence

In the **Event Sequence** a different event sequence can be selected to redirect the sheet's output. The Event Sequence is based on the number of sequences in the event sequence.



- **Composite Event Sequence** - To change an event sequence for the composite, select a new one from the drop-down list.
  - The Composite Event Sequence path is displayed to the right.
- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.
- **Event Sequence** - To change an event sequence for the separation layer, select a new one from the drop-down list.
- **Path** - Path of the event sequence.

Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

If multiple tracking icons are selected, the **Manual Change** dialog allows fewer All of the Page tabs disappear, as well as the Inks And File Names, Barcode, and Extra Info buttons. These parameters are different for different sheets, so they cannot be changed globally.

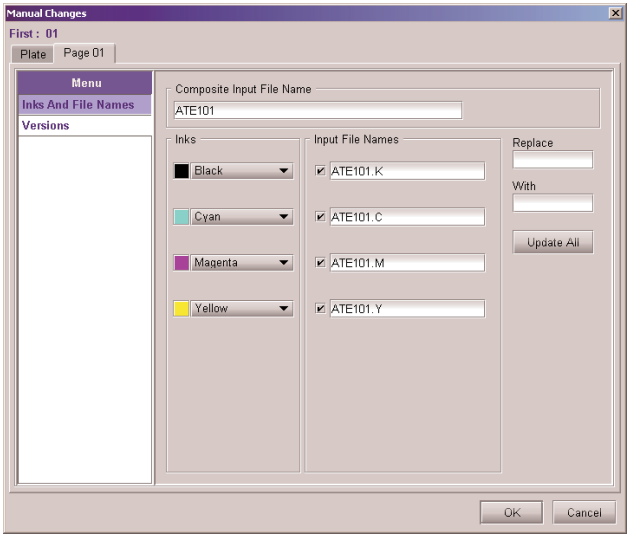
- **Composite Event Sequence** - To change an event sequence for the composite, select a new one from the drop-down list.

- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.
- **Event Sequence** - To change an event sequence for the separation layer, select a new one from the drop-down list.
- **Path** - Path of the event sequence folder.

Related topics:

- "Plate - Inks And File Names" on page 145
- "Ignore Plate" on page 146
- "Plate - Copies And Hold" on page 147
- "Plate - Barcode" on page 148
- "Plate - Extra Info" on page 149
- "Plate - Template" on page 150
- "Plate - Priority" on page 152
- "Plate - Deadline Time" on page 153

Page - Inks And File Names



- **Input Name** - The file name for the composite. The file does not have an extension like the separation layers.
- **Inks** - Used to show the color assigned to represent each separation assigned. Also allows you to add or change colors.

- **Input File Names** - The **Input File Names** section is used to identify the name of each incoming file so that Arkitex Director and Arkitex Pair can link that file to the relevant page's separation. To activate a file, select the appropriate check box.

In this example one separation has been configured for this page; however, as some pages in this edition consist of four colors, this page offers the ability to assign further separations.

The checked boxes next to their file names identify the enabled separations.

File names can be changed per separation by typing in the relevant separation file name field. Extra separations can be added by enabling the check box next to one of the disabled file names, typing in the new file name, and then configuring the remaining screens for the separation (e.g., Copies and Hold After).

Existing separations can be removed from the page by removing the check from the adjacent check box.

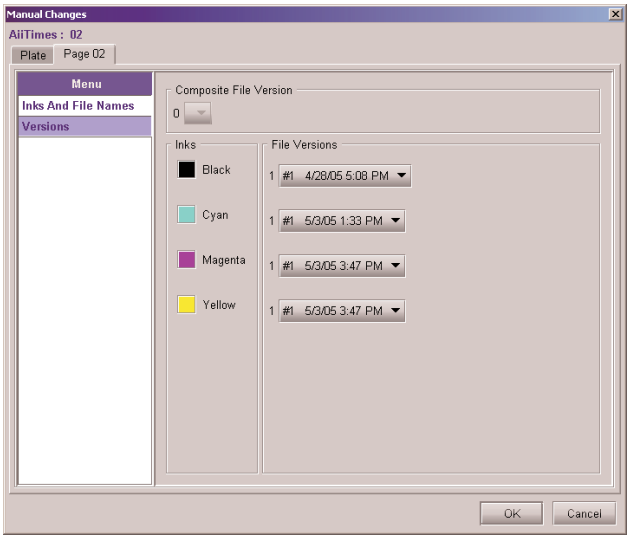
- **Replace** - Used to enter the name of an existing separation layer file name to change.
- **With** - Used to enter a new name for a separation layer.
- **Update All** - Updates all the changed fields.

Related topics:

- "Page - Versions" on page 157

Page - Versions

Allows selection of file versions of pages.



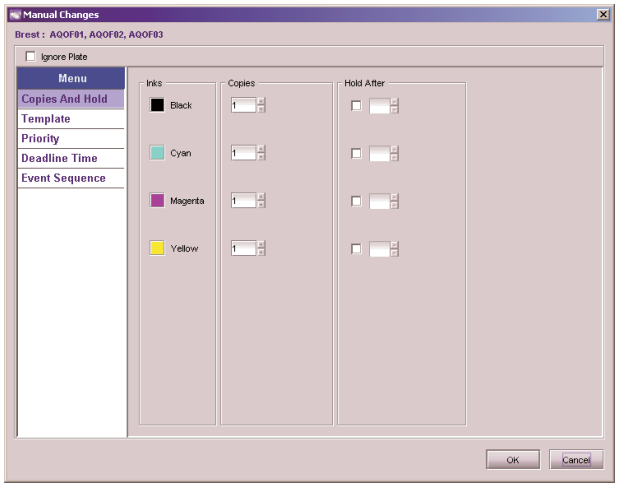
- **Composite Input File Version** - Displays the version number of the composite.
  - If there is no version, the number is 0.
  - If another version exists, the number increments to that version, and the box will display the date and time the file was received.
  - Other versions can be selected using the drop down arrow.
- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.
- **File Versions** - Displays the version number of the separation layer.
  - If there is no version, the number is 0.
  - If another version exists, the number increments to that version, and the box will display the date and time the file was received.
  - Other versions can be selected using the drop down arrow.

Related topics:

- "Page - Inks And File Names" on page 156

Manual Changes - Multiple Tracking Icon

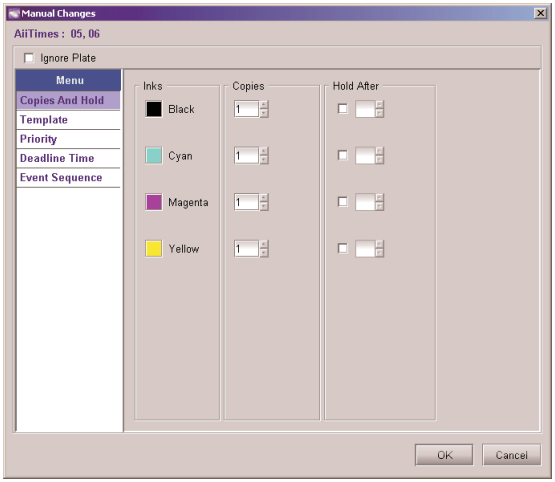
If multiple tracking icons are selected, the **Manual Change** dialog allows fewer changes.



All of the Page tabs disappear, as well as the Inks And File Names, Barcode, and Extra Info buttons. These parameters are different for different sheets, so they cannot be changed globally.

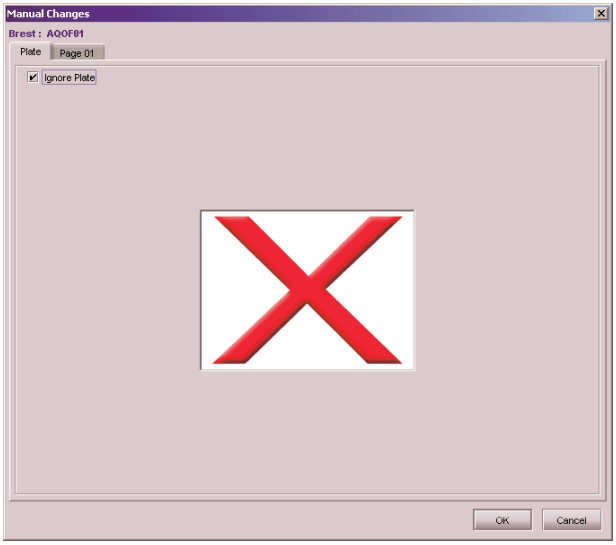
- **Menu**
  - "Copies And Hold" on page 159
  - "Ignore Plate" on page 160
  - "Template" on page 161
  - "Deadline Time" on page 162
  - "Event Sequence" on page 164

Copies And Hold



Ignore Plate

Checking the Ignore Plate allows you to convert the selected sheet to an Ignored Plate. Ignored Plates are sheets that will not be output via Arkitex Director and Arkitex Pair, typically because the films or plates these sheets represent have already been output for another edition. You do not want to output duplicate plates.



- **Inks** - Used to show the color assigned to represent each separation assigned, also allows you to add or change colors.

- **Copies** - The Copies number next to each separation indicates the number of duplicate versions of this separation that should be output. Each separation copy number can be increased, or decreased, by clicking the relevant up or down arrows, or by typing the number in the relevant box.

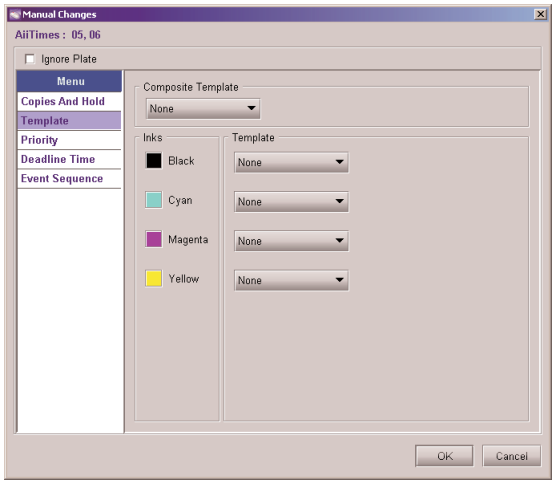
- **Hold After** - This section indicates if any separations within a page have been held, and (if a hold has been applied) how many copies of that separation should be output before the hold is applied. To enable the **Hold after number**, click on the check box next to the **Hold after** number.

NOTE: The Ignore Plate checkbox is disabled for shared sheets and pages.

Related topics:

- "Copies And Hold" on page 159
- "Template" on page 161
- "Priority" on page 162
- "Deadline Time" on page 162
- "Event Sequence" on page 164

Template

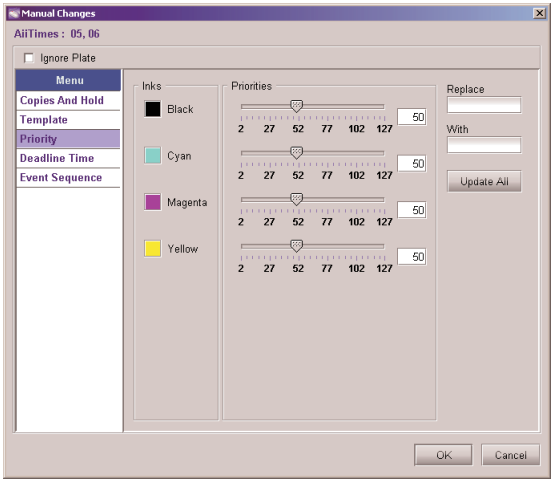


Related topics:

- "Copies And Hold" on page 159
- "Ignore Plate" on page 160
- "Priority" on page 162
- "Deadline Time" on page 162

- “Event Sequence” on page 164

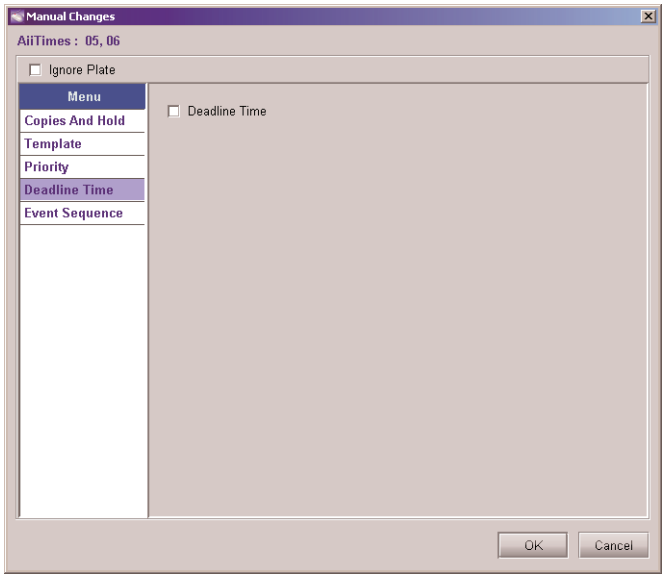
Priority



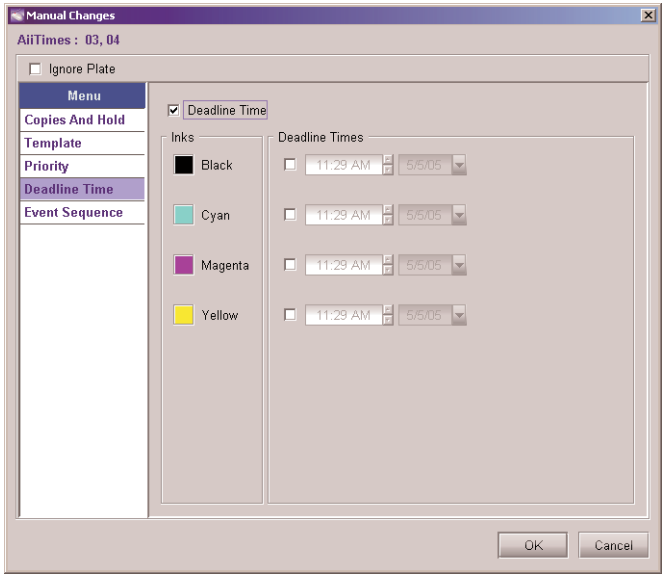
Related topics:

- “Copies And Hold” on page 159
- “Ignore Plate” on page 160
- “Template” on page 161
- “Deadline Time” on page 162
- “Event Sequence” on page 164

Deadline Time



and check the boxes next to the layers for the desired **Deadline Times**.



The **Deadline** date and time can be changed by clicking on the arrows within the screen, selecting pull down dates, or incrementing the date.

Alternatively, a new **Deadline Time** could be typed directly into the relevant fields.

Each separation/plate in a page may have its own Deadline Time.

Once a **Deadline Time** has been defined, it cannot be switched off. However, it may be made irrelevant by setting it to a time later than the end of the known production cycle.

CAUTION: If a Hot Time has been defined for this edition, do not set a **Deadline Time** to exactly match the **Hot Time end** if **After Hot Time** is set to off.

Press **OK** to apply any changes and close the **Manual Changes** dialog. Press **Cancel** to close the **Manual Changes** menu without applying any changes.

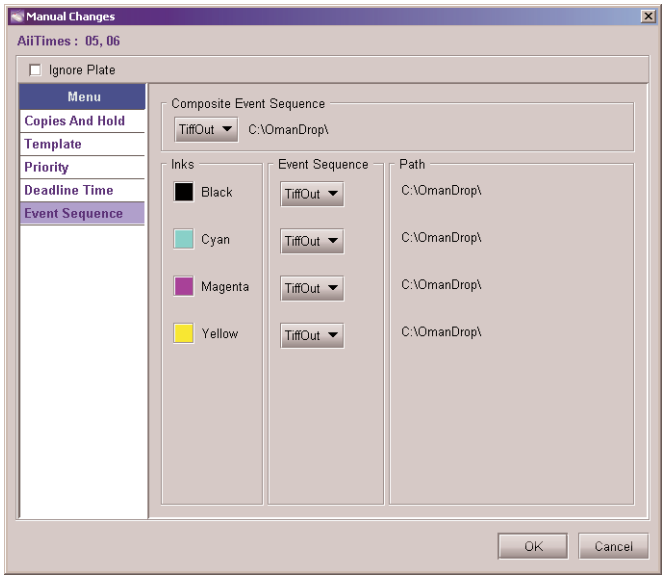
NOTE: No changes are made until the **OK** button is pressed. Changes can be made to more than one screen by clicking on the Menu buttons, making changes per screen, and then clicking **OK**. At that time all changes from all changed screens will be made.

All of the Page tabs disappear, as well as the Inks And File Names, Barcode, and Extra Info buttons. These parameters are different for different sheets, so they cannot be changed globally.

Related topics:

- "Copies And Hold" on page 159
- "Ignore Plate" on page 160
- "Template" on page 161
- "Priority" on page 162
- "Event Sequence" on page 164

Event Sequence



Related topics:

- “Copies And Hold” on page 159
- “Ignore Plate” on page 160
- “Template” on page 161
- “Priority” on page 162
- “Deadline Time” on page 162

Arkitex Client Status Bar

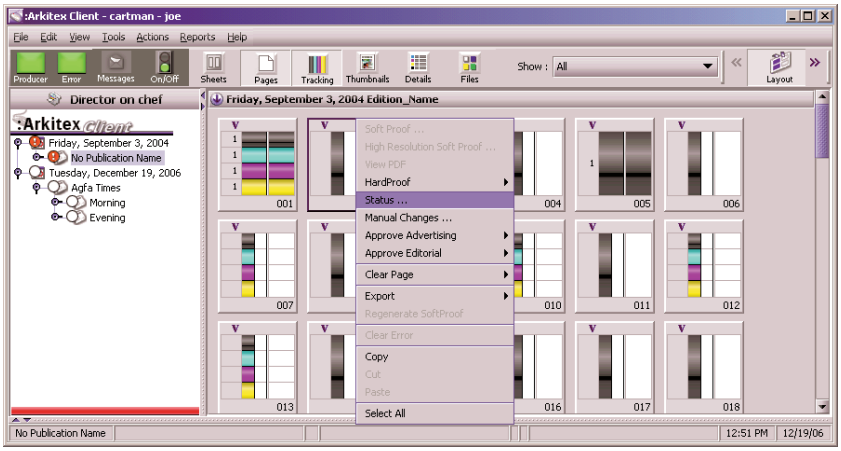
In the **Arkitex Client** status bar information related to the ‘Morning’ edition is shown. On the left is the name of the selected edition ‘Morning’.

The middle of the status bar displays the selected edition’s HotTime Start and Stop date and time (when applicable).

Finally, the right-hand side of the status bar displays the date and time of the last automatic screen refresh.

Status Dialog Box

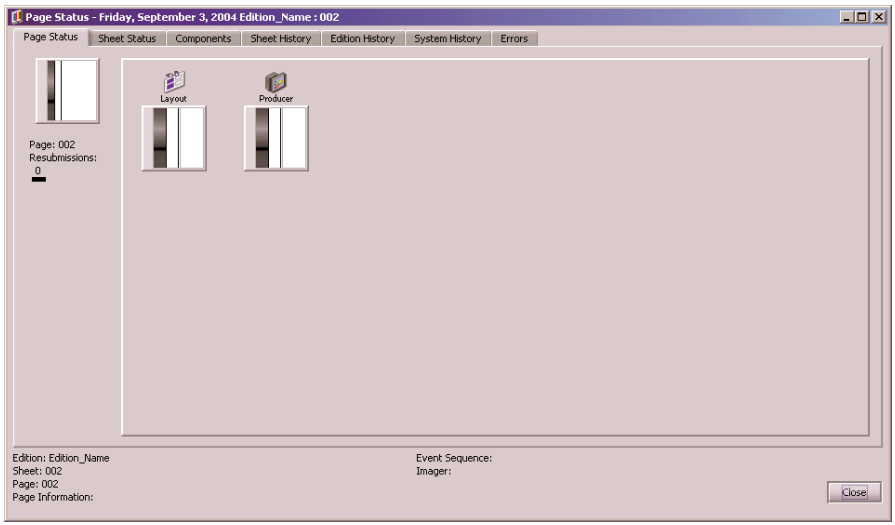
The **Status** dialog box is accessed in one of two ways: by selecting a tracking icon and selecting **Sheet** > **Status**, or **Page** > **Status** from the **Arkitex Client** menu, or by right-clicking on a tracking icon and selecting **Status**.



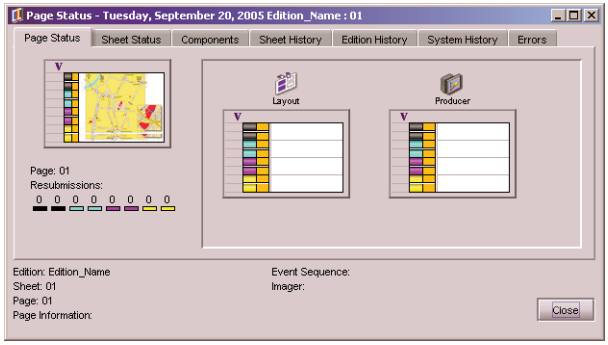
The **Status** dialog consists of seven (six for sheet status) screens, the **Page Status**, **Sheet Status**, **Components**, **Sheet History**, **Edition History**, **System History**, and **Errors** screens.

Each screen can be selected by clicking on the relevant tab.

▷ Single Layer



▷ Double Burn



Page Status Screen

The **Page Status** screen will display a view of where a specific page is in the production cycle. It is particularly useful for determining where output for a page might have been delayed.

The **Page Status** screen displays:

Page – the page number of an unimposed page.

Resubmission - The number of page resubmissions are counted in case one or more separation files were dropped into the **Arkitex/ Director/In** folder again.

The Status screen displays a record of the resubmissions (assuming the resubmission rules have been correctly defined). Both the original number of plates requested (above each color), and the number of Damaged Plates requested (below each color) are displayed.

The center pane of the **Page Status** screen displays tracking icons for all the events, including the **Layout** event, in the event sequence for this page. At the bottom of the **Page Status** screen, the **Publication**, **Edition**, **Section**, **Sheet** and **Page** (not shown) for this page may be found.

NOTE: In the **Page Status** screen, Section is a standard term used to identify the group or section to which this selected page is linked. If the selected page belongs to a section, the name of the section will be shown as the section name. If the selected page belongs to a group, the name of the group will be shown as the section name. (The Show Page Groups setting under the **Start** button > **Applications** > **Arkitex Director** > **System Setup** > **Arkitex Client** > **Show Page Groups** must be configured to '**Yes**'.) If this page does not belong to a group or a section, only the page number range (start number and end of the edition) will be displayed as the **Section**.

NOTE: If production of an edition has begun - sheet 'BUS01' has output - and then the edition is re-activated, the Page History screen will retain a log of sheet 'BUS01' events that have already occurred. The Sheet History and Edition History logs are only removed by the Arkitex Director and Arkitex Pair Purge Utility module depending on the purge privileges assigned to you.

Located at the bottom of the screen are the Publication, Edition, and Section Names, and the Page Number (page name) for this page. The Event Sequence is displayed along with the actual imager used once imaging is complete.

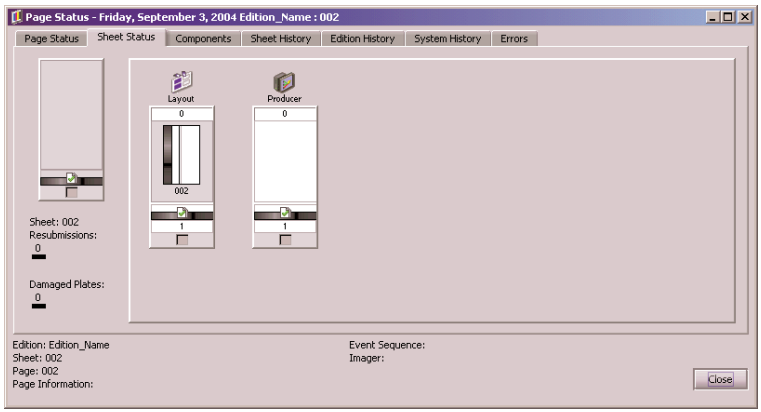
Related topics:

- "Sheet Status Screen" on page 168
- "Components" on page 169
- "Sheet History" on page 171
- "Edition History" on page 172
- "System History" on page 173
- "Errors" on page 175

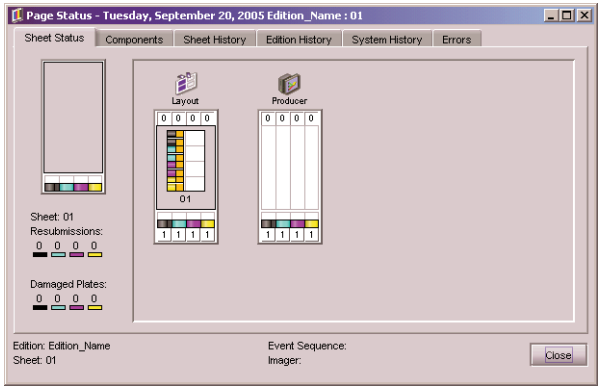
Sheet Status Screen

The **Sheet Status** screen will display a view of where a specific sheet is in the production cycle. Similar to Page Status, it gives the status of the imposed sheet.

▷ Single Layer



▷ Double Burn

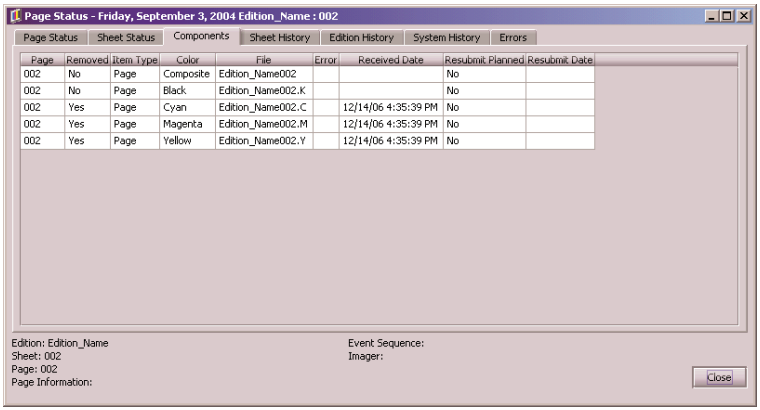


Related topics:

- “Page Status Screen” on page 167
- “Components” on page 169
- “Sheet History” on page 171
- “Edition History” on page 172
- “System History” on page 173
- “Errors” on page 175

Components

The **Components** tab displays information related to each component on a plate.



Page - Indicates the page number location for the given data file.

Removed - Indicates if the component is "removed" (does not appear) from the plate. This may indicate a page being ignored.

Item Type - Indicates the type of component as follows:

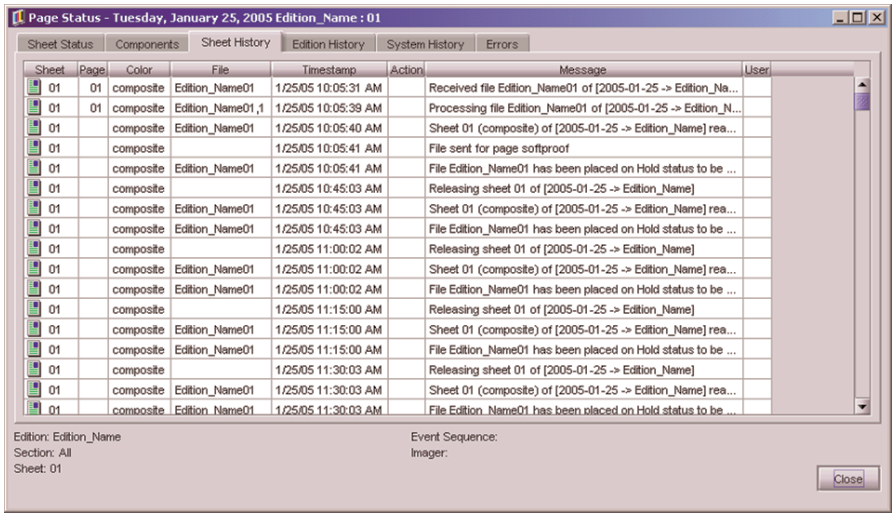
- **Page:** the actual page data.
- **Label:** A text label.
- **Erase:** A region to erase from the plate.
- **Barcode:** A barcode for tracking purposes.
- **Component:** Furniture.
- **Color** - The particular color layer on which the component images.
- **File** - The file name of the component.
- **Error** - Indicates overlap errors (if any).
- **Received Date** - Indicates when the component was received. For components that reside in the components folder, the Received Date indicates when the edition is activated.
- **Resubmit Planned** - Indicates if a resubmission is planned for the page.
- **Resubmit Date** - Indicates when the resubmission is received.

Related topics:

- "Page Status Screen" on page 167
- "Sheet Status Screen" on page 168
- "Sheet History" on page 171
- "Edition History" on page 172
- "System History" on page 173
- "Errors" on page 175

Sheet History

The **Edition History** screen displays historical information about all pages in an edition.



If the Sheet History tab is selected, detailed information as to what has happened at what time/date to this sheet is displayed.

The width of each display column may be altered by clicking on the column heading dividers, and dragging to the left or right.

- **Sheet** - Indicates the sheet number
- **Page** - Indicates the page number on the sheet (useful for imposed sheets)
- **Color** - Indicates the color to which the event relates.
- **File** - Indicates the file name (if any) to which the event relates.
- **Timestamp** - Indicates when the event occurred.
- **Action** - Indicates the specific action that has occurred.

- **Message** - A message related to the event.
- **User** - Indicates the user causing the action (for example, a damaged plate or sheet approval).
- **Maximum Items** - The maximum number of line items that will display. There is no limit to the number of items that can be displayed.

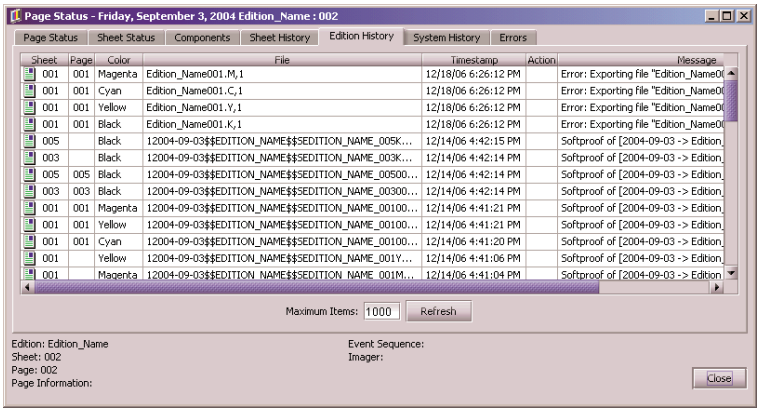
Refresh — Use to refresh the display.

Related topics:

- "Page Status Screen" on page 167
- "Sheet Status Screen" on page 168
- "Components" on page 169
- "Edition History" on page 172
- "System History" on page 173
- "Errors" on page 175

Edition History

The **Edition History** screen displays historical information about all pages in an edition.



The width of each display column may be altered by clicking on the column heading dividers, and dragging to the left or right.

- **Sheet** - Indicates the sheet number
- **Page** - Indicates the page number on the sheet (useful for imposed sheets)

- **Color** - Indicates the color to which the event relates.
- **File** - Indicates the file name (if any) to which the event relates.
- **Timestamp** - Indicates when the event occurred.
- **Action** - Indicates the specific action that has occurred.
- **Message** - A message related to the event.
- **User** - Indicates the user causing the action (for example, a damaged plate or sheet approval).
- **Maximum Items** - The maximum number of line items that will display. There is no limit to the number of items that can be displayed.

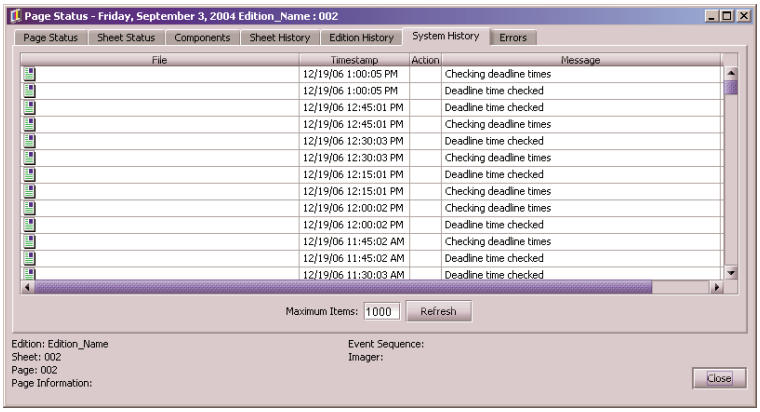
Use to refresh the display.

Related topics:

- "Page Status Screen" on page 167
- "Sheet Status Screen" on page 168
- "Components" on page 169
- "Sheet History" on page 171
- "System History" on page 173
- "Errors" on page 175

System History

The **System History** screen displays global edition information such as whether or not a HotTime has been defined, whether an edition is on hold, etc.



The width of each display column may be altered by clicking on the column heading dividers, and dragging to the left or right.

- **Sheet** - Indicates the sheet number
- **Page** - Indicates the page number on the sheet (useful for imposed sheets)
- **Color** - Indicates the color to which the event relates.
- **File** - Indicates the file name (if any) to which the event relates.
- **Timestamp** - Indicates when the event occurred.
- **Action** - Indicates the specific action that has occurred.
- **Message** - A message related to the event.
- **User** - Indicates the user causing the action (for example, a damaged plate or sheet approval).
- **Maximum Items** - The maximum number of line items that will display. There is no limit to the number of items that can be displayed.

Use to refresh the display.

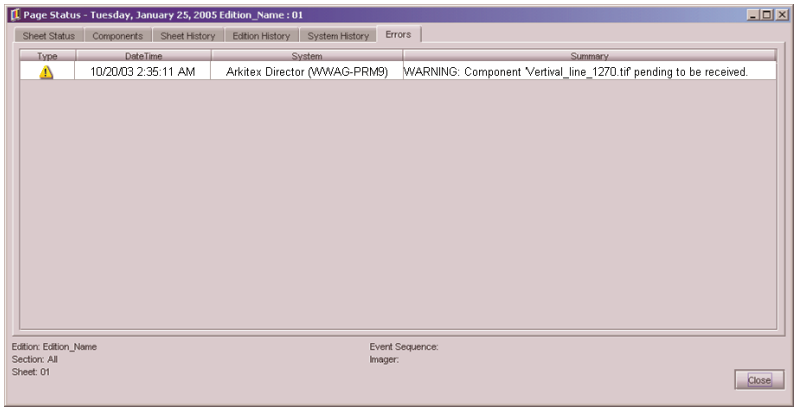
Related topics:

- "Page Status Screen" on page 167
- "Sheet Status Screen" on page 168
- "Components" on page 169

- "Sheet History" on page 171
- "Edition History" on page 172
- "Errors" on page 175

Errors

The **Error** screen displays error messages.



- **Type** - Type of message (warning error).
- **Date Time** - Date and time of the error or warning.
- **System** - Indicates which system is generating the warning or error.
- **Summary** - Short error message.

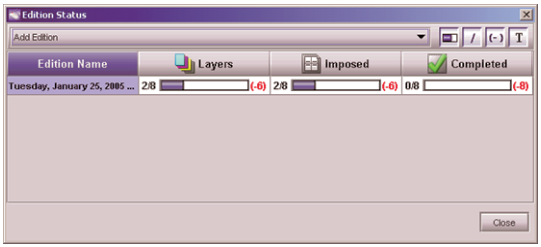
Click **Close** to exit the **Status** dialog.

Related topics:

- "Page Status Screen" on page 167
- "Sheet Status Screen" on page 168
- "Components" on page 169
- "Sheet History" on page 171
- "Edition History" on page 172
- "System History" on page 173

Edition Status

The **Edition Status** dialog box is accessed by selecting from the menu bar **Edition** > **Edition Status**.

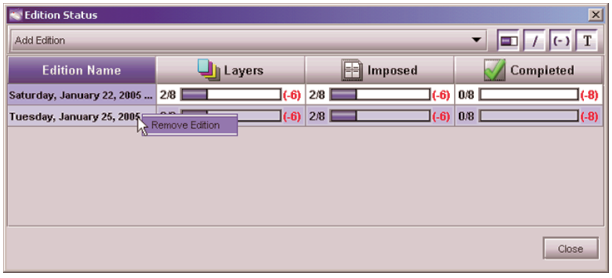


This dialog provides an at-a-glance overview of the status of one or more editions.

Used to add an edition to monitor. Click on Add Edition, and select the edition you would like to monitor.

▷ To Remove an Edition from the display

1 Right-click on the edition.

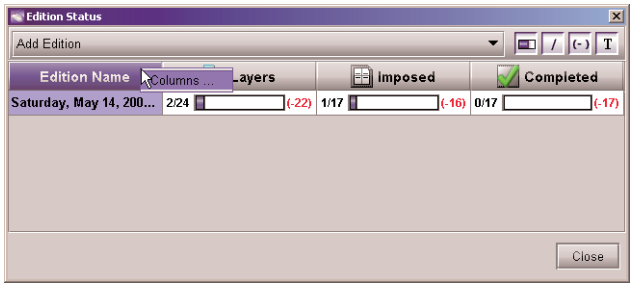


2 Select **Remove Edition.**

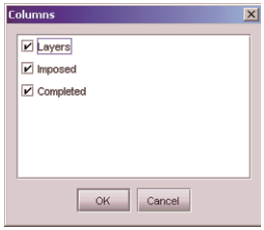
NOTE: This stops monitoring Edition Status for this edition, but does not remove the edition from Arkitex Director and Arkitex Pair.

▷ To hide the information in one of the columns

1 Right-click on **Edition Name**, **Layers**, **Imposed** or **Completed** to bring up the **Columns**... button.

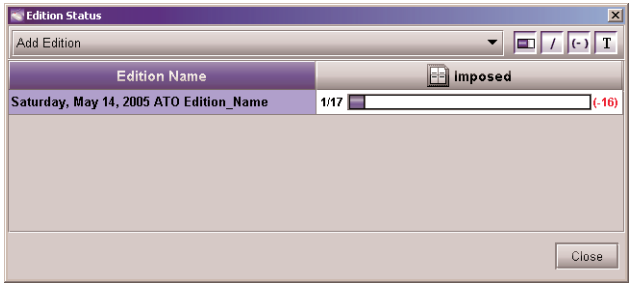


2 Click on the **Columns**...button to bring up the **Columns** dialog box.



- **Layers**- Number arrived. When unchecked the **Layers** column is no longer displayed.
- **Imposed**- Number of impositions completed. When unchecked the **Imposed** column is no loner displayed
- **Completed**- Number of plates completed. When unchecked the **Completed** column is no longer displayed.

3 For example, if the **Layers** and **Completed** are toggled off, then only the **Imposed Status** column will appear.



Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

Edition Status Cell

Each cell in the Edition Status table is made up of three parts:

- On the left is the ratio of actual vs. expected. (In this example, actual is 0 and expected is 8.)
- The middle part is a progress bar that fills in as the ratio increases.
- On the right is the number remaining.

Hide

- Display Progress Bars
- Display Ratios
- Display Numbers Missing
- Display Text Labels

Click on the buttons in the Edition Status toolbar using left mouse button

Display Progress Bar

Display Ratios

Display Numbers Missing

Display Text Labels

Closes the current window.

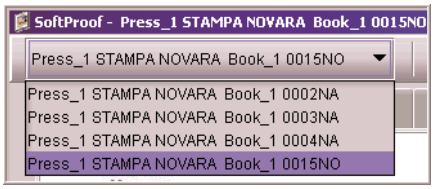
Calls up context-sensitive help.

Arkitex Client Soft Proof Window

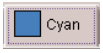
NOTE: This section only applies to users who have Soft Proof permission.

In the picture, the page identifying information has been entered into the blue title bar at the side of the screen.

To view other Soft Proofs already generated for this edition, click on the Page button (shown above), and select the page to view from the list shown.

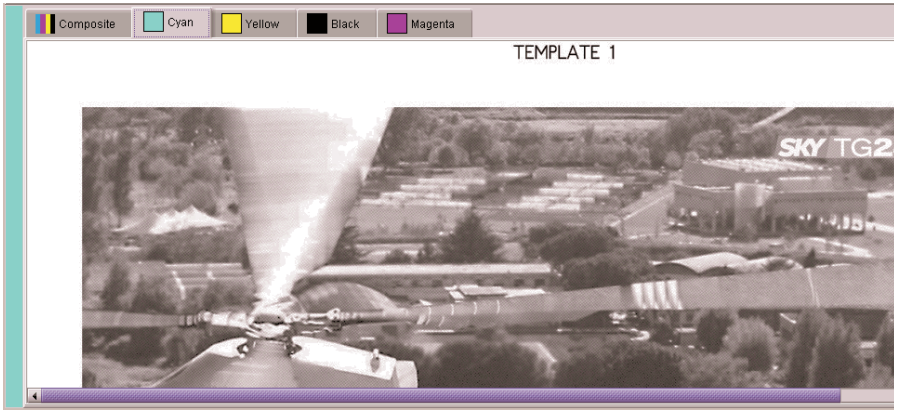


When the Soft Proof window is initially opened, the Composite view of the page is displayed, indicated by the Composite button.



If the configuration allows, click on a separation button to change the Soft Proof view from a composite view to a separated view.

In the example below, the 'Cyan' separation is selected. The color bar to the left of the separation tabs will change to the color of the chosen separation.



NOTE: If Separation tabs are not visible, the web configuration has been set to only display a Composite view of Soft Proofs. For more information on Soft Proof displays refer to Arkitex Setup/Application/Arkitex Client.

Separation tabs may also not display if the Soft Proof Resolution option in the Set Configuration dialog, **General** tab, is set to Medium or Low ("Client Tab >

General Tab" on page 57). Separations are only available for High Resolution Soft Proofs.

Soft Proof Toolbar

The toolbar available in the Arkitex Client Soft Proof window has buttons that can be used to manipulate the view of the Soft Proof image.

Clicking on the Refresh button will revert the Soft Proof view back to the original (e.g., after it has been rotated or flipped), and will cause the view to be completely refreshed.

Hand Tool. Used to grab the image and shift it in the direction the mouse is moved.

Zoom In Tool. A zoom marquee displays, and the image magnifies.

Fit To Window. Fits the soft proof to the window.

When clicked, adjusts the Soft Proof adjusts to full screen (100% zoom).

Zoom In increases the Soft Proof size by 20% per click.

Shows percentage of graphic related to dialog box (manual entry range 5.000 to 1000.000).

Zoom Out decreases the Soft Proof screen by 20% per click.

High Resolution Soft Proof.

▷ Opening a High Resolution Soft Proof from the Normal Soft Proof Screen

1 Select the region of interest.

NOTE: At this point the high resolution data will be combined to create the high resolution soft proof.

---

2 A new window opens to display this proof. While the data is being generated, a progress bar will display the status.

3 Once the high resolution soft proof is on the screen, you will be able to zoom in and out, and turn off selected layers.

4 Clicking **Close** will return you to the standard soft proof.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the right, which can be useful for viewing paired pages.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the left, which can be useful for viewing paired pages.

Mirror is primarily used when the production process includes a film output. When clicked, allows for wrong-reading separations.

When clicked, allows for wrong-reading separations to be flipped.

When clicked, allows for positive viewing of negative separations.

Ink Densities are automatically calculated for files outputting for the edition. Refer to "Ink Preset" on page 183.

NOTE: The **Ink Preset** button will only activate if the Arkitex AutoInk module has been installed. AutoInk activates the Ink Setup button on the Console.

Clicking on the Densitometer button allows you to check the color density of the Soft Proof.

When the Densitometer button is clicked, the Densitometer RGB box shows the same color as currently covered by the cursor. Refer to "Densitometer" on page 184.

Approve tool. Clicking this tool opens a dropdown menu. You can choose to **Approve Advertising**, or **Approve Editorial** (**All Colors** or **Selected Colors**).

Export Soft Proof Image. Opens the Save dialog box for exporting soft proof images. Refer to "Soft Proof Export" on page 190.

Clicking on the Print button will display the Print dialog box. Select the printer to which you wish to output this page.

NOTE: Although the Print range option defaults to 'All' pages, it will only print the selected separation (or composite) of the selected page. The image which will be printed is the **Proof.jpg** file, scaled to the paper size. If this image is not at high-enough resolution, use the **HardProof** button to request a high-resolution printout.

Clicking on HardProof generates a high-resolution printout. Refer to "HardProof" on page 185.

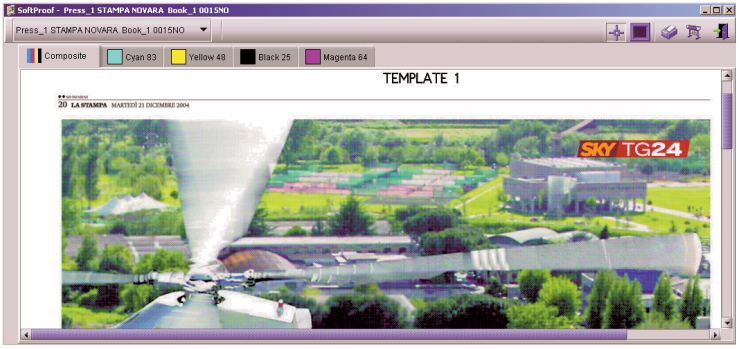
Clicking on Close exits the Soft Proof Window.

▷ Ink Preset

By clicking the **Ink Preset** drop down arrow and selecting the **Ink calculation file**, the soft proof will display bands showing CMYK ink calculations for areas of the proof.

Densitometer

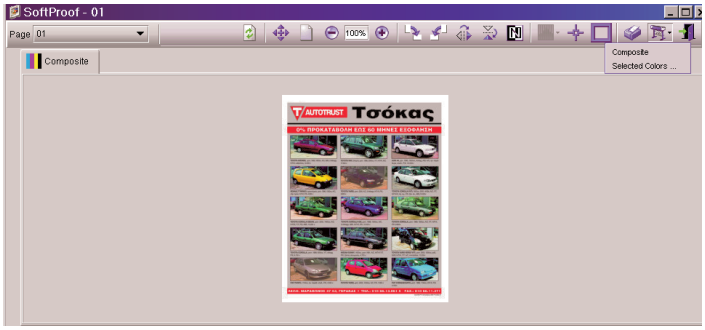
The cursor will now look similar to the **Densitometer** icon. As the cursor is moved over the Soft Proof, the color values will be displayed as numbers on the separation tabs. In the following example, the density where the cursor is positioned is Black 12%, Cyan 26%, Magenta 74% and Yellow 27%.



The color showing in the box next to the Densitometer icon reflects the same color as currently covered by the cursor (when the Densitometer button is depressed).

HardProof

By selecting HardProof, a high-resolution proof can be output by the Arkitex Director and Arkitex Pair server. Select **Composite** to output the composite, or **Selected colors** to output the selected colors.



High Resolution Soft Proof

Selecting this option opens a High Resolution soft proof. This feature is used to review a single TIFF layer to ensure there are no random marks.

The High Resolution window allows you to:

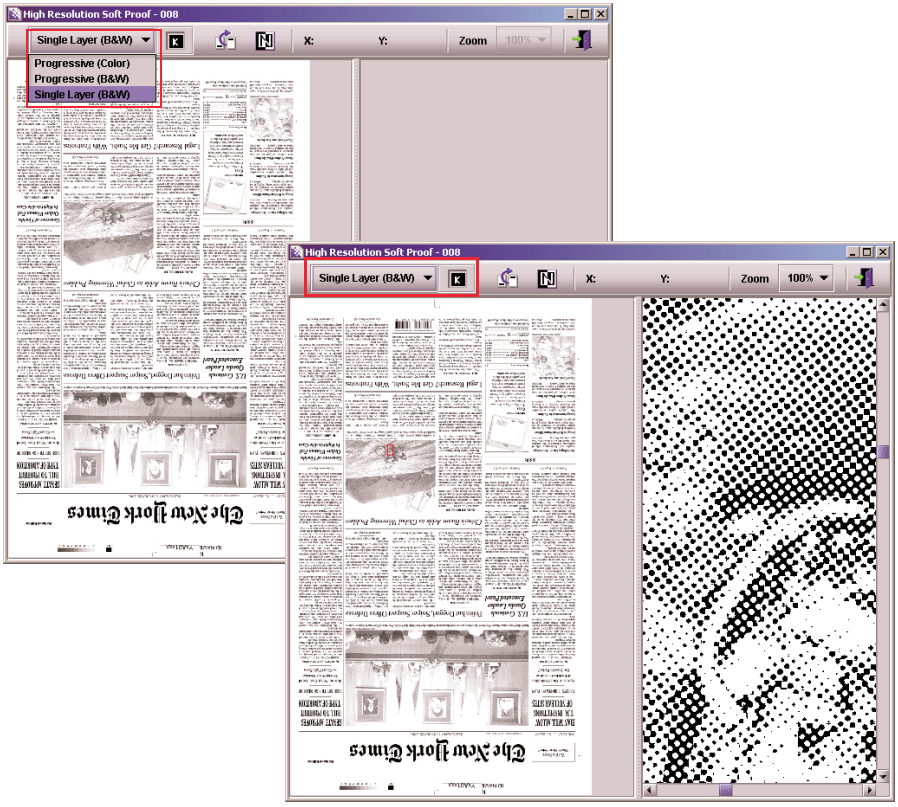
- Zoom in and out.
- Indicate the current cursor position in X/Y pixel coordinates.
- Invert the image from negative to positive, and vice-versa.
- View high resolution data for individual layers.
- Rotate the image.

Layer Box

You can choose a different view of the image by selecting from the layer box. You can choose Single Layer B&W, Progressive B&W, or Progressive Color.

- **Progressive (Color)** allows you to select one or more color layers at a time. K, C, M, and Y can be clicked individually. As they are clicked, the color displays in the zoom area (the right side of the window).

- **Progressive (B&W)** allows you to select the B&W equivalents of each color layer.
- **Single Layer (B&W)** allows you to only select a single layer (K).



▷ Toolbar

View the Black Layer.

View the Cyan Layer.

View the Magenta Layer.

View the Yellow Layer.

NOTE: Turning off selected layers allows you to see a "progressive" proof to more easily view the position of specific colors.

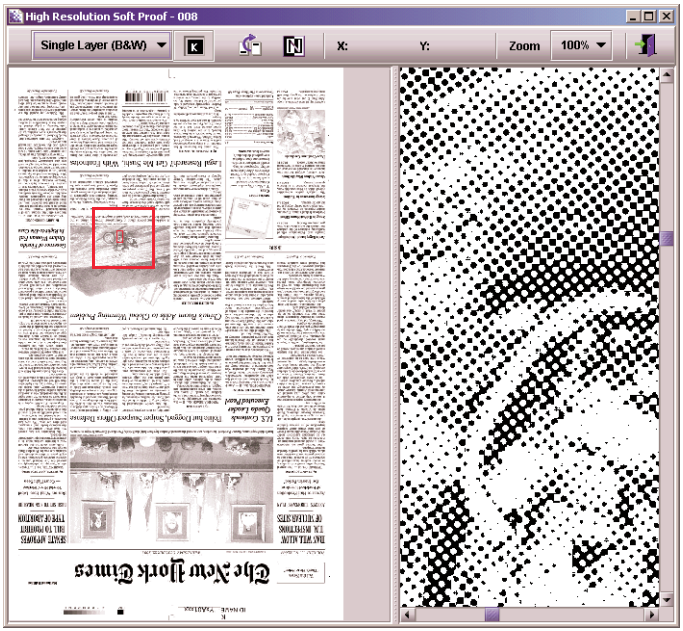
Rotation tool used to rotate the image 180 degrees.

When clicked, allows for positive viewing of negative separations.

X and Y coordinates displays the XY coordinates of the image.

Zoom is used to magnify the image from 25% to 500%.

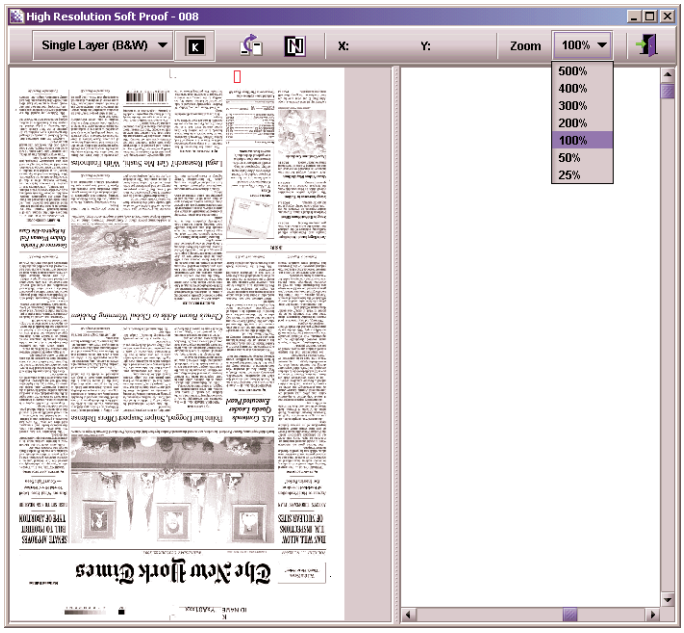
Clicking on Close exits the Soft Proof Window.



To view another area of the soft proof, either indicate the other area, or scroll in the high resolution window. As you scroll, the data to fill in the window will be generated.

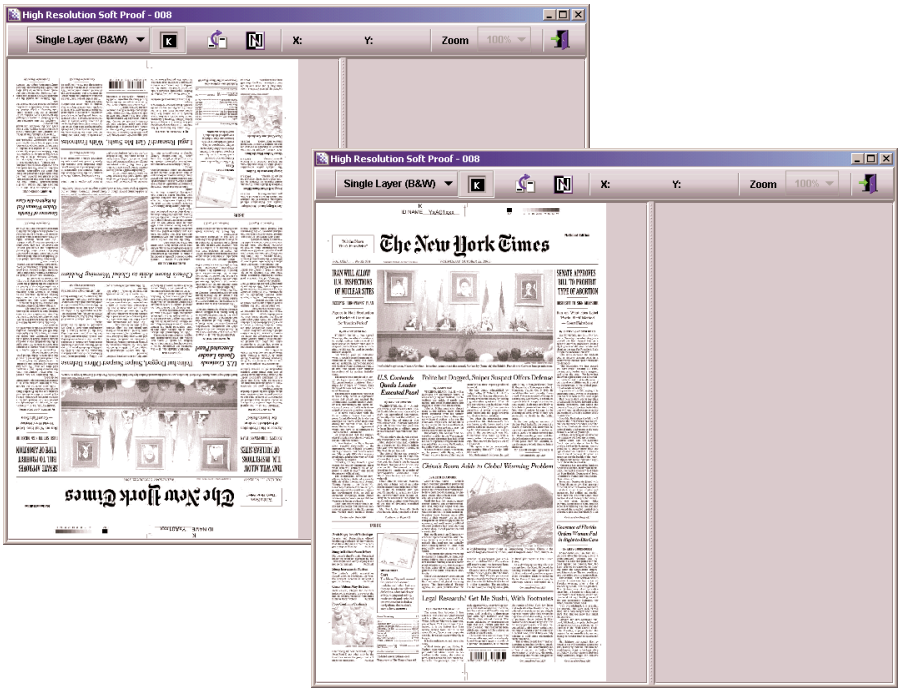
▷ Zoom

You can zoom the view using the Zoom dropdown menu.



▷ Rotate Image

The soft proof can be rotated with the rotation tool.

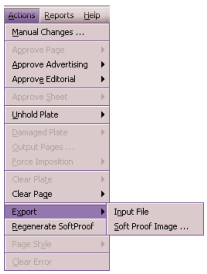


NOTE: This feature will only work for input TIFF files.

Soft Proof Export

You can now export a JPEG copy of page soft proof images and/or sheets from within the Client.

From the Client right-click a page/sheet, or go to **Actions** from the Menu bar. You will get one of the these menu items.



Export configured in Preferences

Not configured for exporting input files

Soft Proof Export disabled

1 User has Director Export Input File configured and Soft Proof Export option enabled in Client preferences. This menu will have submenus to select which file to export: Input File, or the Soft Proof Image.

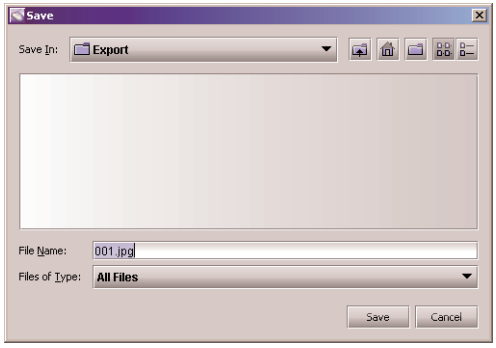
2 User has the Soft Proof Export option enabled in Client Preferences, but does not have the Director Export Input File configured.

3 User has Director Export Input File configured only.

The Client will then open a standard **Save** dialog with the current directory being the Default set in Preferences, and the default file name being:

- For pages the default export name is the input file name of the composite file.
- For sheets the default export name is the sheet name.

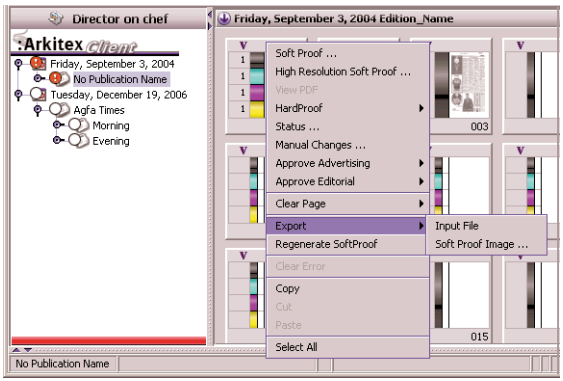
You are able to change folders and the export file name through the **Save** dialog.



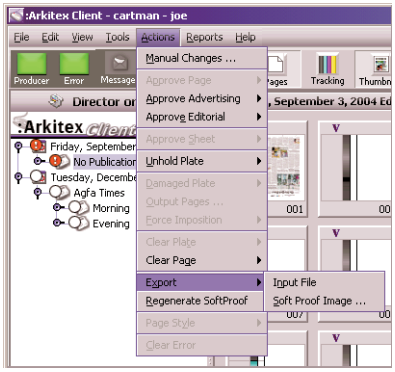
When a soft proof is exported, a message will be logged to the system stating the name of the file exported, who requested the export, and when the export was made. This log message will also appear in the Page History.

This **Export** feature is available for single soft proof files from within:

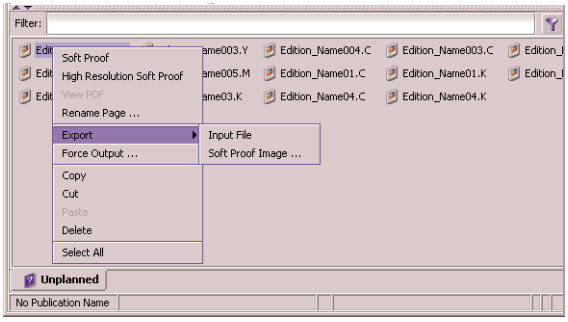
- The Main Pane



- The Menu Bar



- The Unplanned Pane

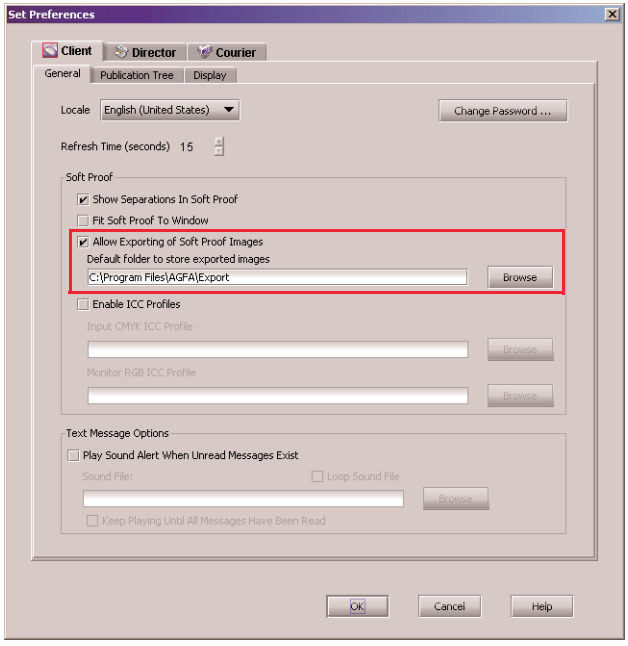


- The Soft Proof Window

Clicking the **Export Soft Proof Image** button from the Soft Proof toolbar will open the same **Save** dialog box in the same way as selecting the menu item. Refer to "Arkitex Client Soft Proof Window" on page 179.

Preferences

The Soft Proof Export Folder defines the folder where the files are written. Both the check box and a valid folder must be defined, or the Export Soft Proof Image menu item will not appear.



If a single icon is selected, the Export Soft Proof Image menu item will only display based on the Preferences set. If multiple page or sheet icons are selected, the menu option will not display.

NOTE: The ability to export soft proof files is based on having page or sheet soft proofing permissions. If you have page soft proof permission, you are able to export pages and sheets.

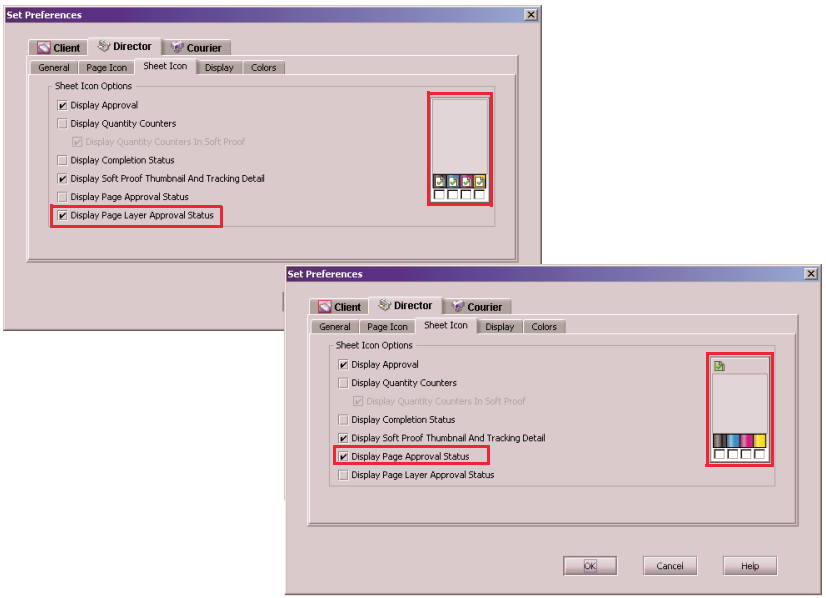
Page Approval Status

In many cases, users in plate making need to see the status of page approval when viewing sheets. Often this is due to an Intellinet feature that restricted users from approving sheets until all pages on that sheet were approved. You can now view the approval status of pages while viewing sheets.

- **Page Approval Status** - The approval state of all layers of all pages on a sheet. When all layers of all pages are approved, then the Page Approval Status is true and vice-versa.
- **Layer Approval Status** - The approval status of all layers of each color on the sheet. For example when all of the Cyan layers of all pages on the sheet are approved then the Cyan Layer Approval Status is true.

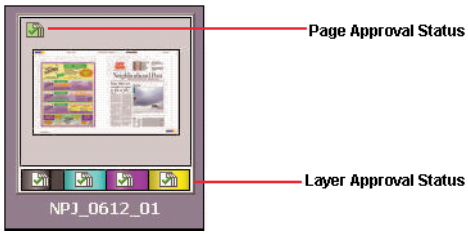
Preferences

In Preferences you can select if you wish to view the Page Approval Status, and/or if you wish to view the Layer Approval Status. Both displays can be on or off.



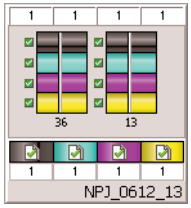
Icon Overview

When viewing sheet icons, both the Page Approval Status and the Layer Approval Status display can be on or off.



When any of the states are false (not all pages are approved, or all pages of a given color are not approved) that checkbox will not display.

In the case where Content approval is used, the Page Approval Status and Layer Approval Status show as checked once all of the required approvals are given.

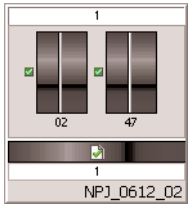


Details

When in any sheet-based view you will see any approval states you have selected in Preferences. These states are read only and cannot be changed from the sheet view.

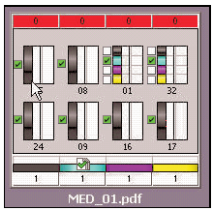
The following images show how these states are shown in various Tracking and Thumbnail screens with different event states selected.

- **Tracking – Layout Event**



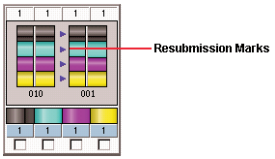
The image shows the approval status of each layer for each page. Page/layers cannot be approved from this view.

NOTE: For Event Sequences including the **Convert** event, the display is the same as the **Layout** event.

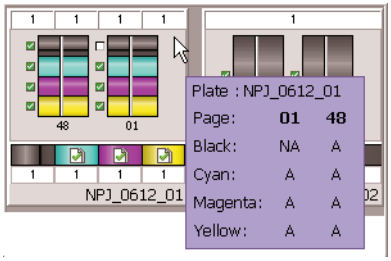


The image above shows an 8-up icon.

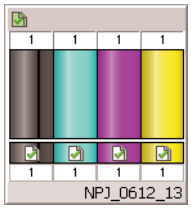
If the user has selected to display the Layer Approval Status, the blue resubmission marks will not display.



- **Tracking – Layout Event – Tooltip** - No Change. This will still show the expected file names.

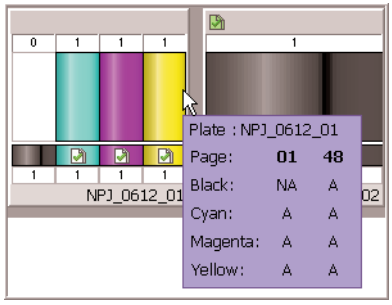


- **Tracking – All Other Events**



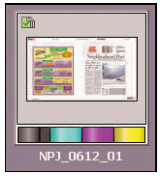
The image above shows that all layers of all pages are approved, and you have selected to display the layer approval status.

- **Tracking – All Other Events – Tooltip** - The tooltip text (Not Approved) in the example below is localizable, and the size of the tooltip will adjust to fit the text.



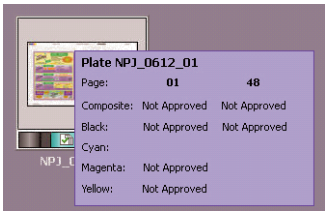
The image shows the tooltip when viewing Tracking icons, and the selected event is any event other than Layout. The tooltip displays the approval status of every page/layer on the sheet by indicating which page/layers are still awaiting approval.

- **Thumbnail – All Events**



The image above shows that all layers of all pages are approved. The fact that no Layer Approval checkboxes appear means that you are not displaying these checkboxes, since all layers of all pages are approved.

- **Thumbnail – All Events – Tooltip**



This image shows the tooltip when viewing Thumbnails. The tooltip displays the approval status of every page/layer on the sheet.

Deferred Approval

Deferred Approval allows pages requiring approval in Courier to be sent to the print site as soon as possible while allowing a later approval message to release the page for imaging.

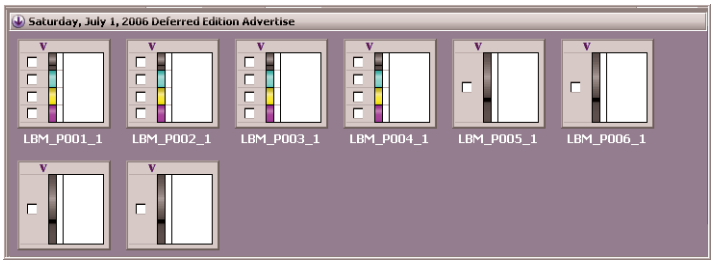
Deferred Approval is a publication-based setting in both Courier and Director. It will only work with destination sites where the **Integrate with Director** setting is On (refer to "Director Tab" on page 287).

When Deferred Approval is turned on in Courier, it will cause the Courier system to transmit pages to the print site as soon as it is ready (based on Courier hot time/priority/hold settings).

NOTE: Courier will not remove the page approval setting from the plan, but leave it in so that the page approval setting is used in both Courier and Director.

When the page is approved in Courier, the Courier system will send a page approved message to all Director sites that received the file.

At the Director site, the page approval setting will keep the page from imaging when it arrives. Director users will be aware that page approval is required by the display of the page approval check box in the page icon.



Later, when the page approval message arrives from Courier, the page will be approved in Director, and will then image using any Director settings (hot time/ priority/hold).

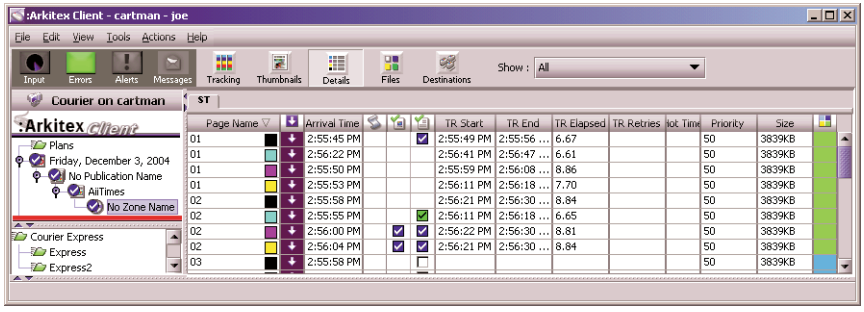
Page Approval

At the Director sites, the page approval feature will still be available for those permitted users. This allows an override where local users can approve pages.

Display

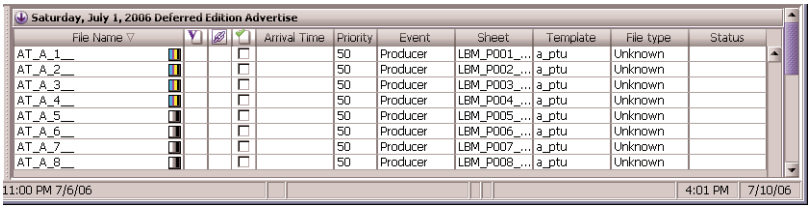
The user interface displays by using blue in both the tree, and in the approval columns (the color associated with the default transmitted color as background to approval area to distinguish the deferred from normal approval).

- **Details View Courier** - The Deferred Approval column will have blue check boxes.



NOTE: The RGB value of the blue is Red: 50, Green: 50, Blue: 255.

- **Details View Director** - The Publication Tree will display in blue. The Page Approval column will appear as normal.



File Cleared from Courier

If the file is cleared (removed) from the Courier system before approval, it must be removed from the Director sites as well. A message will be sent to the Director system that will remove the file.

File Version Change

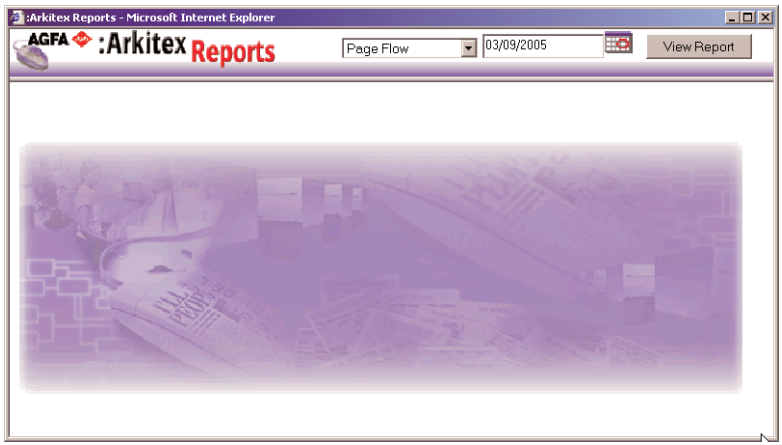
If a user in Courier changes the current version of a file, a message will be sent to Director; and Director will also change the version. This change of version will be logged (for logviewer), and entered into the Error screen as a warning.

Approved Pages in Director

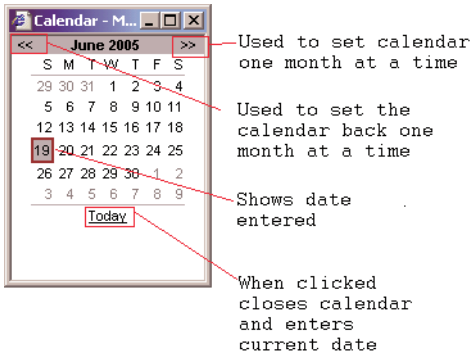
If pages are approved in Director, this will not be communicated back to Courier. If a page is approved in Director (and an approval message is later sent from Courier), the Director engine will log the approval was received, but was not required.

Daily Reports

Daily Reports is an optional feature that must be configured by your system administrator. If enabled, the Daily Reports option will display under **Reports**. Reports are created using the Log Viewer's data collection capability.



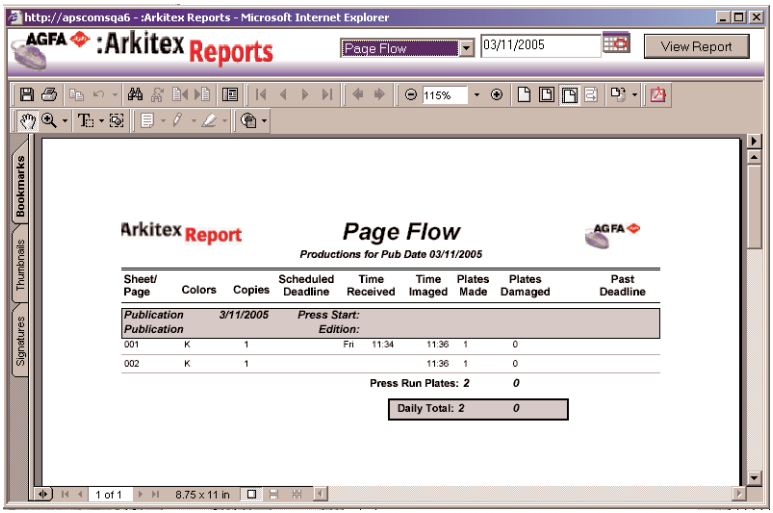
The calendar tool is used to select the month for the report. When clicked, the calendar opens with the current date displayed.



After selecting the date, click to generate the report.

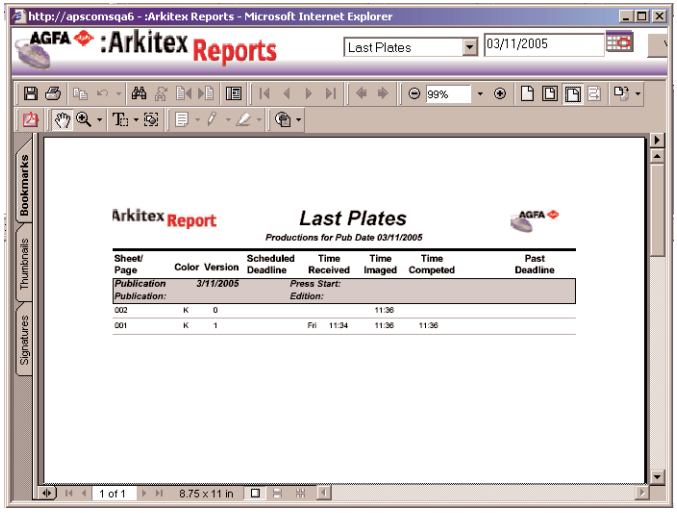
Four types of reports can be generated:

- **Page Flow** - Reports pages and sheets that have entered into the production workflow.

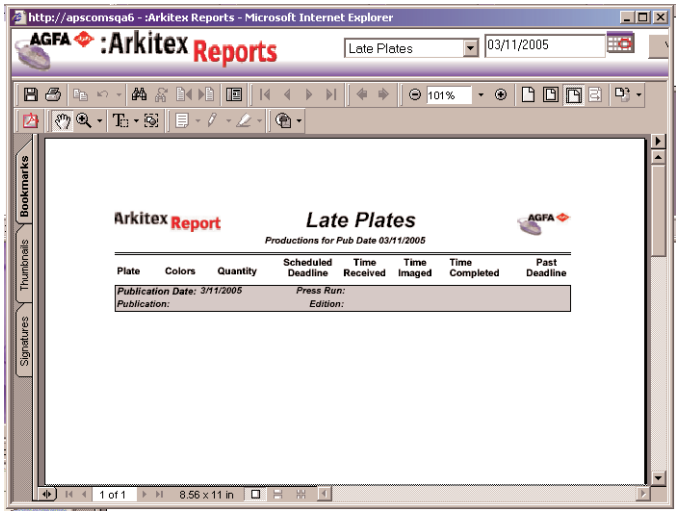


NOTE: A sheet is reported if at least one of its pages has begun processing.

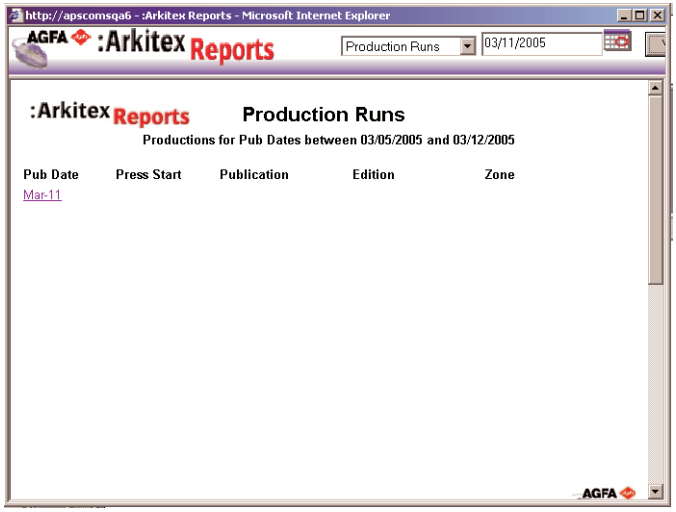
- **Last Plates** - Reports the most recent five plates imaged.



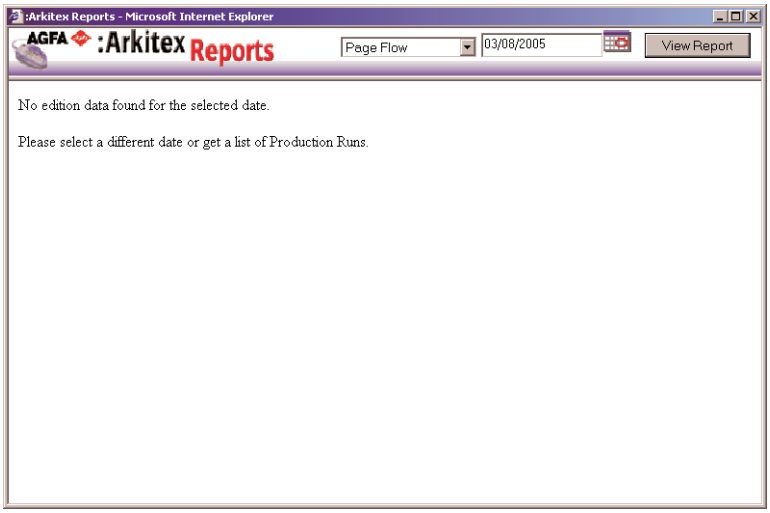
- **Late Plates** - Reports plates past the deadline time.



- **Production Runs** - Reports production based on publication dates within the Press run time.



NOTE: A popup screen will appear when no edition data is found for the selected date.


:Arkitex Reports - Microsoft Internet Explorer
AGFA
:Arkitex Reports
Page Flow
03/08/2005
View Report
No edition data found for the selected date.
Please select a different date or get a list of Production Runs.

CHAPTER 8

Director Unplanned

Unplanned is where pages show up when their file names do not match any predefined edition file name patterns.

CAUTION: It is only when an input file name for an edition has been defined, and the edition activated by Arkitex Director and Arkitex Pair, that the Arkitex Director and Pair can be said to be expecting any pages. If pages arrive for which no edition instructions have been received, they can be said to be unexpected. They are routed to Unplanned.

- Unplanned Files 205
  - Views 206
- Sorting, Filtering, and Deleting Files 208
- Shortcut Menu 209
  - Soft Proof 209
  - High Resolution Soft Proof 210
  - View PDF 210
  - Rename Page 211
  - Export 211
  - Force Output 212
  - Copy / Cut / Paste 213
  - Delete 215
  - Select All 215
- Multi-Page PDF Files 216
  - Imposed Edition 216

Unplanned Files

If an unplanned file arrives, it is placed under the **Unplanned** tab. Unplanned files do not match any existing plan.

NOTE: By default when unplanned files arrive, Arkitex Director and Arkitex Pair Soft Proof will automatically generate Soft Proofs. However, an Arkitex Director and Arkitex Pair system may be configured to not generate Soft Proofs from files in Unplanned. Soft Proofs will only be generated for unplanned files.

The input file name of each unplanned file is displayed below each tracking or thumbnail icon.

The Unplanned display can either be docked or undocked where the display can float on the screen.

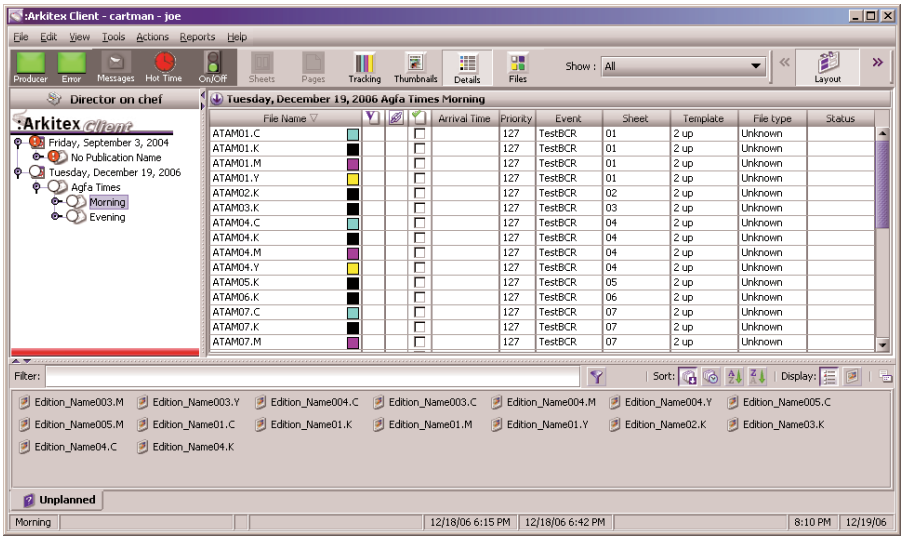
The view is dynamically updated as new unplanned files arrive, or are removed.

If Soft Proofs are available, a soft proof icon will appear before the file name.

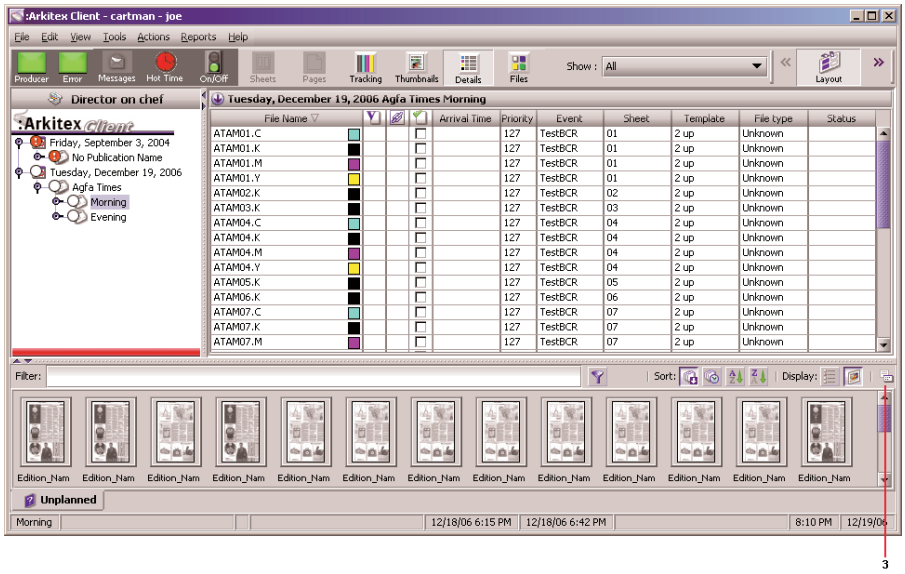
Views

Three views are available: List, Thumbnail, and Float/Dock.

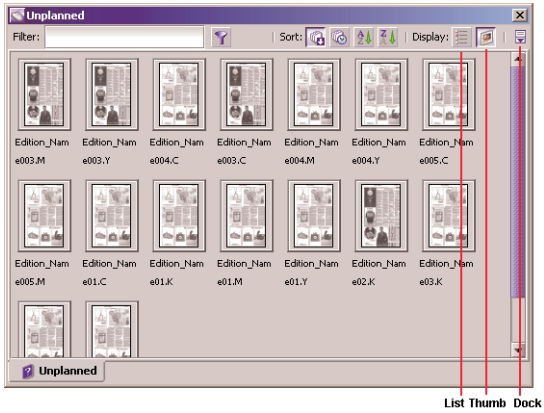
1 List View



2 Thumbnail View



3 **Float Unplanned** - Floats the dialog box from the Unplanned display area.

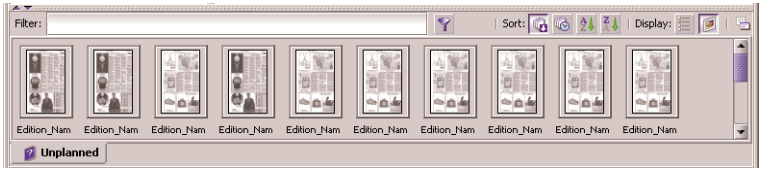


- **List View** - Default view where all Unplanned Files are listed in the display area.
- **Thumbnail View** - Displays thumbnails of files in the Unplanned Files display area.

4 **Dock** - Docks the dialog box back to the default location in the Unplanned Files display area.

Related topics: • "Sorting, Filtering, and Deleting Files" on page 208

Sorting, Filtering, and Deleting Files



A filtering and sorting toolbar appears at the top of the Unplanned Files display.

A text box for entry of a filter string. The string can contain alpha-numeric characters along with * (any characters), or ? (any single character).

Places Unplanned into filtered mode. In filtered mode the button turns purple. Found files will display with a purple outline.

First in. This is the default value.

Last in.

Sort in Alpha ascending order. When in List view, files are sorted vertically first.

Sort in Alpha descending order. When in List view, files are sorted vertically first.

List display.

Thumbnail display.

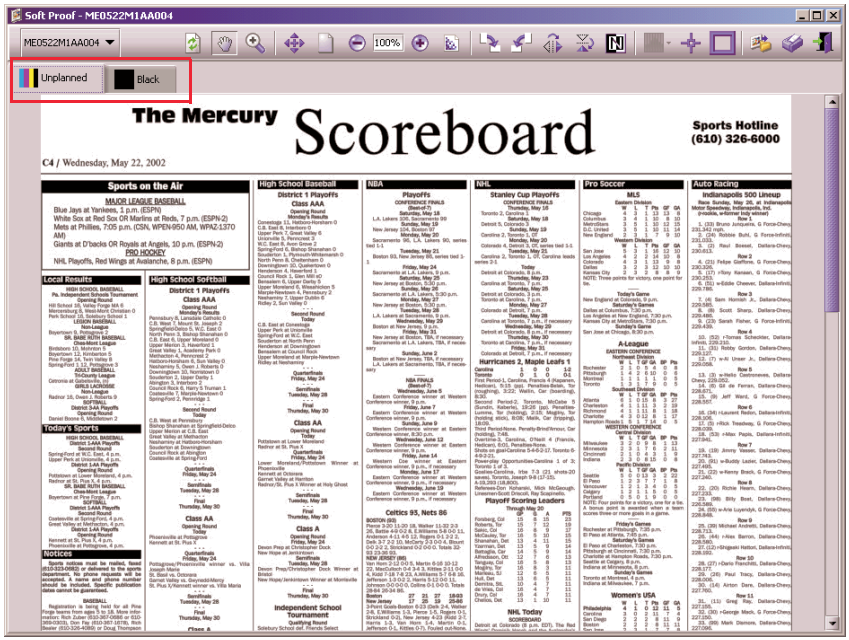
Float Unplanned.

Shortcut Menu

Right-clicking on a page icon displays the shortcut menu: **Soft Proof**, **High Resolution Soft Proof**, **View PDF**, **Rename Page**, **Export**, **Force Output**, **Copy**, **Cut**, **Paste**, **Delete**, and **Select All**.

Soft Proof

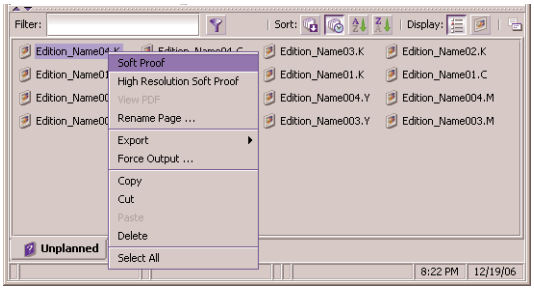
Selecting the Soft Proof menu item opens the Arkitex Client Soft Proof window displaying the Soft Proof of the selected file.



This window is the same as "Arkitex Client Details" on page 75, except no separation tabs are available.

▷ To Launch a Soft Proof Window

1 Right click on the file.



2 Select Soft Proof with the left mouse button.

Related topics:

- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210
- "Rename Page" on page 211
- "Export" on page 211
- "Force Output" on page 212
- "Copy / Cut / Paste" on page 213
- "Delete" on page 215
- "Select All" on page 215

High Resolution Soft Proof

Opens a high resolution soft proof.

Related topics:

- "High Resolution Soft Proof" on page 185.
- "Soft Proof" on page 209
- "View PDF" on page 210
- "Rename Page" on page 211
- "Export" on page 211
- "Force Output" on page 212
- "Copy / Cut / Paste" on page 213
- "Delete" on page 215
- "Select All" on page 215

View PDF

Displays the input PDF file if the file is in PDF format.

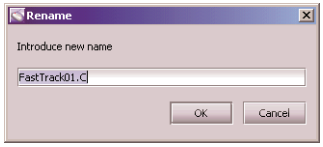
Related topics:

- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "Rename Page" on page 211
- "Export" on page 211
- "Force Output" on page 212
- "Copy / Cut / Paste" on page 213

- "Delete" on page 215
- "Select All" on page 215

Rename Page

If a file is intended for an edition, and you have Change permission for that edition and the Unplanned folder, right-click on a tracking or thumbnail icon. Select the **Rename Page** option.



In the **Rename** dialog box, the page could be renamed to match the expected input file name structure of the edition. Click **OK** when changes are completed.

Once a page is renamed, it will be sent to the **Arkitex/Director/In** folder for processing just like a new file.

At this point, another Soft Proof will be generated to ensure any plate edits required by the new edition are applied.

NOTE: If plate edits need to be applied to this file, its Soft Proof (if required) will always need to be sent to an External RIP for generation of the Soft Proof. Arkitex Director and Arkitex Pair cannot generate Soft Proofs with edits internally.

Related topics:

- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210
- "Export" on page 211
- "Force Output" on page 212
- "Copy / Cut / Paste" on page 213
- "Delete" on page 215
- "Select All" on page 215

Export

Page files will be exported. This option only displays when the HardProof license is installed.

You can export the Input File or the Soft Proof.

1 From the **Pages** display, right-click a page icon.

2 Select **Export**.

3 Choose Input File or Soft Proof Image.

- A copy of the input page file will be made and stored in the Export folder defined by your system administrator under **System Setup**. The original input file format will be exported. If a Tiff file is the original, a copy in Tiff format will be exported.

- The Soft Proof Image will be exported to the folder defined under Preferences (refer to "Client Tab > General Tab" on page 57).

NOTE: Depending upon how your system administrator set the Export settings in **System Setup**, the file will either remain in Unplanned, or be removed.

Related topics:

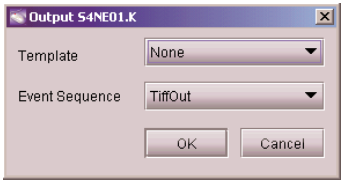
- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210
- "Rename Page" on page 211
- "Force Output" on page 212
- "Copy / Cut / Paste" on page 213
- "Delete" on page 215
- "Select All" on page 215

Force Output

No high-resolution output takes place by default from **Unplanned**.

However, by right-clicking on a tracking or thumbnail icon, the **Force Output** option may be applied.

A **Template** may be selected to apply to the page. If so, select an **Event Sequence** as the output route. Click **OK** when all changes are made.



Related topics:

- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210
- "Rename Page" on page 211

- "Export" on page 211
- "Copy / Cut / Paste" on page 213
- "Delete" on page 215
- "Select All" on page 215

Copy / Cut / Paste

If required, a file could be copied into an edition if you have Tracking & Change permission for the edition.

Copy

▷ **To copy a page:**

4 Right-click on the relevant tracking or thumbnail icon.

5 Select **Copy** from the popup menu.

6 Select the edition for the page.

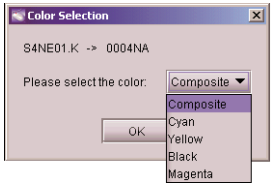
7 Right-click with the mouse in the main pane on an existing page, or (if the selected edition is a FastTrack edition) anywhere in the main pane.

8 Select **Paste** from the popup menu displayed when right-clicking with the mouse, Or click on the tracking or thumbnail icon.

9 Drag it on top of the relevant edition, and wait for the edition pages to be displayed.

10 Continue dragging to the appropriate tracking icon, and then release the mouse button to drop (paste) the file.

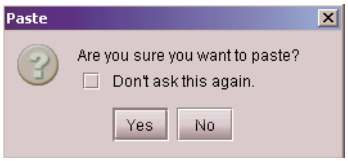
NOTE: If pasted onto a sheet with more than one color, the **Image and Color Selection** dialog box appears asking for a color selection.



11 Select which page to paste into and color, then click **OK**.

12 At the **Paste** dialog box, a Paste warning message will appear.

13 Select **Yes**.



Related topics:

- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210
- "Rename Page" on page 211
- "Export" on page 211
- "Force Output" on page 212
- "Delete" on page 215
- "Select All" on page 215

Cut

▷ **To delete an individual file from the Unplanned folder:**

1 Right-click on the tracking or thumbnail icon.

2 Select **Cut** from the popup menu.

Related topics:

- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210
- "Rename Page" on page 211
- "Export" on page 211
- "Force Output" on page 212
- "Delete" on page 215
- "Select All" on page 215

Paste

As the **Paste** command is received, a Paste warning message will appear (unless previously disabled) to confirm that the Paste request was not made by accident. For more information regarding these warning messages, see "Director-Login/Log Out" on page 37, and "Sorting, Filtering, and Deleting Files" on page 208.

When the file is dropped, Arkitex Director and Arkitex Pair renames the file to take the proper structure for the edition, and performs Soft Proof, ink preset calculations, *.pmt linkage, and high-resolution output as defined for the edition. When drag-and-drop is used, the file is Cut from Unplanned. If wishing to Copy instead (so that the file remains in Unplanned), select Copy from the right-click menu instead of using drag-and-drop.

NOTE: Dragging-and-dropping unplanned files into editions is only allowed when you have Change permission for that edition.

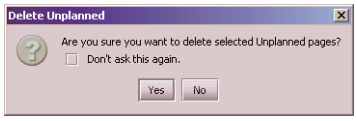
NOTE: If copying or moving a page to a FastTrack edition that has not yet received any other pages, enter the page number and the color for this new page, as well as a *.pmt file to link to this separation.

Related topics:

- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210
- "Rename Page" on page 211
- "Export" on page 211
- "Force Output" on page 212
- "Delete" on page 215
- "Select All" on page 215

Delete

You can delete a file from Unplanned. When you click Delete, a prompt will display asking if you are sure.



Select **Yes** to confirm the deletion.

Related topics:

- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210
- "Rename Page" on page 211
- "Export" on page 211
- "Force Output" on page 212
- "Copy / Cut / Paste" on page 213
- "Select All" on page 215

Select All

Selects all tracking or thumbnail icons.

Related topics:

- "Soft Proof" on page 209
- "High Resolution Soft Proof" on page 210
- "View PDF" on page 210

- "Rename Page" on page 211
- "Export" on page 211
- "Force Output" on page 212
- "Copy / Cut / Paste" on page 213
- "Delete" on page 215

Multi-Page PDF Files

There are instances, especially when dealing with PDF files from external sources, when files contain multiple pages.

When the PDF file is received into Director, the engine senses the multiple pages and routes the file into the Unplanned folder node in the Client tree.

The file can be opened and viewed using the standard Client **View PDF** feature.

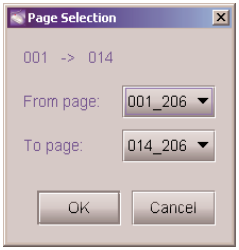
To identify the PDF file to the server, drag and drop the file from Unplanned onto the first page of an edition. The engine automatically splits the file into individual pages, and names them properly as successive pages in that edition.

- If there are more sections, the engine flows pages into the first section only and then stops. It does not span sections.
- If there are more pages in the PDF file than defined in the section, the extra pages are not used. A message will appear that "pages were not used".

Imposed Edition

For an Imposed edition, drop the PDF file onto a page in the edition. The individual PDF files will automatically be positioned correctly.

- If the file is dropped onto the sheet, a message will appear asking you to identify the first page.



CHAPTER 9

Courier-Login/Log Out

- "Log In/Log Out" on page 218
  - "How to Log In" on page 218
  - "User Authentication Error" on page 220
  - "Closing a Connection" on page 221
  - "Logout" on page 222
  - "Logging in Twice & its Limitations" on page 223
  - "Arkitex Client Down" on page 224

Log In/Log Out

Once Arkitex Client has been installed, it can be activated by opening Microsoft Internet Explorer on a Microsoft ® Windows platform, or Safari on an Apple ® Macintosh platform, and entering the web address (URL) assigned by your system administrator.

e.g., http://your Arkitex Director Server

The following Internet browsers are supported:

Version	Platform	Operating System
I.E. 5.0	• PC	Windows 95, 98, NT, 2000
I.E. 5.5	• PC	Windows 95, 98, NT, 2000
I.E. 6.0 and higher	• PC	Windows 95, 98, XP, NT, 2000, 2003
FireFox	• PC	Windows 95, 98, XP, NT, 2000, 2003
Safari	• Mac	OS X 10.3

NOTE: The screenshots in this manual were taken on a Windows platform. Mac users will notice that their Arkitex Client screens use the Mac look-and-feel, including methods of multiple selection, pop-up menus. On Macs, shift-click is used for multiple selection, and control-click is used to access pop-up menus.

NOTE: Macintosh clients running at OS 10.3 must use the Safari browser to access the Arkitex Director Server.

Related topics:

- "How to Log In" on page 218
- "User Authentication Error" on page 220
- "Closing a Connection" on page 221
- "Logout" on page 222
- "Logging in Twice & its Limitations" on page 223

How to Log In

The first time you start Client, a signed dialog box will appear.

First Time

1 Click the **Yes** button or **Always** button to continue.

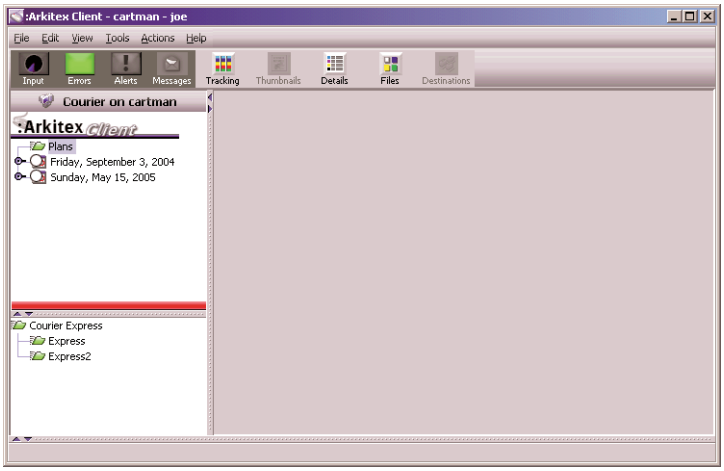
2 When opening your Arkitex Courier and Arkitex Client site, the **Arkitex Client** Login screen will appear.

3 In the blank field next to the **Log In** button:

a Enter your user login name and password.

NOTE: This name and password are assigned by your Arkitex administrator. This controls who can access Arkitex Courier, and which editions you have permission to view. When you type in the Arkitex Client login screen password, each character typed will be encrypted for your protection and represented by an asterisk '*' character.

b Once you have entered your user login name and password, press the **Log In** button, and the Arkitex Client dialog screen will appear.

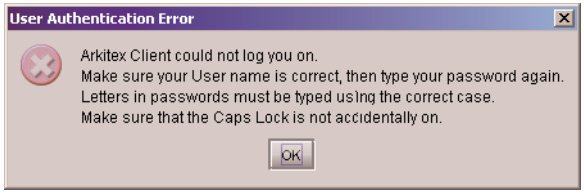


Related topics:

- "User Authentication Error" on page 220
- "Closing a Connection" on page 221
- "Logout" on page 222
- "Logging in Twice & its Limitations" on page 223

User Authentication Error

If you enter an incorrect user login name or password in the Arkitex Client Log In screen, a **User Authentication Error** dialog box will appear.



▷ Error Message

1 If this error message appears, press the **OK** button.

2 Re-enter a correct user login name, or contact your system administrator.

Related topics:

- "How to Log In" on page 218
- "Closing a Connection" on page 221
- "Logout" on page 222
- "Logging in Twice & its Limitations" on page 223

Login Errors

If an incorrect user login name or password is entered in the **Arkitex Client** Log In screen, a **Connection Error** dialog box will appear.

If this error message appears, press the **OK** button, and re-enter a correct user login name, or contact the system administrator.

Related topics:

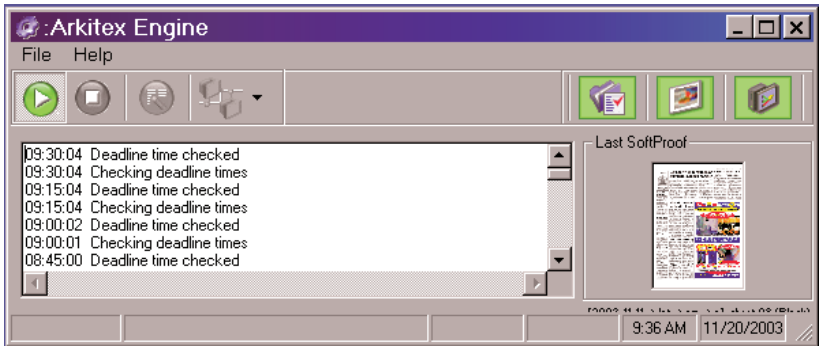
- "How to Log In" on page 218
- "User Authentication Error" on page 220
- "Closing a Connection" on page 221
- "Logout" on page 222
- "Logging in Twice & its Limitations" on page 223

Closing a Connection

The system administrator can close connections to the server.

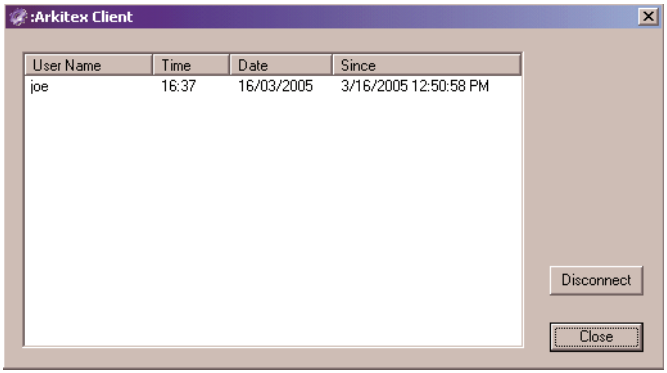
▷ Close connection

1 Select the **Client Connection** button on the Arkitex Engine.



2 Click on the **Clients Connections** button.

3 The **Arkitex Client** dialog box will then open.



4 The **User Name** for each user logged on as a Arkitex Client will be listed.

▷ To disconnect a user

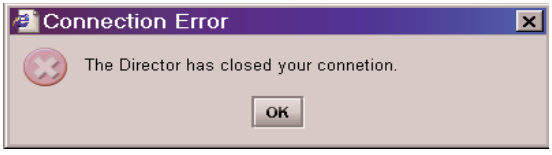
5 Select their name from the list displayed in the **Arkitex Client** dialog box

6 Press the **Disconnect** button.

7 The selected Arkitex Client User Name will now be removed from the **Arkitex Client** dialog box.

8 Press the **Close** button.

9 The **Connection Error** dialog box now appears on the Arkitex Client platform that has been disconnected from Arkitex.



10 Click the **OK** button.

Related topics:

- "How to Log In" on page 218
- "User Authentication Error" on page 220
- "Logout" on page 222
- "Logging in Twice & its Limitations" on page 223

Logout

Once you have successfully logged in to **Arkitex Client**, the login screen will update to the **Log Out** screen.

To close Arkitex Client

1 You can log out of **Arkitex Client** at anytime by pressing the **Log Out** button on the **Log out** screen:

2 Or by clicking on **File** > **Logout** from the menu bar of the **Arkitex Client** dialog box.

Related topics:

- "How to Log In" on page 218
- "User Authentication Error" on page 220
- "Closing a Connection" on page 221
- "Logging in Twice & its Limitations" on page 223

Logging in Twice & its Limitations

You can be **logged In** to Courier as yourself on the same system, and to **log In** again on another system an unlimited number of times.

Log In

1 Open Microsoft Internet Explorer or FireFox on a Microsoft Windows platform, or Safari on an Apple MacIntosh platform.

2 Enter the web address (URL) assigned by your system administrator.

e.g. http://your Arkitex Courier Server

3 Enter the **Username** and **Password** that is already being used in Arkitex Client.

4 On the same system:

Arkitex Client Down

On occasion the server might be inaccessible so that you cannot log in.

▷ You Cannot Log On

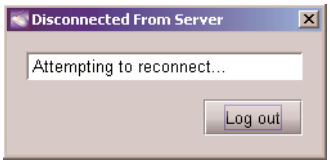
NOTE: One clue that the Arkitex Client is down is when no **Username** appears after entering the web address (URL).

1 Enter your **Username** and **Password**.

2 Click the **Log In** button.

▷ System down while running Courier

If the following pop up message is displayed:



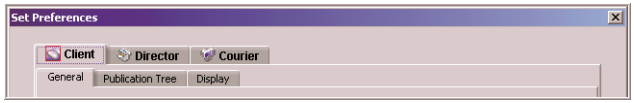
3 Click the **Log Out** button.

4 Log In.

5 If the server is down, you will get the following pop-up message:

6 Report this to your system administrator.

Set Preferences Dialog



When logged in to Arkitex Client, it will automatically check for an Arkitex Client configuration assigned to the Arkitex Client User Login Name. If it does not find a configuration assigned to the login, it will use the default configuration.

To configure Arkitex Client, refer to "Courier-Set Preferences" on page 257.

Locale

The **Locale** option allows languages other than 'English (United States)' to be used within Arkitex Client.

The **Set Preferences** dialog box drop down list box displays the standard languages provided with a standard Arkitex Client installation. Extra Locale languages may be installed as part of the Arkitex Client installation. Refer to the Arkitex Director and Pair System Administration Guide for more information on installing extra languages.

Show text labels in buttons

Select the **Show text labels in buttons** option to show text labels in the Arkitex Client toolbar.

The image below displays this option checked (enabled):

And in this example, unchecked (disabled).

Sort Unplanned Pages

This option determines where the newest received page in the Unplanned folder should be displayed:

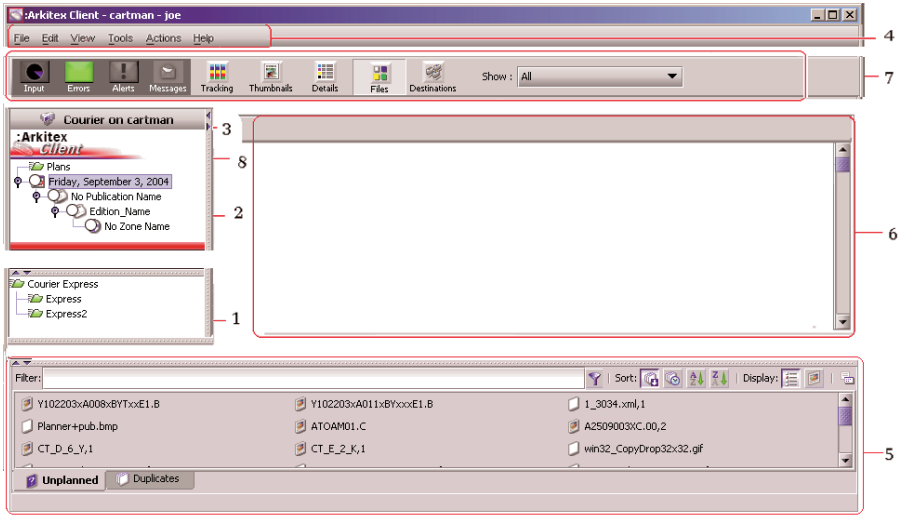
First In, First to Show	This would display the newest page first in the list of unplanned pages in the Unplanned Folder.
First In, Last to Show	This would display the newest page last in the list of unplanned pages in the Unplanned Folder.

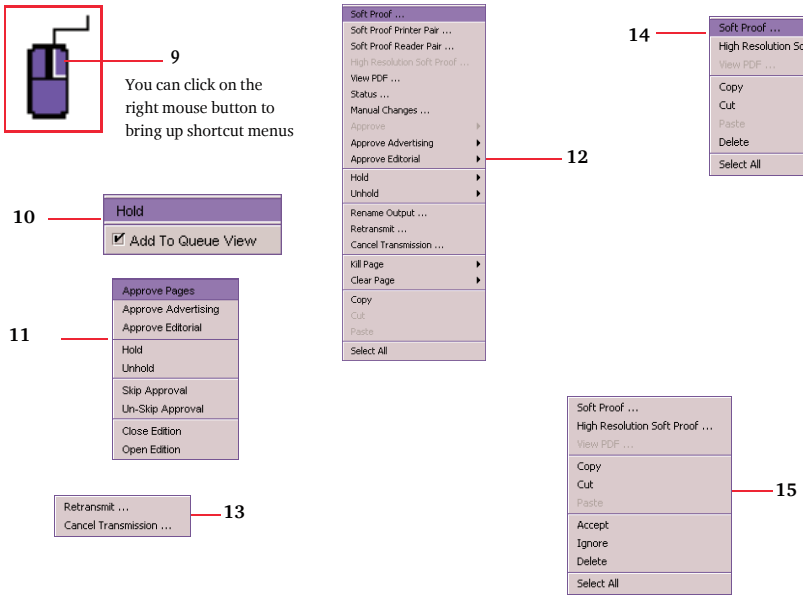
CHAPTER 10

Courier-Arkitex Client

- "Courier-Arkitex Client" on page 227
  - "Publication Tree" on page 231
  - "Unprocessed Files" on page 233
  - "Express Tree" on page 241
  - "Plans" on page 252

Arkitex Client





1 **Express Tree** - Shows a list of input points which have been configured as Express input points.

- "Tracking" on page 241
- "Thumbnails" on page 244
- "Details" on page 246
- "Files" on page 248
- "Unprocessed Files" on page 233
- "Destination" on page 250

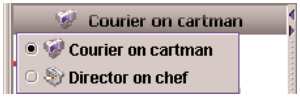
2 "Publication Tree" on page 231 - Is a flexible user-defined hierarchy of press run time, publication day, publication name, edition name, zone name, view group, and selection.

NOTE: Errors in any file in a node will cause the icon in the node and all its ancestor nodes to turn red.

Below the nodes representing editions are nodes representing input points allowing you can monitor the status of files not associated with editions, but that get their configuration from the input point.

The tree and its detail panes will dynamically update as editions are added or deleted, or new files arrive, or the editions are purged.

3



A pull-down menu that allows you to select either Courier server or one or more Director sites to monitor. The names of the Courier and Director sites will be configurable and will appear in order of configuration. Permissions will determine which servers and editions appear in the server button and navigation tree.

4 **Main Menu** - Drop down selections.

- "Dropdown Menu" on page 635
- "Edition Status" on page 643
- "Manual Purge" on page 649
- "Automatic Purge" on page 651
- "Error Log" on page 647

5 "Unprocessed Files" on page 233 - Can be either docked or undocked where the display floats. This pane is divided into two tabs: **Unplanned** and **Duplicates**.

- For **Unplanned**, see "Unplanned Shortcut Menu" on page 603
- For **Duplicates**, see "Duplicates Shortcut Menu" on page 612

6 **Main Pane** - Shows page thumbnails, status of transmissions to all destinations, selected destinations or summary of destination status for the selected tree node depending on button selected in toolbar.

- "View Tracking Table Button" on page 367
- "View Thumbnails Button" on page 391
- "View Details Button" on page 411
- "View Files Button" on page 430

- "View Destinations Button" on page 450
- "Queue View" on page 459

7 "Courier-Toolbar Buttons" on page 355 - Allows you to select the type of information to display.

8 "Plans" on page 252 - Used to track basic status of plans to destinations. Only View Tracking Table, View Details, and View Files will be available when selected.

9 "Courier-Shortcut Menus" on page 473

10 "Destinations Shortcut Menu" on page 602

11 "Publication Tree Shortcut Menu" on page 504

12 "Main Pane Shortcut Menu" on page 516

13 "Plans Shortcut Menu" on page 502

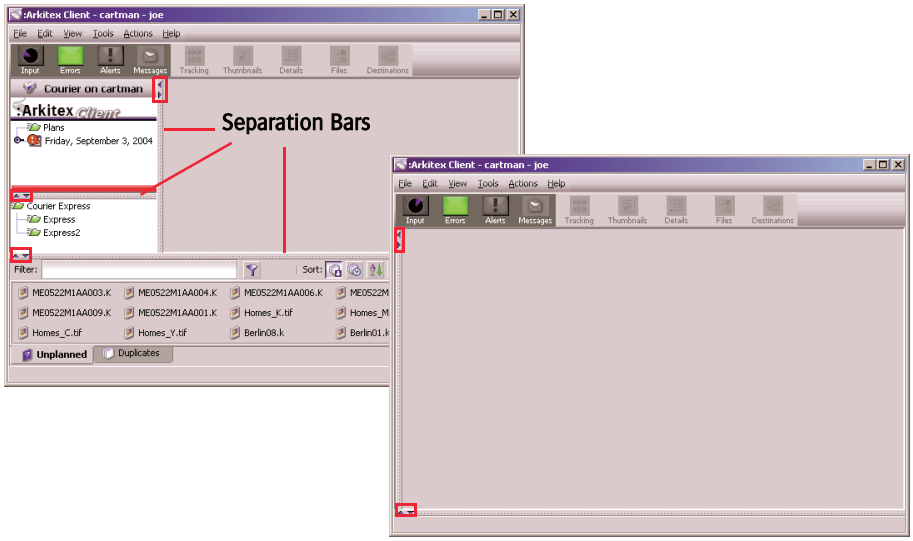
14 "Unplanned Shortcut Menu" on page 603

15 "Duplicates Shortcut Menu" on page 612

Navigation Tree Hide/Unhide

You can hide the Publication Tree, Courier Express, and the Unprocessed Files Pane by using the left/right arrows next to the Edition Tree, right above Courier Express, and right above the Unprocessed Files Pane.

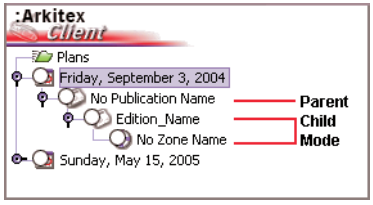
You can also drag the separation bars to adjust the display.



Publication Tree

Each edition you have permission to track, change or view Softproofs within will be displayed in the Publication Tree. The Publication Tree is shown on the left side of the main pane.

The Publication Tree consists of **Plans** and parent and child nodes. You can expand and collapse these nodes by clicking on the plus (+) or minus sign (-) next to them just as you would do in Windows explodes to view the contents of a folder.



NOTE: The tree selection and expansion state will be maintained between server sections if possible. This is possible only if the selected and expanded editions match those in the newly selected site).

Flexible user-defined hierarchy of press run time, publication day, publication name, edition name, zone name and sections (with no hard-coded limit to number of levels).

A Plan node is at the very top to track basic status of plans to destination.

Errors in any file in a node will cause the icon in that node and all its ancestor nodes to turn red.

Below the nodes representing editions may be nodes representing input points allowing you to monitor the status of files not associated with editions, but that get their configuration from the input point.

The tree and its detail panes are dynamically updated as editions are added or deleted, or new files arrive or editions are purged.

Awaiting Approval Indicator

If a page is awaiting approval, this is indicated by an exclamation mark in the Edition tree.

When the page is approved, the mark disappears. The indicator can be enabled or disabled. Refer to "Courier-Set Preferences" on page 257.

Shortcut Menu

When you right-click publication, selection, or edition, depending on permissions, the following options are displayed:

Approve Pages	Displays if the Approve Page is enabled.
Approve Advertising	Displays if the Approve Advertising is enabled.
Approve Editorial	Displays if Approve Editorial is enabled.
Hold	Displays with Hold Permission enabled. When checked the Hold All Pages dialog box no longer appears. File preference allows you to enable it again.
Unhold	Stops the scanning for the input in that particular folder, basically turning off the value of input until you release it. When clicked the Uphold All pages dialog box is displayed.
Skip Approval	With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication. unlike approval, it can take place at any time, not just when an object is ready for approval. It takes effect on any objects not already past the approval process.
Un-Skip Approval	With permission, skipping approval for the selected edition can be reversed. It takes effect on any objects not already past the approval process.
Close Edition	Editions may be closed to indicate that all expected files have been received. Closing can be done at the Edition and Zone levels only. Manual closing is done by right-clicking the Publication Tree node, and selecting **Close Edition**. The Publication Tree node icon changes to indicate a closed state.
Open Edition	Opening can be done at the Edition and Zone levels only. If an Edition has been closed, it can be reopened by right-clicking the Publication Tree node, and selecting **Open Edition**. The Publication Tree node icon changes to indicate an open state.

Related topics:
- "Unprocessed Files" on page 233
- "Express Tree" on page 241
- "Plans" on page 252

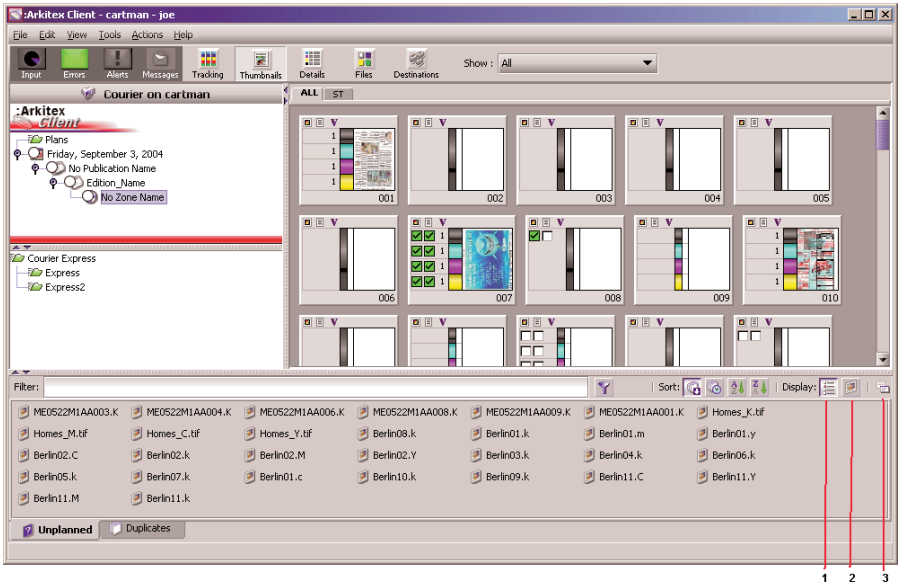
Unprocessed Files

The Unprocessed Files pane display two tabs: **Unplanned** and **Duplicates**. If an unplanned file arrives, it is placed under the **Unplanned** tab. If a duplicate file arrives, it is placed under the **Duplicates** tab.

Related topics:
- "Unplanned" on page 234
- "Duplicates" on page 236

Unplanned

Represents files not matching any plan and not arriving on “Express” input points. Can either be docked, or undocked where the display can float on the screen.

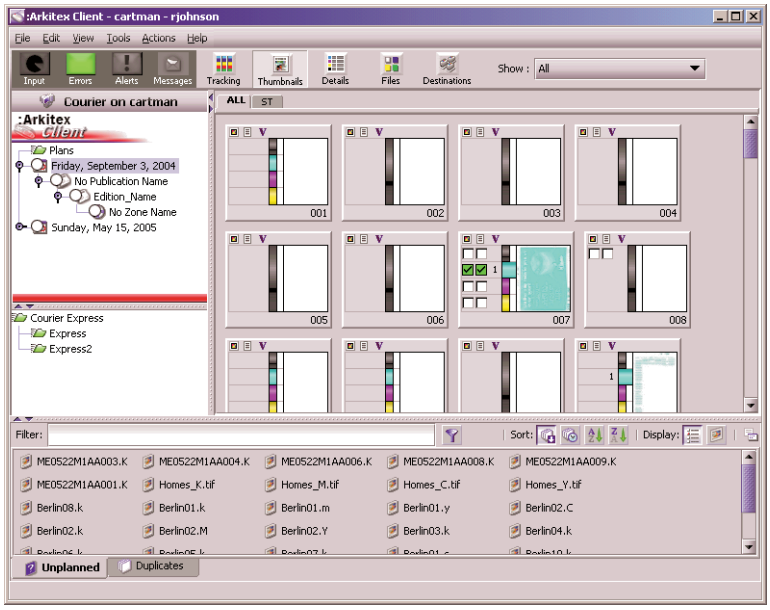


You will only be able to view files at input points for which you are given access to **Configuration** > **Users**.

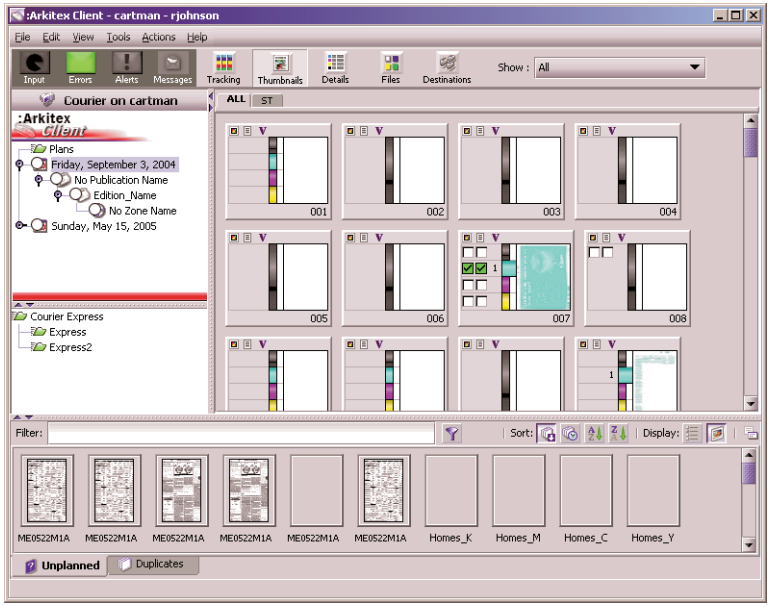
The view is dynamically updated as new unplanned files arrive, or are removed from **Unplanned**.

If Soft Proofs are available, a soft proof icon will appear before the file name.

1 List View

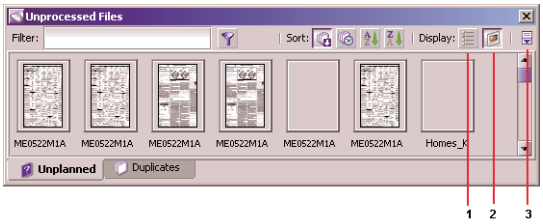


2 Thumbnail View



3 Float Unplanned

Floats the dialog box from the Unprocessed Files display area.



4 List View

Default view where all unplanned files are listed in the Unprocessed Files display area.

5 Thumbnail View

Displays thumbnails of files in the Unprocessed Files display area.

6 Dock

Docks the dialog box back to the default location in the Unprocessed Files display area.

▷ To Launch a Soft Proof Window

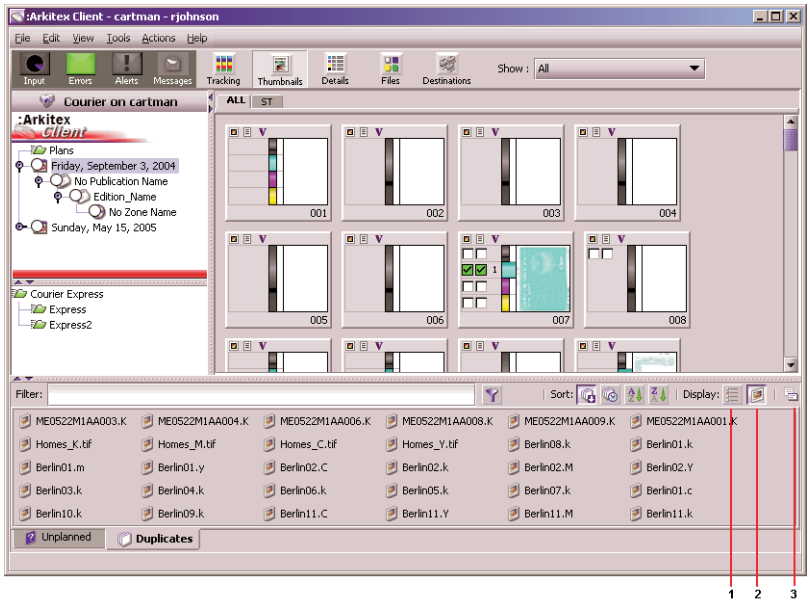
1. Right click on the file.
2. Select Soft Proof with the left mouse button.

Related topics:

- "Duplicates" on page 236
- "Publication Tree" on page 231
- "Express Tree" on page 241
- "Plans" on page 252

Duplicates

Represents duplicate files. The display can either be docked, or undocked where the display can float on the screen.

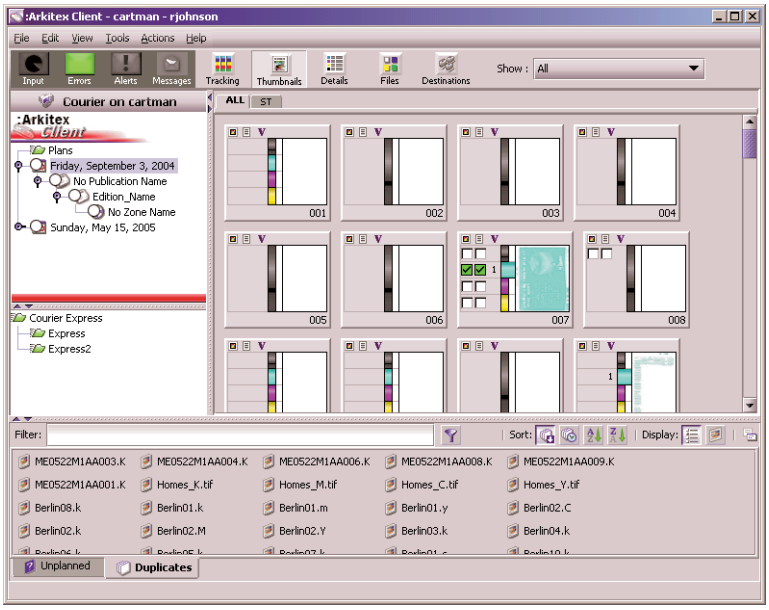


You will only be able to view files at input points for which you are given access to **Configuration** > **Users**.

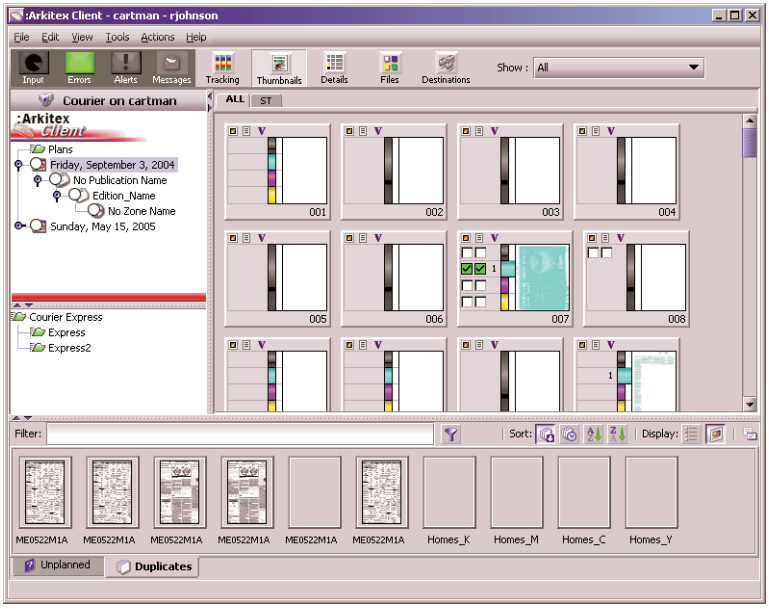
The view is dynamically updated as new duplicate files arrive, or are removed from **Duplicates**.

If Soft Proofs are available, a soft proof icon will appear before the file name.

1 List View



2 Thumbnail View



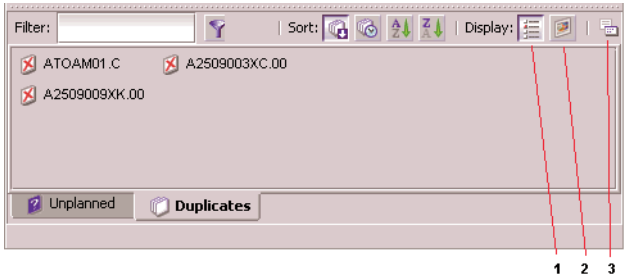
Files awaiting a decision and ignored files will display.

Shows a file that will be ignored.

Shows a file awaiting a decision: accept, ignore, delete.

3 Float Duplicates

Floats the dialog box from the Unprocessed Files display area.



4 List View

Default view where all duplicate files are listed in the Unprocessed Files display area.

5 Thumbnail View

Displays thumbnails of files in the Unprocessed Files display area.

6 Dock

Docks the dialog box back to the default location in the Unprocessed Files display area.

▷ To Launch a Soft Proof Window

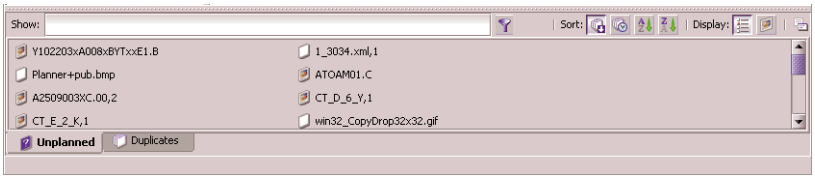
1 Right click on the file.

2 Select Soft Proof with the left mouse button.

Related topics:

- “Unplanned” on page 234
- “Publication Tree” on page 231
- “Express Tree” on page 241
- “Plans” on page 252

Sorting, Filtering, and Deleting Files



A filtering and sorting toolbar appears at the top of the Unprocessed Files window.

A text box for entry of a filter string. The string can contain alpha-numeric characters along with * (any characters), or ? (any single character).

Places Unplanned or Duplicates into filtered mode. In filtered mode the button turns purple. Found files will display with a purple outline.

First in. This is the default value.

Last in.

Sort in Alpha ascending order. When in List view, files are sorted vertically first.

Sort in Alpha descending order. When in List view, files are sorted vertically first.

List display.

Thumbnail display.

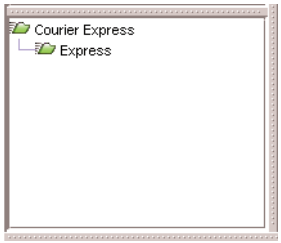
Float Unplanned or Duplicates.

Related topics:

- "Unplanned" on page 234
- "Publication Tree" on page 231
- "Express Tree" on page 241
- "Plans" on page 252

Express Tree

Shows a list of input points which have been configured as Express In/Out Points. By selecting an input point in this list, you can track files in each of the four detail pane views exactly as if you had selected an edition node in the tree.



NOTE: This selection of an Express node causes the Publication Tree node to be deselected, and vice versa

You will only be able to see the input points for which you have permission.

The Express Tree and the main pane will dynamically update as input points are:

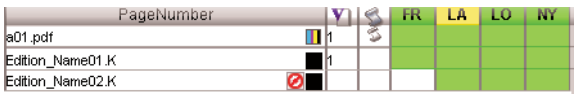
- Added or deleted.
- New files arrive at the input points.
- The input points are purged.

Related topics:

- "Tracking" on page 241
- "Thumbnails" on page 244
- "Details" on page 246
- "Files" on page 248
- "Publication Tree" on page 231
- "Unprocessed Files" on page 233
- "Destination" on page 250

Tracking

If you click on the View Tracking Table button, the following detail pane appears:



- **PageNumber** - Shows all pages in the selected product.

Shows **PageNumber** sort in descending order.

Shows **PageNumber** sort in ascending order.

Shows **PageNumber** sort by printer pair. A dark horizontal line displays between printer pairs.

Shows an ignored page.

Composite shows CMYK.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Version Number - Shows the version number of each page layer.

Pre Transmission Script Status - Shows the run status of each layer if scripts are to be run.

Advertising Approval - Shows the approval status.

Editorial Approval - Shows the approval status.

Deferred Approval - Displays if the file has deferred approval. Refer to "Deferred Approval" on page 664).

Destination shows the status of the destination.

Green - Good.

Red - Error.

Yellow - Hold.

White - File not yet arrived. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

Light blue - Waiting for transmit. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

Darker blue - Transmitting. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

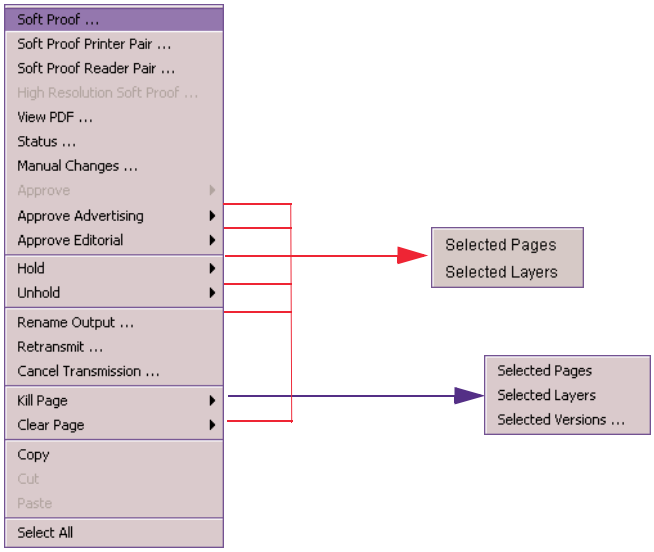
Green - Transmission complete. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

Yellow - Hold. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

Dark gray - Not expected. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

▷ Shortcut Menu

If you right click on a Soft Proof thumbnail display, the shortcut menu appears. Commands pertain to that screen region or selection only.

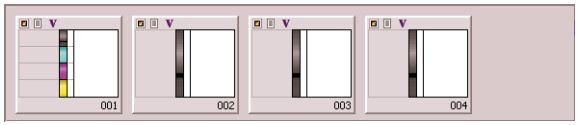


Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

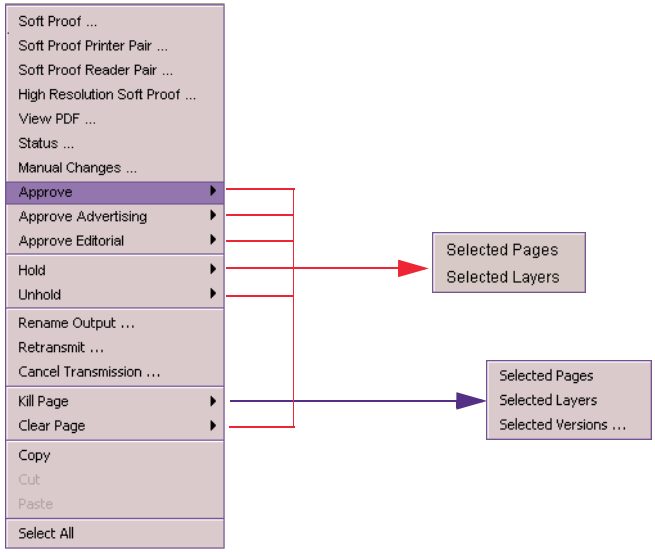
Thumbnails

If you click on the View Thumbnails button, the following detail pane appears:



Shortcut Menu

If you right click on the Soft Proof thumbnail display the shortcut menu appears. Commands pertain to that screen region or selection only.



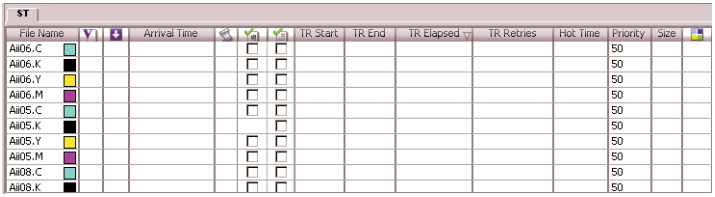
Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591

- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Details

If you click on the View Details button, the following detail pane appears:



- **Page Number** - Shows all pages in the selected product.

Shows PageNumber sort in ascending order.

Shows PageNumber sort in descending order.

Shows PageNumber sort by printer pair. A dark horizontal line displays between printer pairs.

Shows an ignored page.

Composite shows CMYK.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

File Version - Shows the version number of each page layer.

File Received - Shows which files were received.

Error occurred in transmission.

Indicates a previous version of a page or layer was killed.

Arrival Time - Time the file arrived.

Pre Transmission Script Status - Shows the run status of each layer if scripts are to be run.

Advertising Approval

Editorial Approval

Deferred Approval - Displays if the file has deferred approval. Refer to "Deferred Approval" on page 664).

TR Start - When file transmission started.

TR End - When file transmission stopped.

TR Elapsed - Elapsed time for transmission.

TR Retries - Number of transmission retries for the file.

Hot Time - Displays a hot time if it was set.

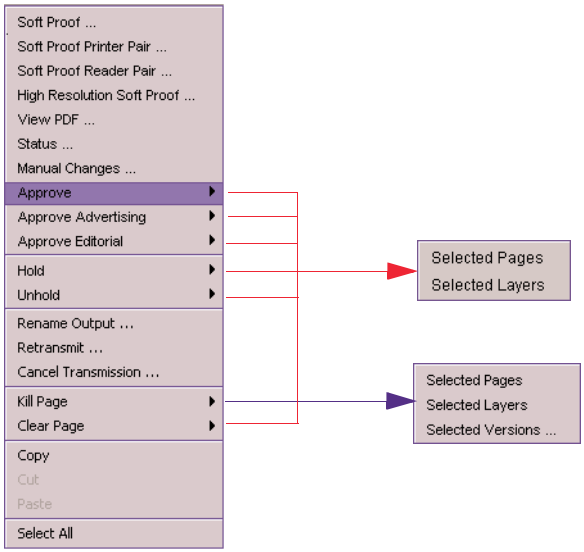
Priority - File priority (50 is the default).

Size - File size in kilobytes.

Status - Status of the file. This field can be sorted in ascending or descending order.

▷ Shortcut Menu

If you right click on the Soft Proof thumbnail display, the shortcut menu appears. Commands pertain to that screen region or selection only.



Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

Files

If you click on the View Files button, the following main pane appears:

The cells below the destinations will fill with color representing the following default status colors.

White - File not yet arrived. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Light blue - Waiting for transmit. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Darker blue - Transmitting. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Green - Transmission complete. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Yellow - Hold. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Red - Error. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

If you double click on an express file, the status dialog box appears. For more information, refer to "Status" on page 546.

If you right click, the shortcut menu appears.

▷ Shortcut Menu

Lists commands pertaining to that screen region or selection only.

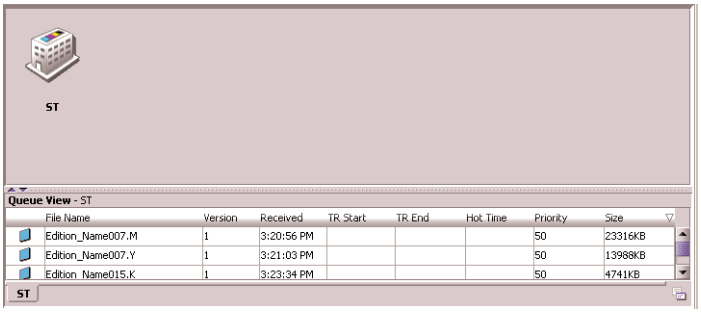
Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576

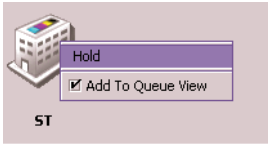
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

Destination

If you click on the **View Destinations** button, the following main pane appears:



When you right click on an icon:



- **Hold** - Holds a destination.
- **Add to Queue View** - Adds this destination to your Queue View as a tab, or deletes the tab.

  The Queue View shows files awaiting transmission, transmitting and files with transmission complete with the last time period.

Waiting for transmission.

Transmitted.

Transmitting.

Gives the name of the file.

Composite shows CMYK.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the version number of each layer.

Shows when the file was received.

Shows File Name sort in ascending order.

Shows File Name sort in descending order.

When file transmission started.

When file transmission ended.

Shows a hot time if it was defined.

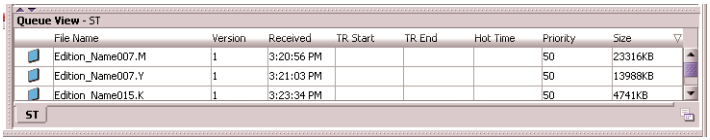
Shows the file's priority. The default value is 50.

Shows the file's size in kilobytes.

Destination site tab.

Left and right arrow. When clicked, allows you to move through a set of fixed values.

When clicked, floats the Queue View for the selected tab.



When clicked, docks the Queue View.

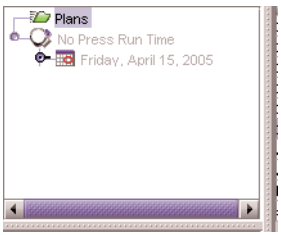
Related topics:

- "Tracking" on page 241
- "Thumbnails" on page 244
- "Details" on page 246
- "Files" on page 248

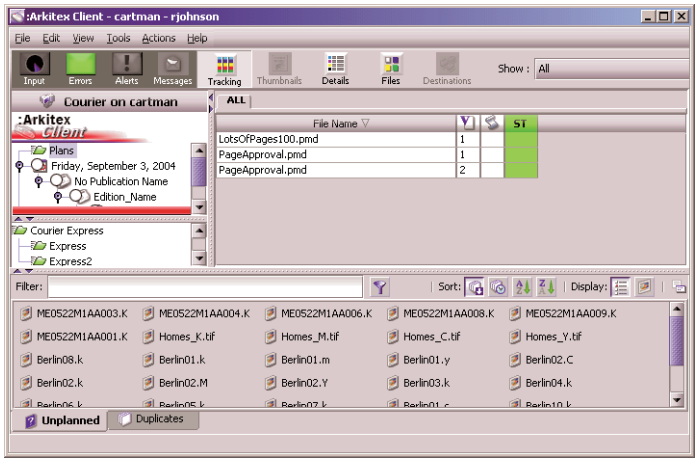
Plans

Found on the top of the Publications Tree to track the basic status of plan destinations. This icon will always appear whether or not there are plans in the system.

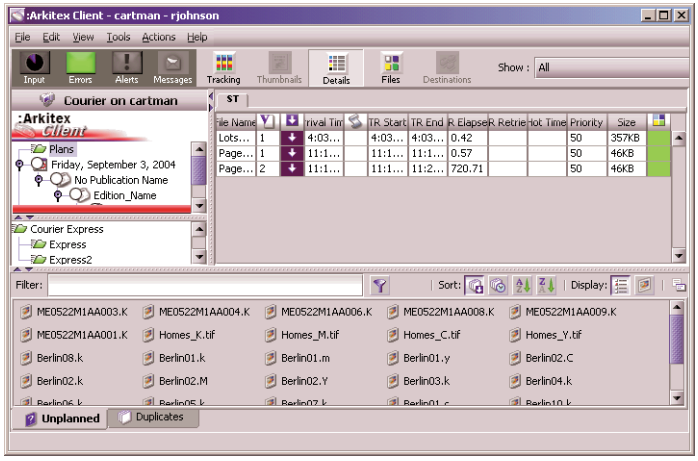
NOTE: Only **Tracking**, **Details** and **Files** will be available when selected. Script Status, plan received and transmitted are the only status that you can track for plans.



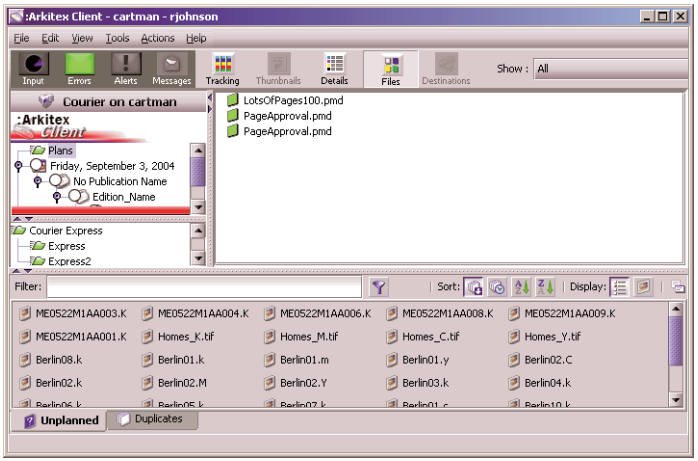
- **View Tracking**



View Details

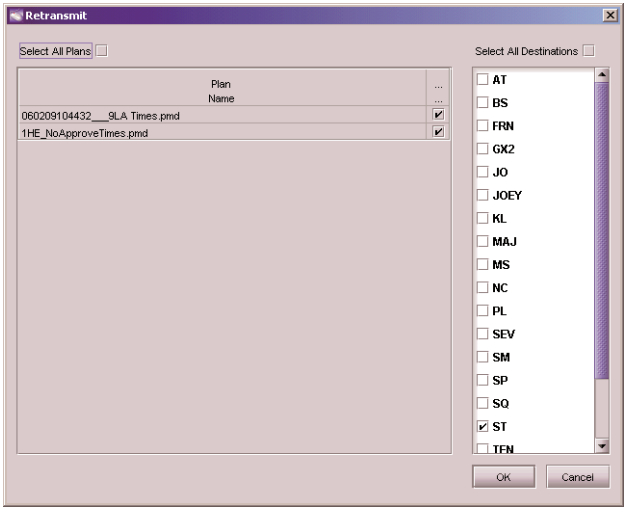


View Files



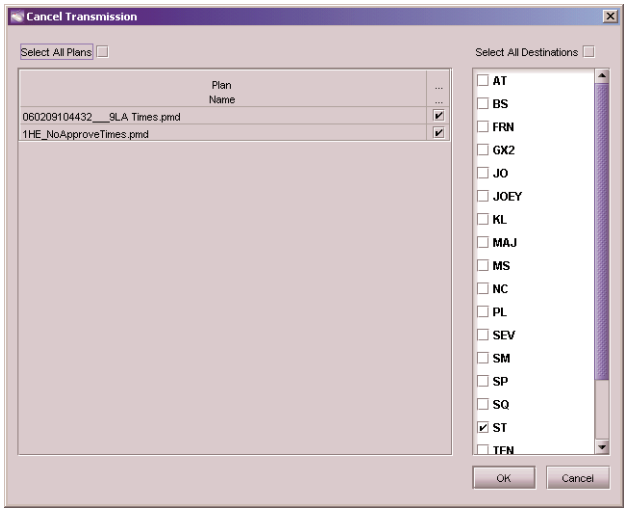
▷ Right-Click Menu

- **Retransmit** - Retransmits the selected files.



- **Select All Plans** - Selects all available plans.
- **Plan Name** - Identifies a specific plan.
- **Select Plan** - Used to select a plan or plans.
- **Select All Destinations** - Used to select destinations.

- **Cancel Transmission** - Cancels transmission of the selected files.



- **Select All Plans** - Selects all available plans.
- **Plan Name** - Identifies a specific plan.
- **Select Plan** - Used to select a plan or plans.
- **Select All Destinations** - Used to select destinations.

Used To Accept Changes And To Continue.

Used To Cancel Changes And Close Dialog Box.

Related topics:

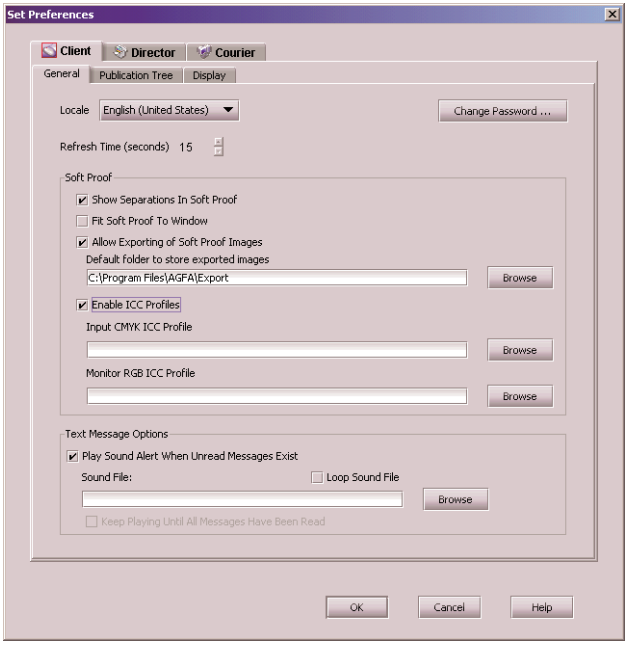
- “Publication Tree” on page 231
- “Unprocessed Files” on page 233
- “Express Tree” on page 241

CHAPTER 11

Courier-Set Preferences

- "Set Preferences" on page 258
  - "Client Tab > General Tab" on page 259
  - "Client Tab > Publication Tree Tab" on page 261
  - "Client Tab > Display Tab" on page 263
  - "Courier Tab > General Tab" on page 264
  - "Courier Tab > Page Icon" on page 266
  - "Courier Tab > Display Tab" on page 267
  - "Courier Tab > Colors Tab" on page 270

Set Preferences

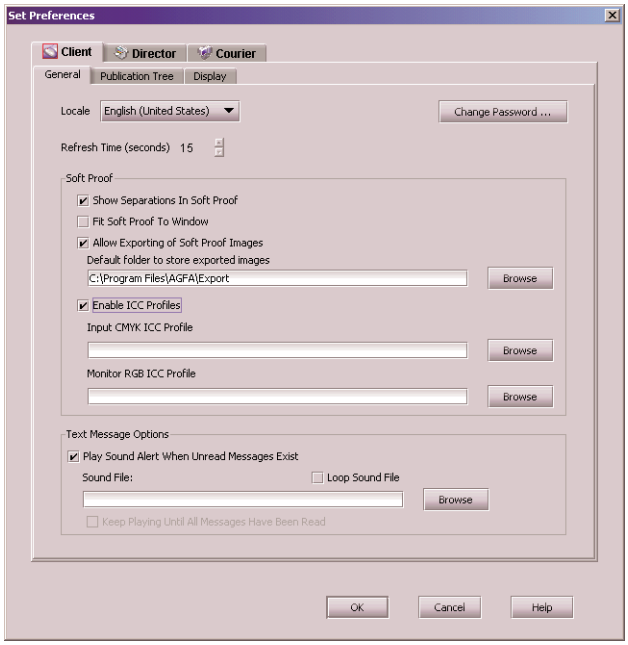


Related topics:

- **Client**
  - “Client Tab > Publication Tree Tab” on page 261
  - “Client Tab > Publication Tree Tab” on page 261
  - “Client Tab > Display Tab” on page 263
- **Courier**
  - “Courier Tab > General Tab” on page 264
  - “Courier Tab > Page Icon” on page 266
  - “Courier Tab > Display Tab” on page 267
  - “Courier Tab > Colors Tab” on page 270

Client Tab > General Tab

This options lets you control the language locale, refresh time, soft proof options, text message options, and change the password.



▷ Locale

This option allows you to assign a language other than English (United States) to be used within Arkitex Client. The **Locale** drop down list box displays the standard languages provided with a standard Arkitex Client installation and also determines if the Hot Time is set in 12 hour or 24 hour time.

▷ Refresh Time (seconds)

Range is 15-995 seconds.

▷ Soft Proof Options

- **Show Separations In Soft Proof** - Displays the layer separations in the soft proof.
- **Fit Soft Proof To Window** - Fits the soft proof to the window size.

- **Allow Exporting of Soft Proofs Images** - Enables soft proof image exporting.
  - **Default folder to store exported images** - The folder that holds exported images.
- **Enable ICC Profiles** - The Client Soft Proof display can now be improved to allow you to preview your Soft Proofs using Image Color Calibration (I.C.C.) profiles to more closely match the Soft Proofs to the final output. The I.C.C. profiles convert the incoming data in order to make the soft proofs more closely represent the final printed product. By default, the Director Enable the ICC profiles option is disabled.

  For Director we support the older "server based" profiling where it was a system wide setting. This new feature allows the system to use user specific profiles.
  - **Input CMYK ICC Profile** - Opens a dialog box to browse to the desired profile.
  - **Monitor RGB ICC Profile** - Opens a dialog box to browse to the desired profile for monitoring.

Text Message Options

- **Play Sound Alert When Unread Messages Exist** - When checked a sound file will play when there are unread messages in the Message Board.
- **Sound File** - The name of the sound file.
- **Loop Sound File** - When checked the sound file will loop.
- **Keep Playing Until All Messages Have Been Read** - When checked the sound file will continue to play until all messages in the Message Board have been read.

Change Password

When pressed, opens the Change Password dialog box.

Related topics:

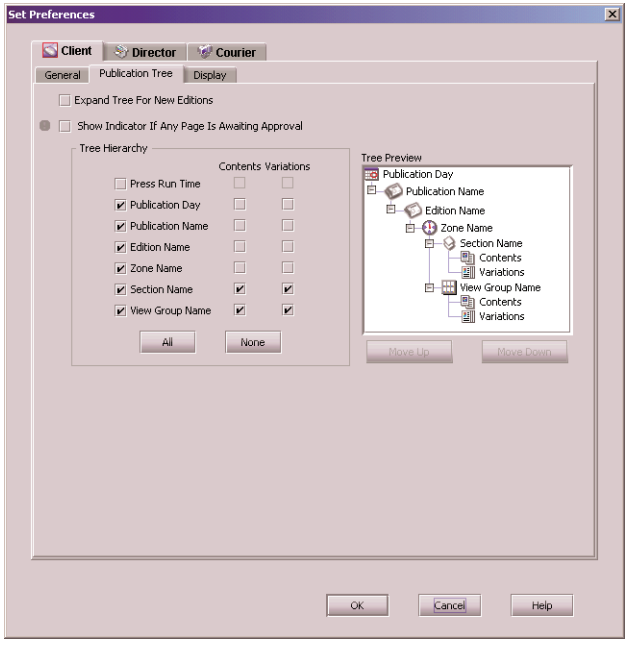
- **Client**
  - “Client Tab > Publication Tree Tab” on page 261

- "Client Tab > Display Tab" on page 263

- **Courier**
  - "Courier Tab > General Tab" on page 264
  - "Courier Tab > Page Icon" on page 266
  - "Courier Tab > Display Tab" on page 267
  - "Courier Tab > Colors Tab" on page 270

Client Tab > Publication Tree Tab

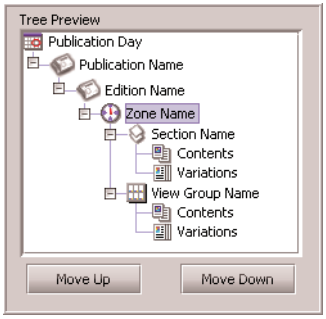
This option determines the order the editions are displayed within the Arkitex Client tree.



- **Expand Tree For New Editions** - This option expands the tree to display editions when they arrive.
- **Show Indicator If Any Page Is Awaiting Approval** - An indicator will display in the Publication Tree showing pages need approval.
- **Tree Hierarchy** - Allows you to decide what information (**Contents**, **Variations** or both) you want in the tree and the order of the tree.

- **Press Run Time** - Time and date of the press run(s).
- **Publication Day** - Day of the week and date of the publication(s).
- **Publication Name** - Name given to the publication(s).
- **Edition Name** - Name given to the edition(s).
- **Zone Name** - Name given to the zone(s).
- **Section Name** - Name given to the section(s).
- **View Group Name** - Name given to the group(s) defined in the publication plan.

- **Tree Preview** - Is determined by what is selected in the tree hierarchy.



When available, allows you to select the tree view order.

When available, allows you to select the tree view order

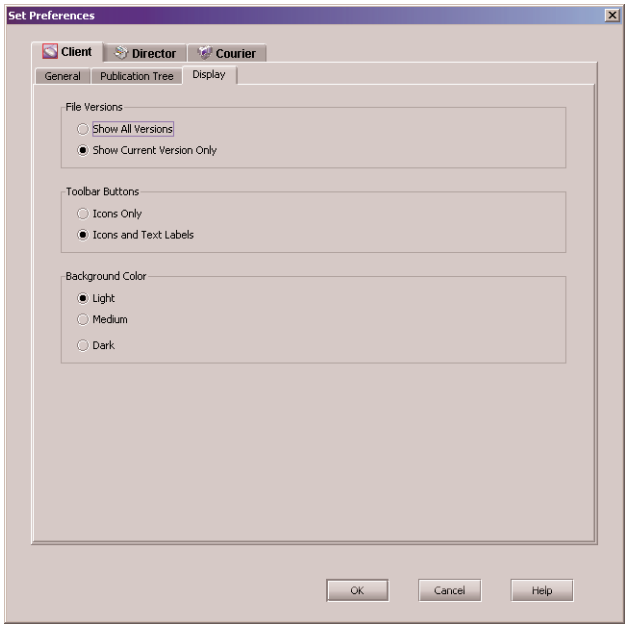
Related topics:

- **Client**
  - “Client Tab > General Tab” on page 259
  - “Client Tab > Display Tab” on page 263
- **Courier**
  - “Courier Tab > General Tab” on page 264

- "Courier Tab > Page Icon" on page 266
- "Courier Tab > Display Tab" on page 267
- "Courier Tab > Colors Tab" on page 270

Client Tab > Display Tab

This options controls display of file versions, toolbar buttons, and background colors.



Display Options

- **File Versions**
  - **Show Current Version Only** - Displays only the current file version.
  - **Show All Versions** - Displays all versions of that file.
- **Toolbar Buttons**
  - **Icons Only** - When checked shows icons in the Arkitex Client toolbar.
  - **Icons and Text Labels** - When checked shows icons and text labels in the Arkitex Client toolbar.

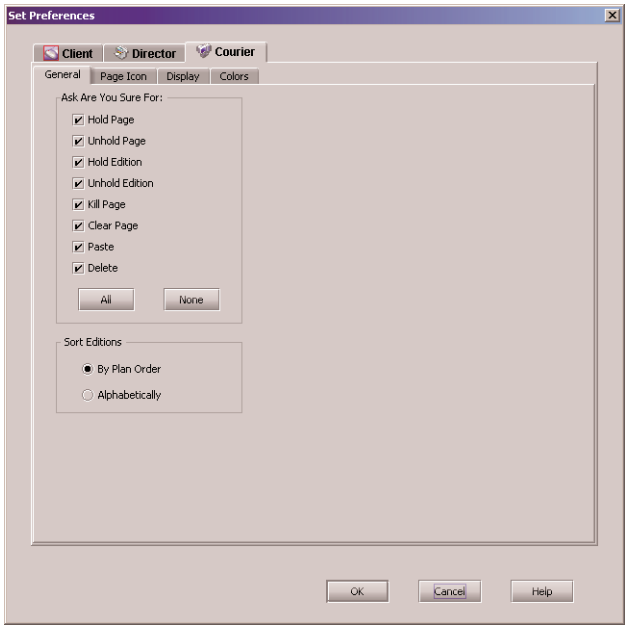
- **Background Color**
  - **Light** - Uses a light background.
  - **Medium** - Uses a medium background.
  - **Dark** - Uses a dark background.

Related topics:

- **Client**
  - “Client Tab > General Tab” on page 259
  - “Client Tab > Publication Tree Tab” on page 261
- **Courier**
  - “Courier Tab > General Tab” on page 264
  - “Courier Tab > Page Icon” on page 266
  - “Courier Tab > Display Tab” on page 267
  - “Courier Tab > Display Tab” on page 267

Courier Tab > General Tab

This option lets you choose which messages will prompt you before action is taken. You can also sort editions.



- **Ask "Are You Sure" For** - Enables you to continue to configure after which change command an "Are You Sure" warning prompt will be displayed.

  NOTE: Only relevant to you with the Change permission enabled.

  - **Hold Page** - Asks before holding the selected page.
  - **Unhold Page** - Asks before unholding the selected page.
  - **Hold Edition** - Asks before holding the selected edition.
  - **Unhold Edition** - Asks before unholding the selected edition.
  - **Kill Page** - Asks before killing the selected page.
  - **Clear Page** - Asks before clearing a page.
  - **Paste** - Asks before pasting to an edition.
  - **Delete** - Asks before deleting a file in the Unplanned Folder.

- **Sort Editions**

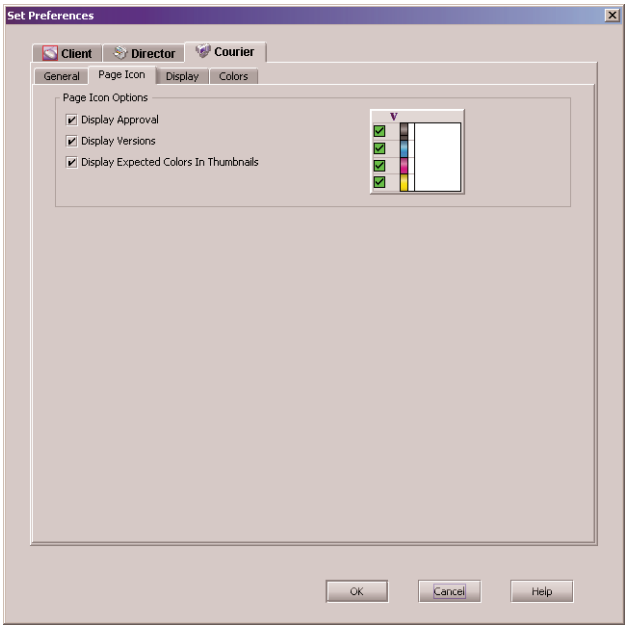
- **By Plan Order** - Sorts editions by the order they are defined in Publication Builder or in the external plan and by the activation order.
- **Alphabetically** - Sorts editions alphabetically from A-Z.

Related topics:

- **Client**
  - “Client Tab > Publication Tree Tab” on page 261
  - “Client Tab > Publication Tree Tab” on page 261
  - “Client Tab > Display Tab” on page 263
- **Courier**
  - “Courier Tab > Page Icon” on page 266
  - “Courier Tab > Display Tab” on page 267
  - “Courier Tab > Colors Tab” on page 270

Courier Tab > Page Icon

Allows you to turn on or off selected display options.



- **Page Icon Options** - Used to add to the thumbnail display.

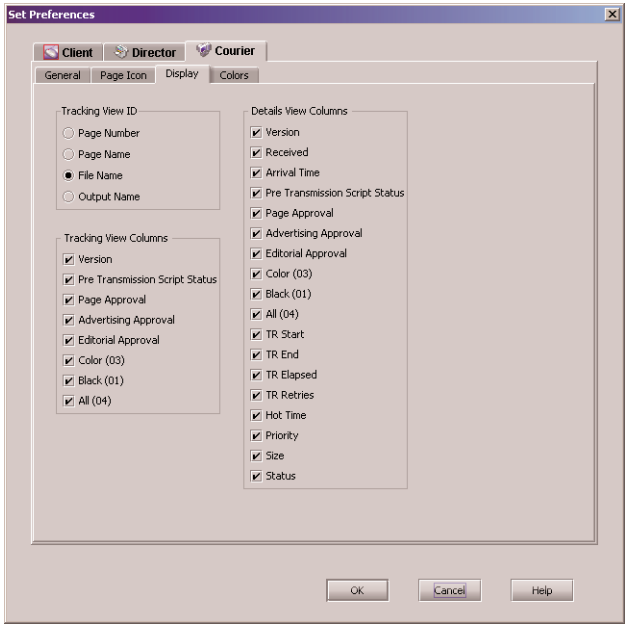
- **Display Approval** - Provides a content approval check boxes.
- **Display Versions** - Displays a version counter.
- **Display Expected Colors in Thumbnails** - Displays separate color layer identifiers.

Related topics:

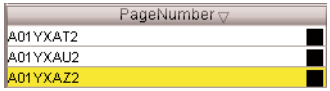
- **Client**
  - “Client Tab > General Tab” on page 259
  - “Client Tab > Publication Tree Tab” on page 261
  - “Client Tab > Display Tab” on page 263
- **Courier**
  - “Courier Tab > General Tab” on page 264
  - “Courier Tab > Display Tab” on page 267
  - “Courier Tab > Colors Tab” on page 270

Courier Tab > Display Tab

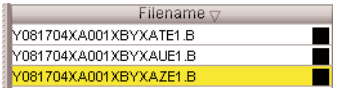
This option controls Tracking and Details View columns.



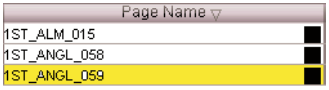
- **Tracking View ID** - Is used to label the first column in the Tracking and Details Views. Only one option can be active at a time.
  - **Page Number** - ID's the files by page number



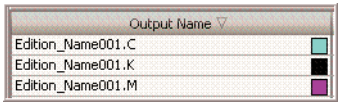
  - **File Name** - ID's the files by file name.



  - **Page Name** - IDs the files by page name.



  - **Output Name** - IDs the files by output name.



- **Tracking View Columns** - Checking a box will display that information in Tracking view.
  - **Version** - Displays a version column.
  - **Pre Transmission Script Status** - Displays a script status column.
  - **Page Approval** - Displays a page approval column.
  - **Advertising Approval** - Displays an advertising approval column.
  - **Editorial Approval** - Displays an editorial approval column.
  - **Color (03)** - Displays a column for the color part of a page.

- **Black (01)** - Displays a column for the black part of a page.
- **All (04)** - Displays a column for all colors.

- **Details View Columns** - Checking a box will display that information in Details view.
  - **Version** - Displays a version column.
  - **Received** - Displays a received column.
  - **Arrival Time** - Displays an arrival time column.
  - **Pre Transmission Script Status** - Displays a script status column.
  - **Page Approval** - Displays a page approval column.
  - **Advertising Approval** - Displays an advertising approval column.
  - **Editorial Approval** - Displays an editorial approval column.
  - **Color (03)** - Displays a column for the color part of a page.
  - **Black (01)** - Displays a column for the black part of a page.
  - **All (04)** - Displays a column for all colors.
  - **TR Start** - Displays a transmission start column.
  - **TR End** - Displays a transmission end column.
  - **TR Elapsed** - Displays a transmission elapsed column.
  - **TR Retries** - Displays a transmission retries column.
  - **Hot Time** - Displays a hot time column.
  - **Priority** - Displays a priority column.
  - **Size** - Displays a size column.
  - **Status** - Displays a status column.

Related topics:

- **Client**
  - “Client Tab > General Tab” on page 259

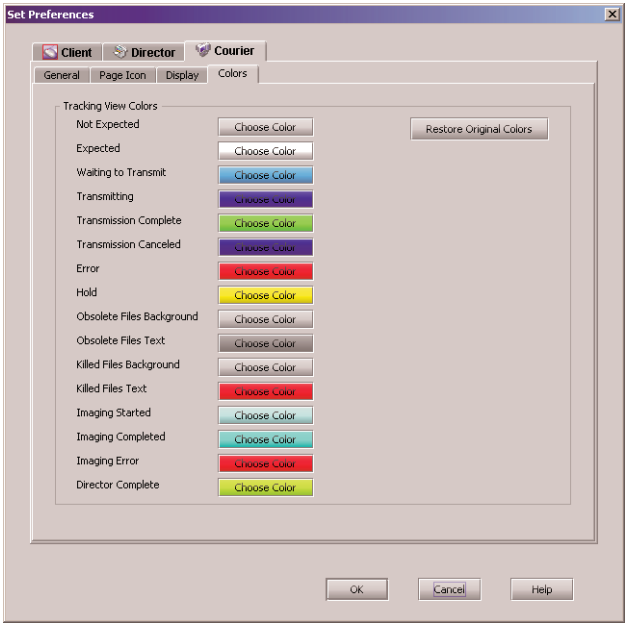
- "Client Tab > Publication Tree Tab" on page 261
- "Client Tab > Display Tab" on page 263

- **Courier**

- "Courier Tab > General Tab" on page 264
- "Courier Tab > Page Icon" on page 266
- "Courier Tab > Colors Tab" on page 270

Courier Tab > Colors Tab

In many displays - such as Tracking View and Files View - color codes indicate the transmission status of each layer.



NOTE: Colors shown are the default colors the first time this screen is opened.

- **Tracking View Colors**

  - **Not Expected** - The particular file/layer is not expected for the selected publication/site.

- **Expected** - The particular file/layer is expected but has not yet arrived.
- **Waiting to Transmit** - The file is currently queued for transmission.
- **Transmitting** - The file is currently being sent to one or more sites.
- **Transmission Complete** - The file/layer has been successfully sent to all necessary sites.
- **Transmission Canceled** - The transmission of this file/layer has been canceled.
- **Error** - The file/layer has experienced an error.
- **Hold** - The file/layer has been held.
- **Obsolete Files Background** - The background color in the Tracking and Details view indicating that the particular file is obsolete (for example, version 1 of a page/layer would be obsolete once version 2 of that page/layer arrives).
- **Obsolete Files Text** - The text color in the Tracking and Details view indicates the particular file is obsolete.
- **Killed Files Background** - The background color in the tracking and Details view indicates that the particular file has been killed.
- **Killed Files Text** - The text color in the Tracking and Details views indicates that the particular file/layer has been killed.
- **Imaging Started** - The defined imaging event has started.
- **Imaging Completed** - The defined imaging event has completed.
- **Imaging Error** - There was an error in the imaging event.
- **Director Complete** - The defined completion event defined has occurred.

- **Restore Original Colors** - When selected returns status colors to default colors in the Files View and in the Files Status Legend.

NOTE: Depending on which view is selected a single/file/layer may display multiple status colors. For example, in the Tracking View a file may indicate Transmission Complete to one or more sites, while it may be Waiting to Transmit to other sites.

In addition the Obsolete and kill files text and background only display when all versions of a page/layer are shown (via user **Preferences**).

To change a color, click on the color button of the desired **Tracking View Color**.

- **Client**
  - "Client Tab > General Tab" on page 259
  - "Client Tab > Publication Tree Tab" on page 261
  - "Client Tab > Display Tab" on page 263
- **Courier**
  - "Courier Tab > General Tab" on page 264
  - "Courier Tab > Page Icon" on page 266
  - "Courier Tab > Display Tab" on page 267

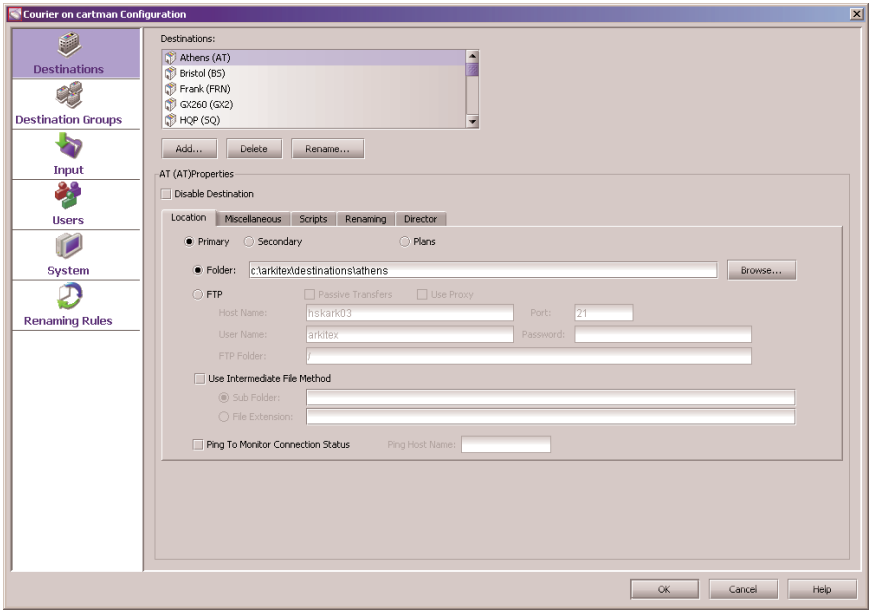
CHAPTER 12

Courier-Configuration

- "Courier-Configuration" on page 273
  - "Destinations" on page 275
  - "Destination Groups" on page 290
  - "Input" on page 293
  - "Users" on page 305
  - "System" on page 316
  - "Renaming Rules" on page 333

CAUTION: If the **Configuration** option under **Tools** is grayed out, you have not been given permission to make changes.

Configuration



All system configuration is permission-based and is accomplished though the browser based Client application. Configuration can take place on a running system, and any changes made do not require the restarting of the server or any server subsystems for those changes to take effect.

By selecting the **Configure Server** button, you can bring up a dialog that allows you to set the configuration for the selected Courier server. It will be possible to export and import full configuration data in an XML format for backup, transfer, configurations, and support purposes.

If a new configuration is received, then the Courier engine will update its database and perform any changes and/or additional transmissions required. This update will be dynamic, not requiring the engine or any subsystem to be restarted.

Related topics:

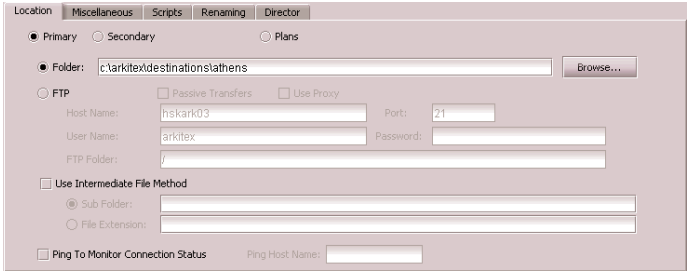
- "Destinations" on page 275
- "Destination Groups" on page 290
- "Input" on page 293
- "Users" on page 305
- "System" on page 316
- "Renaming Rules" on page 333
- "Log In/Log Out" on page 38

Destinations

The **Destinations** configuration dialog box allows for the configuration of Courier's server transmission subsystem. This consists of defining destinations and their properties. Destinations may be added, edited, and deleted. Once destinations are defined, they will be available in the **Destinations Groups** dialog box where they may be included in one or more defined destination groups. Each destination has the property categories of "Location Tab" on page 275, and "Miscellaneous Tab" on page 279, "Scripts Tab" on page 282, "Renaming Tab" on page 285, and "Director Tab" on page 287. Destinations may be enabled or disabled.

NOTE: Before deleting a destination, appropriate warnings will be displayed if this affects current jobs.

NOTE: Plans will not be automatically retransmitted to the new destinations in the group. It is up to you to resubmit the plan if an existing group contains new destinations.



Related topics:

- "Location Tab" on page 275
- "Miscellaneous Tab" on page 279
- "Scripts Tab" on page 282
- "Renaming Tab" on page 285
- "Director Tab" on page 287

▷ Location Tab

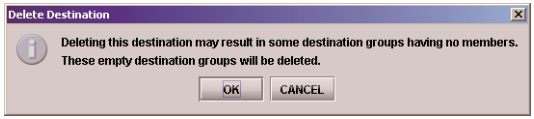
For each destination, you may specify both primary and secondary destination points. Each destination point can be either a folder, or an FTP site.

NOTE: If the destination is **FTP**, it has the additional properties of **Host Name**, **Port**, **FTP Folder**, **User Name**, **Password**, **Passive Transfers**, and **Use Proxy**.

- **Destinations** - The list box allows for configuration of Courier's server transmission subsystem. This consists of defining destinations and their properties.

Used to add a destination name and short destination name. Each site is given the long name and short name, and they are used not only in the track interface, but elsewhere within the system, such as plans.

When selected, a **Delete Destination** warning will be displayed if it affects current jobs.



Used to rename the destination long and short names.

Once the destinations are defined, they will be available in the Destination Group dialog box ("Destination Groups" on page 290).

Properties

- **Disable Destination** check box - Disables selected **Destinations**.
- **Primary** and **Secondary** option buttons - Defines settings for both primary and secondary for a given destination.

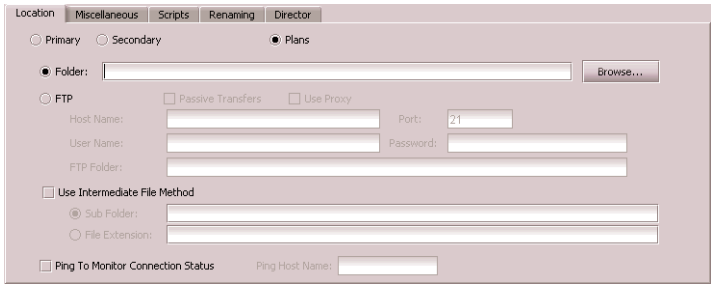
Related topics:

- "Alternate Delivery Path" on page 276

Alternate Delivery Path

Plan files can be delivered to a path other than the standard path to which data files are delivered.

- **Plans** option button - Used to define an Alternate Delivery path.



- The alternate path can be on the same server as the other destination paths or another computer, and requires the same settings (such as path, ping, intermediate file method, user name and login for FTP) as the other destination paths. These additional settings may be the same as the standard delivery paths, or different from them.

- The transmission of files to the Alternate Delivery path observes all other rules for a destination such as retries and renaming.

NOTE: If the Alternate Delivery Path is not available for file transmission, then the file will be sent to one of the other delivery paths (Primary or Secondary) based on the Switching method defined.

The Alternate Delivery path is an optional setting for each destination.

- **Folder** option button - When selected allows files to be sent via Windows copy functionality to the 'Destination Folder Path' defined. When the **Plans** radio button is selected, the Alternate Delivery path is defined here.

- The **FTP** option button when selected includes settings for:

  - **Host Name** - The host name of the FTP server.

  - **Port** - The command or control port of the FTP server (usually 21).

  - **User Name** - The user login name for the FTP.

  - **Password** - The user password for the FTP server.

  - **FTP Folder** - The FTP server to use.

  NOTE: FTP proxy servers are supported through the use of correct configuration.

- **Passive Transfers** - Allows Courier to initiate connections to and from the FTP server.
- **Use Proxy** - When checked, the information found in the Proxy tab will be used. If there is no information in the Proxy tab, this check box will be disabled.

- **Use Intermediate File Method** check box - Allows the transmission to servers where software at the destination will process files as long as the file is seen. May be used to on each destination point. Enabling this feature allows for the selection of which method to use, either Sub **Folder** or **File Extension**.
  - **Sub Folder** option button - Allows Courier to write the file into a sub-folder until the file is completely sent. This is relative to either the local folder or the FTP Folder. At that point Courier will move the file into the correct destination folder.

NOTE: This method allows Courier to send files to systems that may not wait for the file to be complete. The method used depends on the system receiving the file.

  - **File Extension** option button - Allows Courier to write the file with a specified extension that is removed once the file is completely written.
- **Ping To Monitor Connection** - Status check box allows you to ping each destination. Refer to “Miscellaneous Tab” on page 279.
- **Ping Host Name** - Name of host to ping.

NOTE: These features apply to each destination point, both primary and secondary, and independently.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279
  - “Scripts Tab” on page 282
  - “Renaming Tab” on page 285
  - “Director Tab” on page 287

- "Destination Groups" on page 290
- **Input**
  - "Location Tab" on page 294
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- **Users**
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  - "Folders Tab" on page 317
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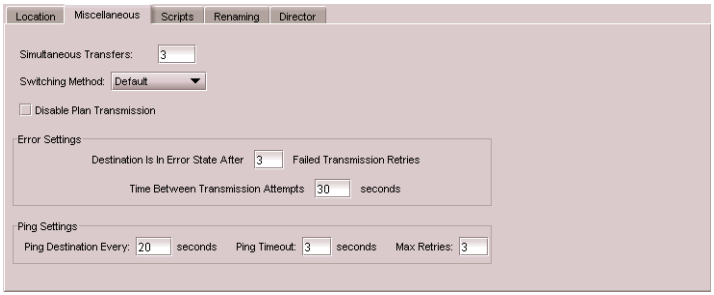
Miscellaneous Tab

Allows you to specify the number of simultaneous transfers to this destination (sometime referred to as capacity).



Properties

- **Simultaneous Transfers** identifies how many files to send to a given destination at a time. Certain networks may only use a percentage of the total bandwidth during the transfer of a single file. This setting allows the transmission of multiple files at one time in order to maximize throughput.

NOTE: There is no single, correct setting for this and will vary by customer.

- The **Switching Method** - Identifies how files are distributed to the Primary and Secondary servers if a Secondary server is defined for the Destination.

NOTE: Features apply to the destination, meaning both primary and secondary destination points.

  - **Default** - Means that files are only sent to the Secondary site if the Primary site operating system is unavailable.
  - **Alternate** - Means that file transmission alternates between the Primary and Secondary site.
  - **File Count** - Means that files will be sent to either the Primary or Secondary site based on which has fewer files in the Destination folder.

- The **Disable Plan Transmission** check box disables the transmission of plans to this site. By default, a plan entering the system will be sent to any destination site identified in the plan.
- **Error Settings**
  - **Destination Is In Error State After Failed Transmission Retries** - Defines when a site will be considered in an error state.

- **Time Between Transmission Attempts Seconds** - Time defined to attempt a retransmission.

- **Ping Settings**
  - **Ping Destination Every Seconds** - Time intervals between pings attempts.
  - **Ping Timeout Seconds** - Timeout ping attempts after seconds specified.
  - **Max Retries** - Maximum number of retries to continue pinging.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Scripts Tab” on page 282
  - “Renaming Tab” on page 285
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- "Scripts Tab" on page 320
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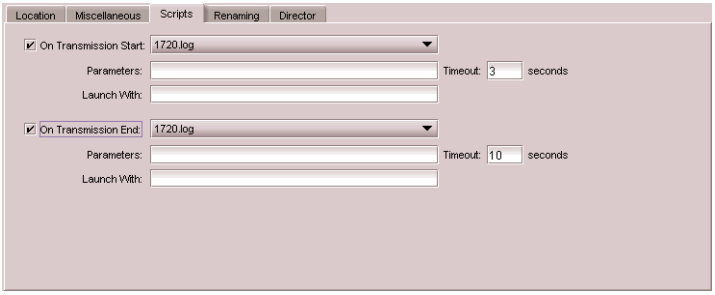
Scripts Tab

A checkbox and a list box with a browse button allows you to associate a file renaming rule with a destination. The drop-down list box will list all configured file renaming rules.

NOTE: Selected renaming rule applies to the destination, meaning both primary and secondary destination points.



Properties

- **On Transmission Start** - Check box allows the execution of a script on the start of file transmission.

CAUTION: **Naming.vbs** and **Script.cgi** are used by the system scripts and should not be used otherwise.

  - **Parameters** - Defines customer defined parameters for the script.

- **Timeout: Seconds** - Times out the script; if it does not return before the timeout, kill it and log an error.
- **Launch With** - Defines scripting shell to use for scripts.

- **On Transmission End** check box - Allows the execution of a script on the end of file transmission.
  - **Parameters** - Defines customer defined parameters for the script.
  - **Timeout: Seconds** - Times out the script; if it does not return before the timeout, kill it and log an error.
  - **Launch With** - Defines scripting shell to use for scripts.

NOTE: These scripts can be turned on and off for each Destination.

Scripting allows additional customization of the Courier system based on unique customer requirements.

Scripts can be automatically run at a number of points in the workflow:

- Arrival of a file into Courier.
- Before transmission to a specific Destination site.
- Upon completion of transmission to a specific Destination site.

The results of this script may then be used in further processing of the file. Scripts run to completion before the next step in the workflow.

When a script completes running, it returns a "code" back to Courier. This code indicates the success or failure of the script. Codes can indicate to Courier to:

- **Continue** - Log information to all logs and continue processing the file.
- **Halt** - Log information to all logs and stop processing the file.
- **Warn** - Logs a warning message to all logs including a warning to the System Messages window and continue processing the file
- **Error** - Log an error to all logs, including an error to the System Messages window, and stop processing the file.

The script may be true script file or it may be an executable and can be written in any language that can run on the selected platform.

NOTE: Examples are vbscript and batch scripts for windows and cshell on Solaris.

Related topics:

- **Destinations**
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  - “Miscellaneous Tab” on page 279
  - “Renaming Tab” on page 285
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  - "Configuring Renaming Rules" on page 345
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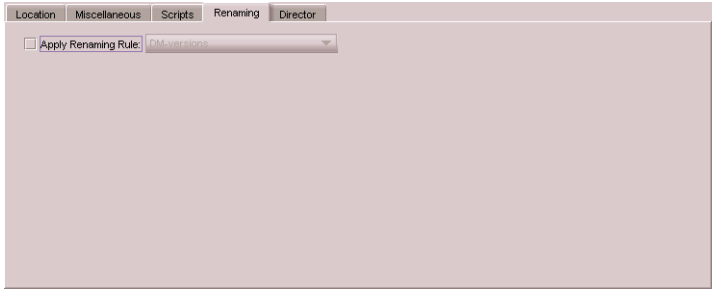
Renaming Tab

Allows you to associate a file renaming rule with a destination. The drop-down list box will list all configured file renaming rules.

NOTE: Selected renaming rule applies to the destination, meaning both primary and secondary destination points.



Properties

- **Apply Renaming Rule** check box - Allows the selection of named Renaming Rule. The drop-down list box will list all configured file renaming rules.

  NOTE: Selected renaming rule applies to the destination, meaning both the primary and secondary destination points. Renaming can be turned on and off for each destination.

- **Destinations**
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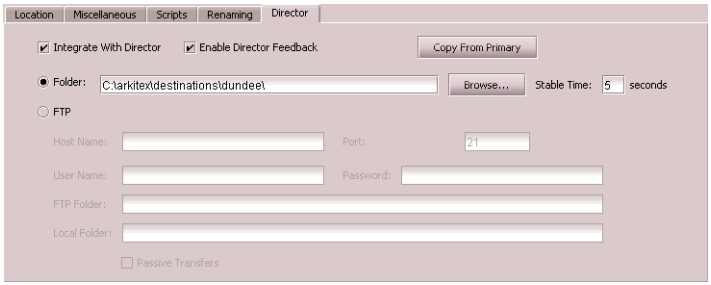
■ "Configuration Toolbar" on page 352

▷ Director Tab

From the Director tab, you can integrate with Director, enable Director feedback, copy variables from the primary server, use FTP, and do passive transfers.



Properties

- **Integrate With Director** - Integrates with Director systems at other sites.
- **Enable Director Feedback** - Enables reception of status information from Director (images, text messages).

Copies all variables from the primary server.

- **Folder** - Identifies the path to the folder, if the input is a folder accessed by the server.
  - **Stable Time: seconds** is the amount of time an input file must remain unchanged before Courier will start processing that file.

NOTE: The stable time value applies to either the folder, or the local folder, depending on which item is selected (**Folder** or **FTP**).

- **FTP** option button identifies the settings for an input that reads files from another server via the FTP protocol. The FTP settings include:
  - **Host name** - The host name of the FTP server.
  - **Port** - Number on the server.
  - **User Name** - The user login name for the FTP server.
  - **Password** - For FTP login.
  - **FTP Folder** - The FTP server to use.
  - **Local Folder** - Where files should be copied on the Courier server.
  - **Passive Transfers** - Indicates if passive FTP transfers should be used for this input.

NOTE: FTP proxy servers are supported through the FTP settings screen. A single input can be either a folder or FTP, not both. Selection of passive or active FTP connections are based on the type and configuration of the FTP server.

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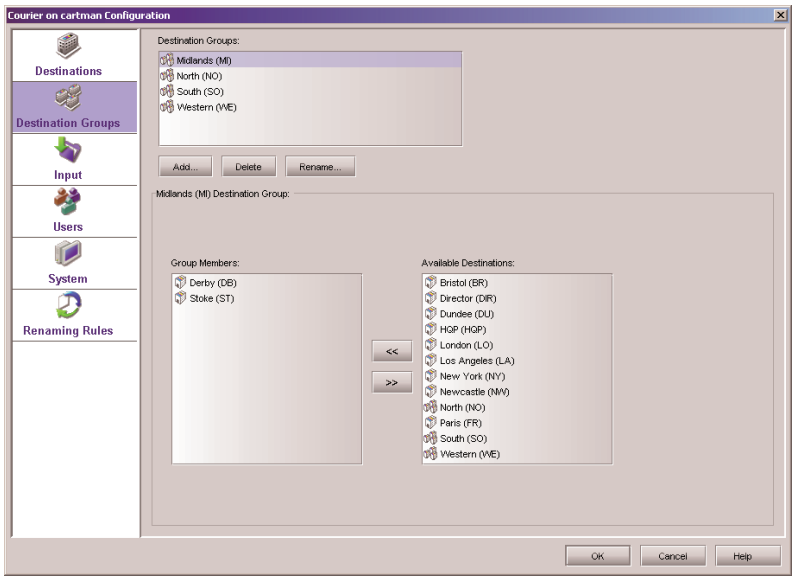
■ “Configuration Toolbar” on page 352

Destination Groups

Destinations Groups - Allows you to define destination groups that consist of destinations previously defined in the Transmission Configuration dialog, and/or previously defined destination groups.

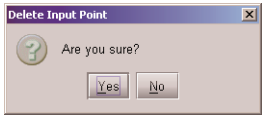


NOTE: A destination group may not contain itself.

▷ Add Destination Groups

Used to add a destination group name and short destination group name. Each site is given the long name and short name and are used not only in the track interface but elsewhere within the system such as plans.

When selected the Input Point name is deleted.



Used to rename the destination group long and short names.

▷ Destination Group

- **Group Members** is the Destination and Groups that are part of the Group.
- **Available Destinations** are those Destination Sites or Groups that can be added to the Group.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279
  - “Scripts Tab” on page 282
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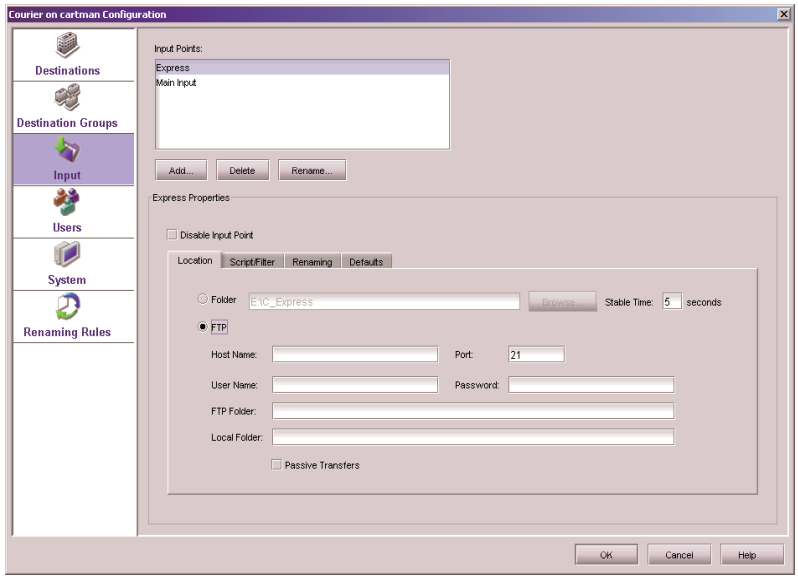
Input

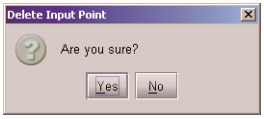
Allows for the configuration of Courier's server input subsystem. This consists of defining input points and their properties. input points may be added, edited and deleted. Each input point has the property categories of **Location**, **Script/ Filter**, **Renaming**, and **Defaults**. Input points may be enabled or disabled.



▷ Add Input Points

Used to add an Add Input point name.

When selected the Input Point name is deleted.



Used to define the long name of the input point.

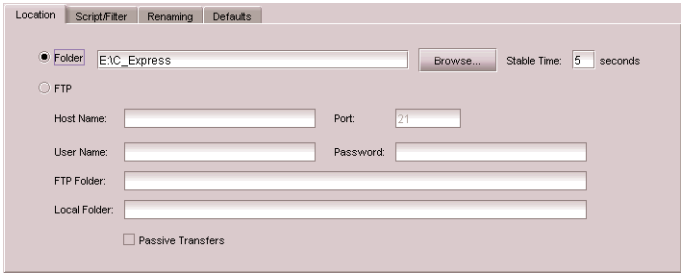
Related topics:

- "Location Tab" on page 294
- "Script/Filter Tab" on page 296

- "Renaming Tab" on page 300
- "Defaults Tab" on page 302

Location Tab

Specifies the location of the input point as either a folder, or an FTP site, and the stable time value. If the input point is FTP, it has the additional properties of **Host Name**, **Port**, **FTP Folder**, **User Name**, **Password**, **Local Folder**, and **Passive Transfers**.



Properties

- **Disable Input Point** - Identifies that given input is disabled, and files arriving in that input will not be processed.
- **Folder** - Identifies the path to the folder, if the input is a folder accessed by the server.
  - **Stable Time: seconds** is the amount of time an input file must remain unchanged before Courier will start processing that file.

  NOTE: The stable time value applies to either the folder, or the local folder, depending on which item is selected (**Folder** or **FTP**).

- **FTP** option button identifies the settings for an input that reads files from another server via the FTP protocol. The FTP settings include:
  - **Host name** - The host name of the FTP server.
  - **Port** - Number on the server.
  - **User Name** - The user login name for the FTP server.
  - **Password** - For FTP login.

- **FTP Folder** - The FTP server to use.
- **Local Folder** - Where files should be copied on the Courier server.
- **Passive Transfers** - Indicates if passive FTP transfers should be used for this input.

NOTE: FTP proxy servers are supported through the FTP settings screen. A single input can be either a folder or FTP, not both. Selection of passive or active FTP connections are based on the type and configuration of the FTP server.

Related topics:

- **Destinations**
  - "Location Tab" on page 275
  - "Miscellaneous Tab" on page 279
  - "Scripts Tab" on page 282
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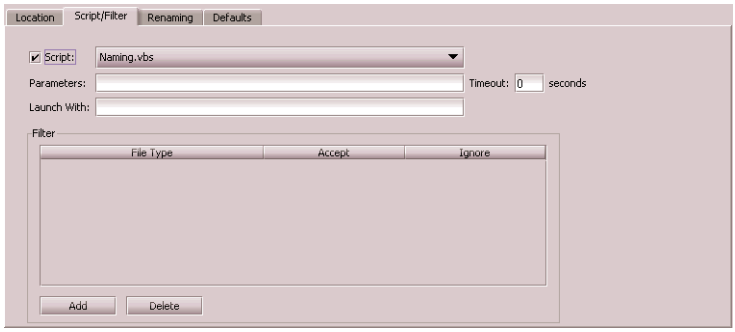
Script/Filter Tab

Specifies whether to run a script for the input point, and which script to run. From this dialog box, you have the ability to filter specific files in or out of this input point.

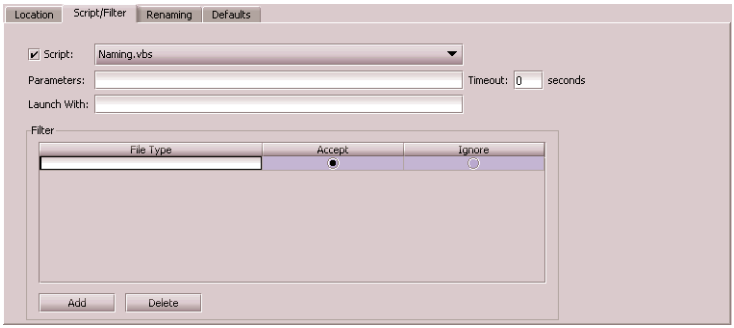


NOTE: The default for a new input point is to accept all files. You can type in specific file types in the Accept table.

Properties

- **Script** - Identifies if a script is to be run when a file is found in the input and, if so, the name of the script. These scripts run to completion before any processing of the file continues.
- **Parameters** - Allows the script to be called with custom parameters expected by the script. These parameters will be passed to the script exactly as entered.
- **Timeout: Seconds**- Times out the script; if it does not return before the timeout, kill it and log an error.
- **Launch With** - Identifies which scripting host is used to launch the program.
- **Filter** allows Arkitex Courier to select which files to process and which to ignore. Very specific filters can be created using multiple Accept and Ignore lines.

NOTE: An empty filter means accept all files.



- **File Type** - Files types to accept or ignore.
- **Accept** - Accept the file type.
- **Ignore** - Ignore the file type.

Adds a row to define more file types to filter.

Deletes a row.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279
  - “Scripts Tab” on page 282
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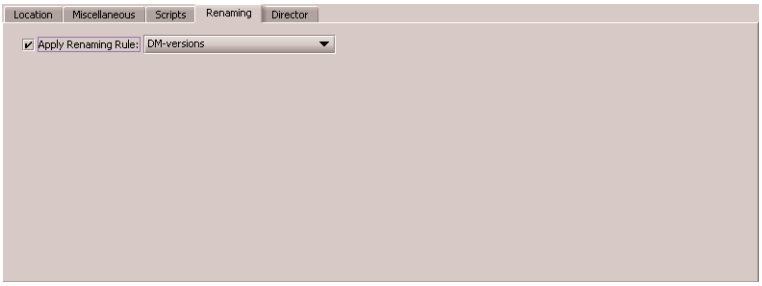
- “Configuration Toolbar” on page 352

Renaming Tab

Has a check box and a drop-down list box with a browse button that allows you to associate a file renaming rule with an input point. The drop-down list box will list all configured file renaming rules.

The Input configuration allows for configuration of Courier’s server input subsystem. This consists of editing input points and their properties. Input points may be added, edited, and deleted.



- **Apply Renaming Rule** - Allows selection of a named renaming rule.

NOTE: Renaming can be turned on or off for each destination.

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279
  - “Scripts Tab” on page 282
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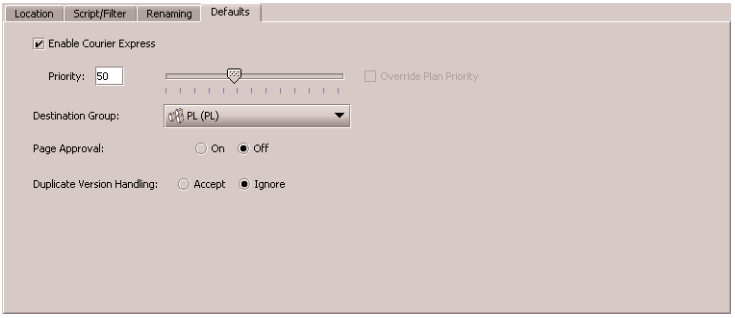
Defaults Tab

Specifies various default properties and when to apply those defaults. For each property, priority, destination group, hard proof, and page approval, you may specify the default setting for that property (whether to use that default to override the corresponding plan in the plan).

If you do not choose to override the plan value, the default value will be used only if the corresponding plan value is absent

The Input configuration allows for configuration of Courier's server input subsystem. This consists of editing input points and their properties. Input points may be added, edited, and deleted.



Properties

- **Enable Courier Express** - Identifies this Input as either a Courier Express Input, or a standard Input.

  When **Enable Courier Express** is checked, the default group will display as an icon in the Destinations View.

If **Courier Express** is selected, then the file will be processed without trying to match it against any planned objects and will, therefore, exist as a separate

object in its own right. This allows unplanned hot folders to not become confused by files that have a filename that exists in a plan.

- **Priority** defines the transmission priority of files arriving in this folder. For Standard Inputs, this priority is only used if the MAXML plan does not include a priority for the file. Values are between 2 and 127, with 127 being the highest.

- **Override Plan Priority** check box overrides any priority in the plan with the Priority settings. When **Courier Express** is checked, this option is grayed out.

- **Destination Group** drop down list box defines the destination to which files arriving in the Input are to be sent. This value is only used if the MAXML plan does not include destinations for the given plan.

- **Page Approval On/Off** defines if page approval is required for files arriving in the Input. When **Courier Express** is unchecked, this option is grayed out.

NOTE: Page Approval is only valid for Courier Express Inputs. For Standard Inputs, all Approval requirements must be included in the MAXML plan.

- **Duplicate Version Handling** - For each input point, defines if duplicate versions should be processed (soft proofed and retransmitted), or not (accept the file and update the soft proof).

  If a file arrives without a version number, Courier assigns that file to be the next highest version number, and soft proofs and processes the file.

  If the file arrives with a version number (as a ,# at the end of the file name), the file is deemed to be that version number.

  If that version number is higher than the existing current version, the new file becomes the current version; and normal processing takes place.

  - If the version number is the same as or less than the current version number, and the setting is **Accept**, the file is received, the soft proof updates, the current version is changed to this version, and reprocessing takes place.

  - If the setting is **Ignore**, a message is logged indicating that the file was a duplicate version, and it is being ignored.

- **Destinations**

  - "Location Tab" on page 275

- "Miscellaneous Tab" on page 279
- "Scripts Tab" on page 282
- "Renaming Tab" on page 285
- "Director Tab" on page 287

"Destination Groups" on page 290

Input

- "Location Tab" on page 294
- "Script/Filter Tab" on page 296
- "Renaming Tab" on page 300

Users

- "Permissions Tab" on page 307
- "Product Access Tab" on page 310
- "Folder Access Tab" on page 313

System

- "Folders Tab" on page 317
- "Scripts Tab" on page 320
- "Active Backup Tab" on page 323
- "Proxy Tab" on page 328
- "Subsystem Capacity" on page 330

"Renaming Rules" on page 333

- "Renaming Facilities" on page 334
- "Input Rules" on page 334
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- “Naming Script Functions” on page 338
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- “Configuring Renaming Rules” on page 345
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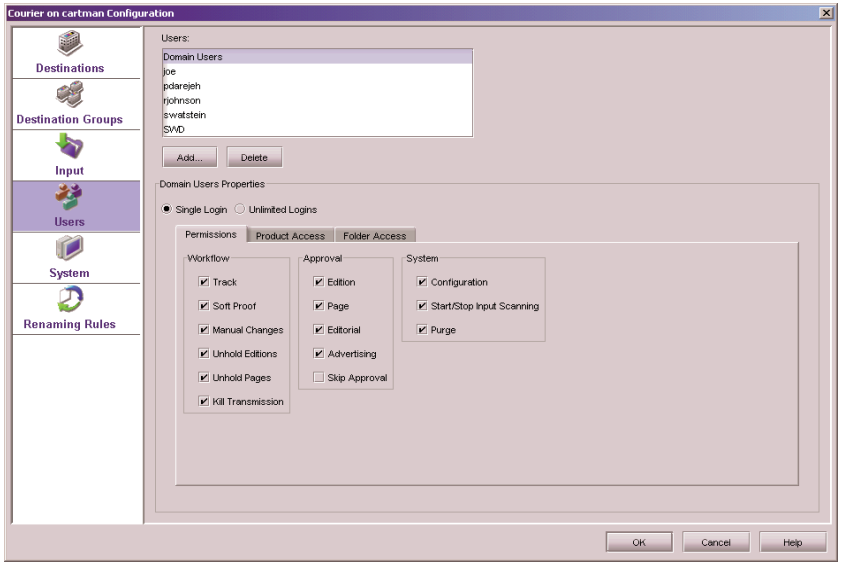
- “Configuration Toolbar” on page 352

Users

Allows users to be added or deleted to the Courier system users.

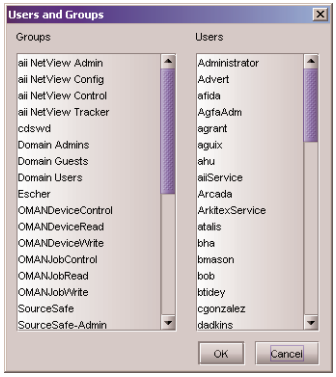


Add Users

- **Users** - Lists the names of users given access to Courier. Users are selected from the Users defined using the standard OS tools.

If you are an administrator or have permissions, you can add from **Groups** or **Users** on the main system/network.

When selected, allows you to remove the User.



Single and Unlimited Logins

For specified Courier logins (user or group), you can configure either a single or an unlimited number of clients to concurrently connect with that name. The default for a new user is single login.

NOTE: Each login uses up one Client license. Courier always allows unlimited logins for a user from the same computer, and then only one Client license is used.

- **Single Login** - Sets a single login for a user.
- **Unlimited Logins** - Allows multiple logins for a user.

Related topics:

- "Permissions Tab" on page 307
- "Product Access Tab" on page 310

- "Folder Access Tab" on page 313

Permissions Tab

Access to Courier Client and its various features is controlled via user login permissions. User permissions are granted not only to use the features, but also to see selected Products and view files based on which Input they arrived in. Permissions are assigned for three different categories:

- Users are given permission to use selected functions.
- The selected user is allowed to use the permitted features (defined in the first step) on selected Products.
- Users are given the ability to use the permitted features on Unplanned files arriving in selected Standard Inputs, and on files arriving in selected Courier Express folders.

NOTE: Being able to assign permissions, not only to selected Products, but also to files arriving in selected folders, allows division of permissions desired in newspapers producing multiple Products or Titles where users may not be allowed to see any information related to certain Products or Titles.

- **Workflow**
  - **Track** - When checked, allows the ability to view tracking information. When unchecked, only View Thumbnails is available.
  - **Soft Proof** - When checked, allows the ability to view softproofs. When unchecked, View Thumbnails is grayed out.
  - **Manual Changes** - When checked allows the ability to make manual changes.
  - **Unhold Editions** - When checked, allows the ability to uphold a complete edition.
  - **Unhold Pages** - When checked, allows the ability to unhold individual pages.
  - **Kill Transmission** - When checked, allows the ability to kill a file.
- **Approval**
  - **Edition** - When checked, allows the ability to approve an entire edition.

- **Page** - When checked, allows the ability to approve a single page.
- **Editorial** - When checked, allows the ability to approve the editorial content of a page.
- **Advertising** - When checked, allows the ability to approve the advertising content of a page.
- **Skip Approval** - With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication.

- **System**
  - **Configuration** - When checked allows the ability to open the system configuration window and make changes.
  - **Start/Stop Input Scanning** - Halts scanning for new files to input.
  - **Purge** - Purges plans and associated files, log messages, and/or files from folders.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279
  - “Scripts Tab” on page 282
  - “Renaming Tab” on page 285
  - “Director Tab” on page 287
- “Destination Groups” on page 290
- **Input**
  - “Location Tab” on page 294
  - “Script/Filter Tab” on page 296
  - “Renaming Tab” on page 300
  - “Defaults Tab” on page 302

- **Users**
  - "Product Access Tab" on page 310
  - "Folder Access Tab" on page 313
- **System**
  - "Folders Tab" on page 317
  - "Scripts Tab" on page 320
  - "Active Backup Tab" on page 323
  - "Proxy Tab" on page 328
  - "Subsystem Capacity" on page 330
- "Renaming Rules" on page 333
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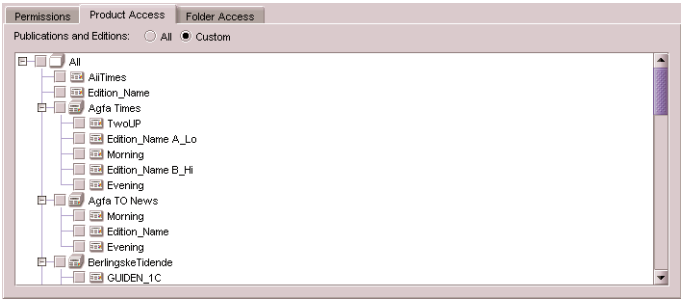
Product Access Tab

Allows permissions to be given to selected products.

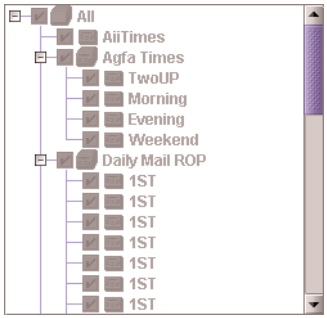
NOTE: For this to properly work, publication dates cannot be included in the publication or edition name. If publications or editions include dates, then each will be considered as unique and will be added to the list.



NOTE: Dummy plans that contain the publications/editions (or one plan that contains all combinations) should be created and processed during installation to accurately configure Courier and show all possible publications and editions. If a site is going to allow all users to access all publications/editions, this is not necessary

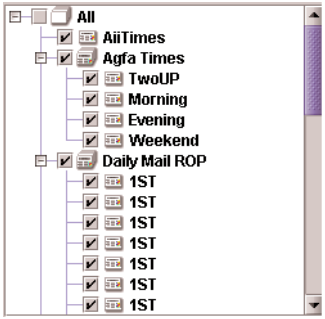
Properties

- **Publication & Editions** - The selected user can be given access to either **All** or **Custom**.
  - **All** - Default. When the radio button is selected, the list of publication and editions will be automatically populated by the system and will be grayed out. When selected, it will define user permissions for all publications/editions (those in the list, and those that are not in the list and arrive later). A user can access all publications/editions in the list and any new publications/editions. This is the installed default.



NOTE: Dummy plans that contain the publications/editions (or one plan that contains all combinations) should be created and processed during installation to accurately configure Courier and show all possible publications and editions. If a site is going to allow all users to access all publications/editions, this is not necessary.

- **Custom** - When the radio button is selected, the list of publication and editions will be automatically populated by the system and will be visible. The admin must allow access by checking the publications/editions in the list for any publications/editions, and for any new publications/editions.



NOTE: When Custom is selected, you can be given access to a selected set of Products.

In order to allow wildcarding of publication and edition permissions (the ability to define in advance which publication/editions users can access:

- The list of publications and editions (represented as a two-level tree) is automatically populated by the system.

- Every unique pub/edition combination that arrives in a plan will be added to this list. Whenever a new pub/edition arrives, it will be added to the list.
- For each **User**, an administrator will check which pub/editions you can access.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279
  - “Scripts Tab” on page 282
  - “Renaming Tab” on page 285
  - “Director Tab” on page 287
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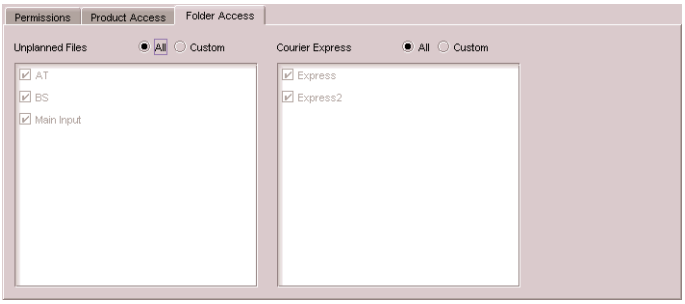
Folder Access Tab

Allows permission to the selected products.

NOTE: For this to properly work, publication dates cannot be included in the publication or edition name. If publications or editions include dates, then each will be considered as unique and will be added to the list.



Properties

The selected user can be given access to either **All** or **Custom** Products. When **Custom** is selected, you can be given access to a selected set of Products.

The selected user can also be given access to view Unplanned files and to view all files arriving in selected Courier Express files.

- **Unplanned Files** allows the selected user to view any files arriving in the selected Input folder that cannot be matched to a plan.
  - **All** - When the radio button is pressed, you can view unplanned files arriving in all input folders. This is the installed default.
  - **Custom** - When the radio button is pressed, the administrators can allow/restrict access to view unplanned files arriving in a selected input folder.
- **Enable Courier Express** allows the selected user to track any files arriving in the selected input.
  - **All** - When the radio button is pressed, you can view files arriving in all Express folders.
  - **Custom** - When the radio button is pressed, the administrators can allow/restrict access to view files arriving in selected Express folders.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279
  - “Scripts Tab” on page 282
  - “Renaming Tab” on page 285

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- **Input**
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  - "Permissions Tab" on page 307
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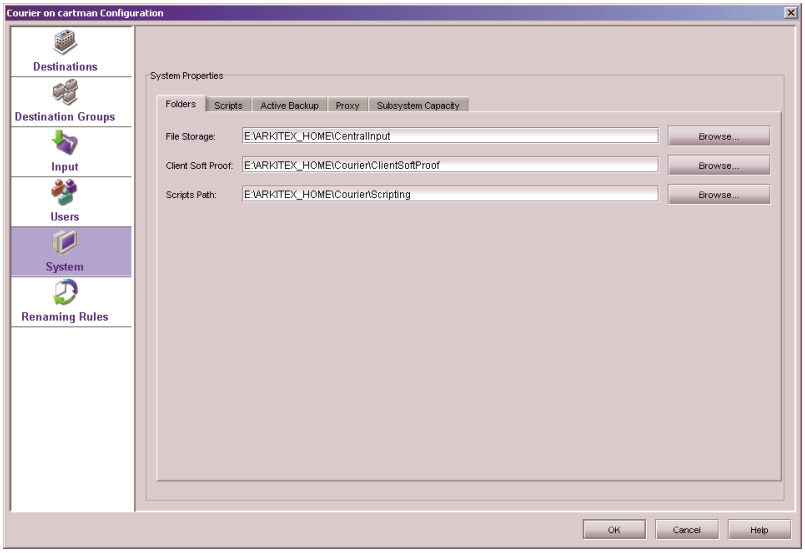
System

Allows you to specify global or system-wide properties.



Related topics:

- "Folders Tab" on page 317
- "Scripts Tab" on page 320
- "Active Backup Tab" on page 323
  - "Oracle" on page 323
  - "MS SQL Server" on page 326
- "Proxy Tab" on page 328

- "Subsystem Capacity" on page 330

Folders Tab

Specifies paths to the Central Input, the Client Soft Proof, and the Scripts folders.

System Properties

The System configuration dialog allows you to specify global, system-wide properties.

- **Folder** - Specifies paths to the:
  - **File Storage** folder contains files gathered from all input points, arranged by type, in automatically created subfolders under this folder (e.g., PDF files in a PDF sub-folder, XML files in an XML subfolder). When the input system detects a new file in one of the input points, the engine will move the file to the appropriate Central Input folder subfolder before preprocessing. Files will remain in these subfolders until they are purged.
  - **Client Soft Proof** folder specifies the path where the engine will store JPEG thumbnail and JPEG Soft Proof files.

CAUTION: If you change the default **Client Soft Proof**, you must edit the **server.xml** file. Refer to "Server.xml correction" on page 318.

NOTE: This folder must be accessible to the web server.

- **Scripts Path** folder specifies the path where the engine will find scripts.

CAUTION: If you change the default **Scripts Path** path, you must edit the **server.xml** file. Refer to "Server.xml correction" on page 318.

Server.xml correction

1. If the **Client Soft Proof** and **Scripts Path** are changed, you must edit the **server.xml** file and make the same changes as follows:
2. Locate the **server.xml** file on your server. It will be located under:

   \jboss\server\default\deploy\jbosswebtomcat50.sar\

3. Using a text editor, edit the **server.xml** file to match the **Client Soft Proof** and **Scrips Path**.

```
        <!--  Default context parameters   -->
        <DefaultContext cookies="true" crossContext="true" override="true" />
        <Context path="/SoftProof" docBase="Z:/Arkitex/Courier/ClientSoftProof"
          debug="0" />
        <Context path="/Scripting" docBase="Z:/Arkitex/Courier" debug="0" />
      </Host>
    </Engine>
  </Service>
</Server>
```

4. Save and close **server.xml**.

NOTE: The Client Soft Proof folder must be accessible to the web server.

Related topics:

- **Destinations**
  - "Location Tab" on page 275
  - "Miscellaneous Tab" on page 279
  - "Scripts Tab" on page 282
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  - "Director Tab" on page 287
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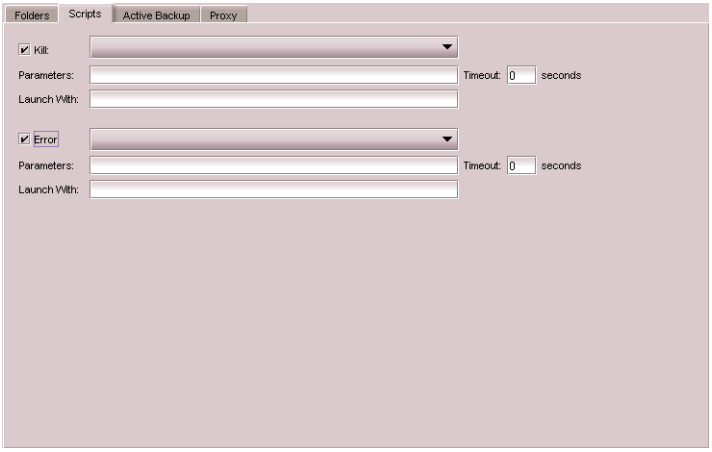
- "Configuration Toolbar" on page 352

Scripts Tab

Specifies paths to the **Kill** and **Error** scripts. Each script may be enabled or disabled. Parameters can be applied to each script with a timeout.



- **Kill** - If a file or page is killed, a system wide script runs.

CAUTION: **Naming.vbs** and **Script.cgi** are used by the system scripts and should not be used otherwise.

- **Parameters** - Defines customer defined parameters for the script.
- **Timeout: Seconds** - Times out the script; if it does not return before the timeout, kill it and log an error.

- **Error** - If any error occurs within the system (system generated, or an error returned by another script), a script runs to report the error.

CAUTION: **Naming.vbs** and **Script.cgi** are used by the system scripts and should not be used otherwise.

- **Parameters** - Defines customer defined parameters for the script.
- **Timeout: Seconds** - Times out the script; if it does not return before the timeout, kill it and log an error.

Related topics:

- **Destinations**
  - "Location Tab" on page 275
  - "Miscellaneous Tab" on page 279
  - "Scripts Tab" on page 282
  - "Renaming Tab" on page 285
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- **Input**
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- "Renaming Facilities" on page 334
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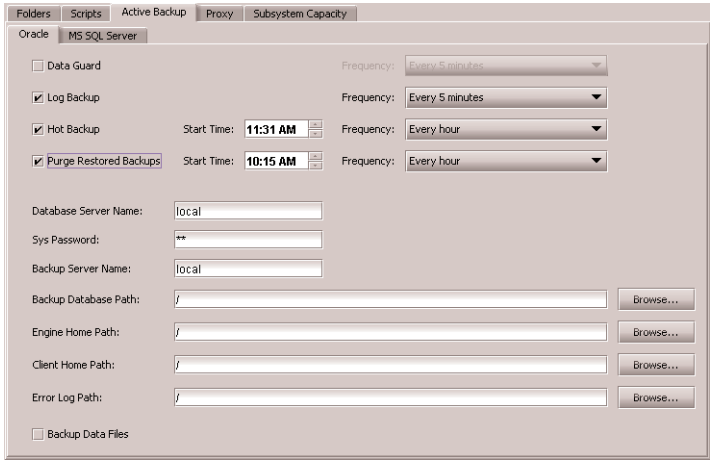
"Configuration Toolbar" on page 352

▷ Active Backup Tab

Related topics: "Oracle" on page 323

"MS SQL Server" on page 326

▷ Oracle



- **Data Guard** - Enterprise active backup.

NOTE: When **Data Guard** is selected, **Log Backup** is grayed out.

- **Start Time** - Defines the start time.
- **Frequency** - Runs as a scheduled script job once a day. Values are every 5 minutes, 10 minutes, 15 minutes, 30 minutes; every hour; or every 6 hours.

- **Log Backup** - Causes the current transaction logs to be archived and moves all archived transaction logs to the backup destination (standby server).

CAUTION: This is the most efficient type of backup and should be done the most frequently of any backup (every 10-30 minutes, depending on how much data you are willing to loose if the primary goes down).

- **Start Time** - Defines the start time for the backup.
- **Frequency** - Runs as a scheduled script job once a day. Values are every 5 minutes, 10 minutes, 15 minutes, 30 minutes; every hour; or every 6 hours.

- **Hot Backup** - Can be done a couple of times per day and can cause performance issues and should be scheduled for times of low server/database load.

NOTE: It is recommended that this be done once a day, when a hot backup is restored on the standby server it will make all previous log archive backups unnecessary and the old archived logs will be purged from the archive location of oracle.

- **Start Time** - Defines the start time for the backup.
- **Frequency** - Runs as a scheduled script job once a day. Values are every hour, every 6 hours, or every day.

- **Purge Restored Backup** - Allows you to choose how often you want to purge the backups that are no longer needed.

NOTE: The **Purge Restored Backups** check box, **Start Time** and **Frequency** are grayed out. To make changes to the **Purge Restored Backups**, you must check either the **Log Backup** or **Hot Backup** check box.

NOTE: Backups that already have been restored on the standby will be purged from the backup location on the primary and resynced with the standby which will cause a purge on the standby.

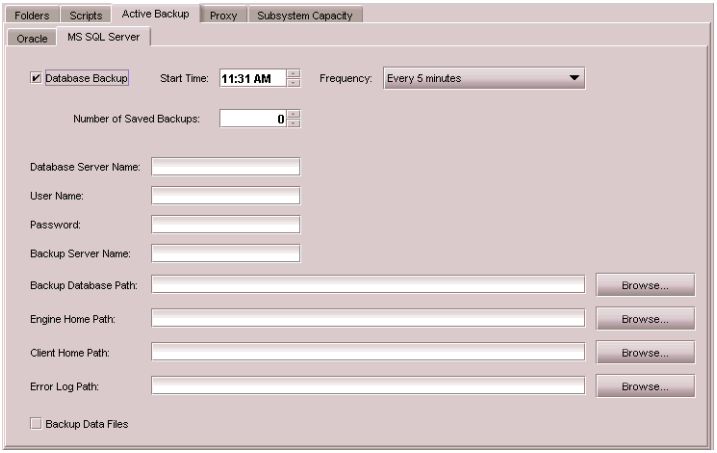
- **Start Time** - Defines the start time for the backup.
- **Frequency** - Runs as a scheduled script job once a day. Values are every-hour, every 6 hours, or every day.

- **Database Server Name** - Use localhost.
- **Sys Password** - Password for the sys user of the Oracle database.
- **Backup Server Name** - Name of the backup server.
- **Backup Database Path** - Path to the NFS directory that is mapped to the standby Arkitex home (i.e., /backup).
- **Engine Home Path** - Path to Arkitex home on the machine that the engine is installed on.
- **Client Home Path** - Path to the Arkitex home on the machine where the client is installed.
- **Error Log Path** - Path to directory that will hold the logs of failed Oracle backups.

NOTE: When a backup fails the log file will be moved to this directory and the backup directory will be deleted.

- **Backup Data Files** - If left unchecked only the database will be backed up.

▷ MS SQL Server



- **Database Backup** - Enables database back ups.
  - **Start Time** - Defines the start time for the backup.
  - **Frequency** - Runs as a scheduled script job once a day. Values are every 5 minutes, 10 minutes, 15 minutes, 30 minutes; every hour; or every 6 hours.
  - **Number of Saved Backups** - Counter showing number of saved backups.
  - **Database Server Name** - Name of the database server.
  - **User Name** - User logon name.
  - **Password** - User password.
  - **Backup Server Name** - Name of the backup server.
  - **Backup Database Path** - Path to the backup database.
  - **Backup Data Files** - Enables backing up data files.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279

- "Scripts Tab" on page 282
- "Renaming Tab" on page 285
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- **Input**
  - "Location Tab" on page 294
  - "Script/Filter Tab" on page 296
  - "Renaming Tab" on page 300
  - "Defaults Tab" on page 302

- **Users**
  - "Permissions Tab" on page 307
  - "Product Access Tab" on page 310
  - "Folder Access Tab" on page 313

- **System**
  - "Folders Tab" on page 317
  - "Scripts Tab" on page 320
  - "Proxy Tab" on page 328
  - "Subsystem Capacity" on page 330

- "Renaming Rules" on page 333
  - "Renaming Facilities" on page 334
  - "Input Rules" on page 334
  - "Output Name Generators" on page 336
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- “Script Initialization” on page 339
- “Editing The Rename Table” on page 340
- “Testing Rename Rules” on page 341
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- “Configuring Renaming Rules” on page 345
- “Renaming Rules Table” on page 348

- “Configuration Toolbar” on page 352

Proxy Tab

Information filled out under the Proxy tab is read by the system when the **Use Proxy** box is checked under Destinations (see “Properties” on page 276).

Properties

- **Host Name** - The host name of the FTP server.
- **User Name** - The user login name for the FTP server.
- **Password** - The user password for the FTP server.
- **Use ‘USER’ command** - If checked, this xml variable will be used.

- **Use 'PASS' command** - If checked, this xml variable will be used.

Related topics:

- **Destinations**
  - "Location Tab" on page 275
  - "Miscellaneous Tab" on page 279
  - "Scripts Tab" on page 282
  - "Renaming Tab" on page 285
  - "Director Tab" on page 287
- "Destination Groups" on page 290
- **Input**
  - "Location Tab" on page 294
  - "Script/Filter Tab" on page 296
  - "Renaming Tab" on page 300
  - "Defaults Tab" on page 302
- **Users**
  - "Permissions Tab" on page 307
  - "Product Access Tab" on page 310
  - "Folder Access Tab" on page 313
- **System**
  - "Folders Tab" on page 317
  - "Scripts Tab" on page 320
  - "Active Backup Tab" on page 323
  - "Subsystem Capacity" on page 330
- "Renaming Rules" on page 333

- “Renaming Facilities” on page 334
- “Input Rules” on page 334
- “Output Name Generators” on page 336
- “Naming Script Functions” on page 338
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- “Editing The Rename Table” on page 340
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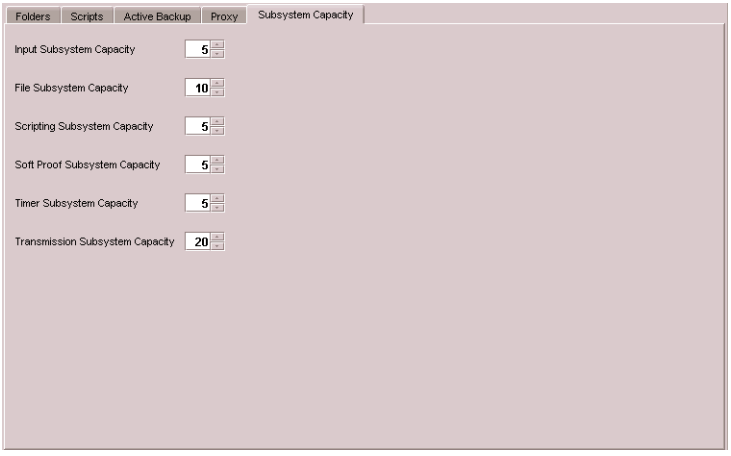
“Configuration Toolbar” on page 352

Subsystem Capacity



Information under the Subsystem Capacity tab is used to control the number of threads that each subsystem runs in parallel. If your system is running over capacity, decrease the thread count. If your system is running under capacity, increase the count. It is recommended that increases be done in increments of 5.

▷ Properties

- **Input Subsystem Capacity** - Threads running under the Input Subsystem. The default is 5.
- **File Subsystem Capacity** - Threads running under the Input Subsystem. The default is 10.
- **Scripting Subsystem Capacity** - Threads running under the Scripting Subsystem. The default is 5.
- **Soft Proof Subsystem Capacity** - Threads running under the Soft Proof Subsystem. The default is 5.
- **Timer Subsystem Capacity** - Threads running under the Timer Subsystem. The default is 5.
- **Transmission Subsystem Capacity** - Threads running under the Transmission Subsystem. The default is 20.

Related topics:

- **Destinations**
  - “Location Tab” on page 275
  - “Miscellaneous Tab” on page 279
  - “Scripts Tab” on page 282
  - “Renaming Tab” on page 285
  - “Director Tab” on page 287
- “Destination Groups” on page 290
- **Input**
  - “Location Tab” on page 294
  - “Script/Filter Tab” on page 296
  - “Renaming Tab” on page 300
  - “Defaults Tab” on page 302
- **Users**

- “Permissions Tab” on page 307
- “Product Access Tab” on page 310
- “Folder Access Tab” on page 313

System

- “Folders Tab” on page 317
- “Scripts Tab” on page 320
- “Active Backup Tab” on page 323
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“Renaming Rules” on page 333

- “Renaming Facilities” on page 334
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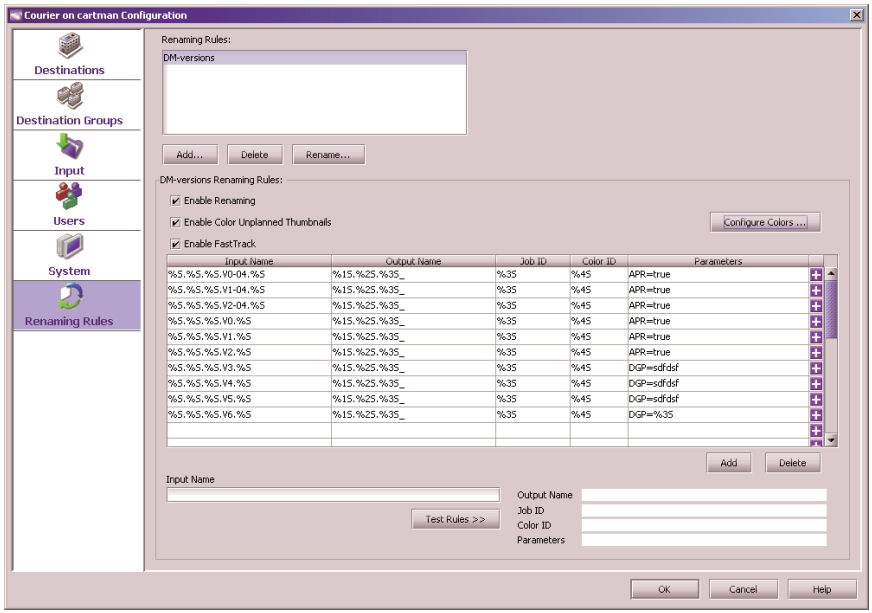
“Configuration Toolbar” on page 352

Renaming Rules

Allows you to set up file renaming rules, test the outcome, and allows plan tracking for publications without requiring a plan.

For plan tracking Courier can pull publication information (Pub Name, Ed Name, Zone Name, Section Name, Page Number, Color, JobName) from the file name and use this information to automatically create the appropriate tree entry. A new node in the Publication Tree is created and populates itself based on the files in the input folder that have met FastTrack criteria.



File Renaming, which can be used both for Inputs and/or for Destinations, provides a very flexible method for translating and converting file names.

File renaming sets define where each set consists of one or more renaming rules. Each rule defines an input name pattern to match and, if matched, a pattern for file name conversion.

When a given renaming set is used, and no match is found, the file continues processing with no file renaming taking place.

Related topics:

- "Renaming Facilities" on page 334

Renaming Facilities

Courier has powerful renaming facilities which may be set up independently for each output process. These allow the filenames to be analyzed and then new output filenames and associated processing parameters to be generated as a result of this analysis.

Renaming works through a table of rules and name generators held in each output process set up.

The input rules are scanned in turn until a match is found, and then the output names and parameters are generated according to the template. If no match is found, the filename is left as original although the extension may be changed according to the function employed. If the filename is matched, but the output name template results in an empty filename, this file will be skipped by this process.

NOTE: The order of the entries in the table may be important in resolving ambiguities in the renaming. Entries at the top are tried first.

Related topics:

- "Renaming Rules" on page 333
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
- "Testing Rename Rules" on page 341
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- "Renaming Examples" on page 342
- "Configuring Renaming Rules" on page 345
- "FastTrack" on page 346
- "Renaming Rules Table" on page 348

Input Rules

The first column in the renaming table holds the set of input rules that are used to analyze and match the incoming filenames.

Input rules are a mixture of parameters and literal strings. A parameter is **%xyzCode** where **xyz** is an optional format, and **Code** controls how the file is interpreted. If **xyz** is present, then it determines the number of characters scanned for this parameter. If it is not present, then the next part of the rule must be a literal; and all characters up to this literal will be scanned.

The possible parameter codes are:

- D – Date. For date parameters the format can contain **dmyw** characters to pick out the day month year and week numbers, e.g., **%dd-mm-yyyyD** will scan and pick out the Date string in the filename. If week numbers are used, the day and month will be ignored. If year or month are not defined, they default appropriately. Day numbers are assumed to be 'later than the day before yesterday', e.g., if today is 29th March, then 27 is assumed to be March, but 01 up to 26 are assumed to be April. The same logic applies to years.

- N – Number. For number parameters the format can be a number, which will be the number of characters scanned and evaluated as a number, e.g., **%3N** will take 3 characters as a number, **%N_** will take all characters up to the "_" as the number field.

- S – String. For string parameters the format can be a number, which will be the number of characters scanned and kept as a string, e.g., **%5S** will take 5 characters as the string, **%S_** will take all characters up to the "_" as the string field.

- [CharSet] – Wildcard. This can be used to match input characters against a set of characters. All characters in the input segment must match against one of the characters in the **Charset**. The segment is available for use in the output naming just like the D, N, or S parameter codes. The **Charset** can be a list of characters, and can contain ranges as well. For example **%2[A-Z0-9]** will take 2 characters as a string, and check that they are both alphanumeric.

As each parameter is scanned, it is saved as a sequentially indexed variable (starting from 1) for later renaming usage.

NOTE: There are no limits to the number of input rules, or the number of fields in each rule. The matching has been optimized to allow high speed matching of multiple rules and large look up tables held in the rules.

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
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- "Renaming Rules Table" on page 348

Output Name Generators

Two output columns are provided to generate two names from the data scanned from the input filename. The first, **OPNames**, is the name that will be used for the Output file, or the printer (if printing to the dynamic printer). **Parameters** is the data that may be sent to a function to control its operation. If the **Parameters** field is blank, then the **Parameters** defined for the whole output function is used instead.

The output name templates are a mixture of literal characters and parameters obtained from the input rule. A parameter is **%n:xyzCode** and may be used in any position in the output name template. **Parameters** can also be repeated in different positions and with different formats.

The possible parameter codes are:

- **D – Date**. For date parameters the format can contain **dmyw** characters to pick out the day month years or week number, e.g., **%3:mmddyyD** will reformat the 3rd scanned parameter **Date** string in the output filename. If week numbers are used, the first week of the year is controlled by a system parameter in the environment file. Similarly, day numbers or day names are also controlled by a system parameter in the environment file.

The following formatting characters can be used.

- **d** - Display the day as a number without a leading zero (1 – 31).
- **dd** - Display the day as a number with a leading zero (01 – 31).
- **ddd** - Display the day as an abbreviation (Sun – Sat).
- **dddd** - Display the day as a full name (Sunday – Saturday).
- **ddddd** - Display the date as a complete date (including day, month, and year), formatted according to your system's short date format setting. For Microsoft Windows, the default short date format is m/d/yy.
- **dddddd** - Display a date serial number as a complete date (including day, month, and year) formatted according to the long date setting recognized by your system. For Microsoft Windows, the default long date format is mmmm dd, yyyy.

- **w** - Display the day of the week as a number (1 for Sunday through 7 for Saturday).
- **ww** - Display the week of the year as a number (1 – 54).
- **m** - Display the month as a number without a leading zero (1 – 12). If **m** immediately follows **h** or **hh**, the minute rather than the month is displayed.
- **mm** - Display the month as a number with a leading zero (01 – 12). If **m** immediately follows **h** or **hh**, the minute rather than the month is displayed.
- **mmm** - Display the month as an abbreviation (Jan – Dec).
- **mmmm** - Display the month as a full month name (January – December).
- **q** - Display the quarter of the year as a number (1 – 4).
- **y** - Display the day of the year as a number (1 – 366).
- **yy** - Display the year as a 2-digit number (00 – 99).
- **yyyy** - Display the year as a 4-digit number (100 – 9999).
- **F** – Filtered. This will filter the scanned parameter to only have alphanumeric characters. All other characters are stripped out.
- **L** – Left String. This will output the left part of the scanned parameter, e.g., **%2:3L** will output the left 3 characters of the scanned string. If the number is left out, it defaults to 1. If the scanned parameter is not long enough, it is all used. If the number is negative, this refers to the number of characters to take off the right part of the string (e.g., **%2:-3L** will produce **abcd** from **abcdefg**)
- **M** – Middle String. This will output the middle part of the scanned parameter, e.g., **%1:3:2M** will output the 2 characters of the scanned string starting from the third. If one of the numbers is left out, it defaults to 1. If the scanned parameter is not long enough, it is all used.
- **N** – Number. This will output the scanned parameter as a formatted number, e.g., **%3:000N** will output the number as 3 digits with leading 0s. If no formatting string is present, the number will be a variable length. If the number is too big to fit, it will be truncated.
- **R** – Right String. This will output the right part of the scanned parameter, e.g., **%2:3R** will output the right 3 characters of the scanned string. If the

number is left out, it defaults to 1. If the scanned parameter is not long enough, it is all used.

- **S** – String. This will output the whole string. If there is a formatting string, it will be used to pad the scanned parameter to the length of the formatting string. Normally the padding is to the left of the string. If the first character of the formatting string is a / then it will fill using the remainder on the right, e.g., **%1:######S** will produce ###**ABC** if the first parameter is **ABC**. **%1:/######S** will produce **ABC**###.

- **T** – Table. This will search through the table again matching the parameter against the input rules. This may be used to translate arbitrary strings like titles or colors. If a formatting string is present, it will be added on to the front of the scanned parameter before the in rules are searched. This can make it easier to document the rules and can avoid ambiguity in rule matching, e.g., **%2:Col=T** with a scanned parameter of **C** will search the table for a rule with **Col=C** and substitute the output name.

Related topics:
- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
- "Testing Rename Rules" on page 341
- "Special Uses of Renaming" on page 341
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- "Configuring Renaming Rules" on page 345
- "FastTrack" on page 346
- "Renaming Rules Table" on page 348

Naming Script Functions

In addition to all the built in parameters in the **Output name** generator, Courier supports the calling of scriptable functions within the output name templates control string to give extensibility in the mechanisms used to create output names.

These functions are contained within a single script file called Naming.vbs and are loaded each time the Courier application is started, or the main scanning is enabled. If the Script is edited while Courier is active, you need to disable and enable scanning to reload the functions and make any new functions available.

A naming function script is called by embedding a sequence at any point in one of the **Output name** templates. This sequence has the form:

- **%$(FunctionName:Control)** - Where **FunctionName** is the actual Name of a function in the MovePrintNaming script and **Control** is an optional control string sent to the function.

Each function is passed three arguments: the **Control** string, the **input filename**, and a **parameter**.

NOTE: This is a change from V2 Courier naming scripts, which only had two arguments. Any scripts being ported from V2 to V3 will need to have the extra argument added to the functions even if it is not used.

The Naming function can generate any text content and pass this back as a single string. This is then inserted into the output name in place of the call to the script.

Multiple functions can be called within the same output name template, and different name templates can use different functions if they wish.

If the function does not exist, or will not run, then the call is replaced by an empty string.

A script may also pass back the keyword **Null** to indicate that this rule should be regarded as invalid and allow Courier to try further rules in the table.

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Script Initialization" on page 339
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Script Initialization

Normally each script function is self contained and does not require any initialization. Sometimes it is more efficient to perform some global initialization, for example, to create look up tables once.

As the Naming Script is loaded, it is checked for a special function called **NamingInitialisation**. If this is present, it is called once to perform any special set up. It does not take any parameters.

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Editing The Rename Table" on page 340
- "Testing Rename Rules" on page 341
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Editing The Rename Table

Entries in the rename table may be added or edited by clicking in the cell and typing. Cursor keys may be used to move between cells. The contents of a cell may be cut and pasted to other cells.

A single row may be inserted by clicking on the small gray column, and then pressing the **insert** key. The contents of multiple rows may be deleted by marking them using the first gray column, and pressing the **delete** key. This does not actually delete the rows, but rows with empty rules will be automatically removed when the dialog is closed.

Multiple rows may be copied and pasted to other rows in the same table, or to the tables in the other folder set ups. This is useful for putting the same set of rules into all folders. Mark the rows using the gray column, and use the **CTRL-C** and **CTRL-V** keys. When rows are pasted, they will overwrite previous contents.

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
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Testing Rename Rules

If you are using complex or multiple rules, you may wish to try them without having to process files. Two entry boxes below the rules table allow you to do this.

The contents of the left-hand box are transformed to the right hand box using all the rows in the table. You may change the text, the rules and names, and see the effect immediately on the rename name generated.

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
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Special Uses of Renaming

1 Output SubFolders

The final output name can have \ characters either from input subfolder scanning, or by the insertion of \ characters in the output rules. Courier will check and create subfolders under the normal output path as required.

NOTE: This is only operational for Windows destinations and not for FTP move.

2 Selective skipping

If the input rule is matched, and the **OPName** produces a blank filename, functions that require an output filename (e.g., non-printing functions) will be skipped. This may be used to give a more selective process matching set of rules.

3 Dynamic Printing support

The renaming function may be used to select the printer used for the print functions based on the filename. To use this, select the last printer in the printer selection list ("Dynamic"). Then set up a renaming rule table where each input rule selects a particular class of filename, and each output rule contains the

name of the printer (exactly how it appears in the selector). As each file is processed, the table is searched for a matching entry. The printer in the table is then used. If no entries match, the operation is skipped.

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
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Renaming Examples

1 Reordering Fields

The filename consists of **PPTTTEEEC** where **PP** is a page number, **TTT** is a **Title**, **EEE** is an edition, and **C** is a colorr. The desired output filename is **TTT_EEE_PP_C.tif**

As the input filename has fixed length fields, it is simple to scan and reorder

IPRule = %2N%3S%3S%1S

OPName = %2S_%3S_%1:00N_%4S.tif

09ABCDEFK -> ABC_DEF_09_K.tif

2 Extracting SubFields

The filename consists of **Title.Edition.P.Colour** where **P** is a variable length page number, **Title** is a variable length Title, **Edition** is a variable length edition, and **Colour** is a color name. The desired output filename is **TT_EEE_PP_C.tif** where **TT** is the second and third letters of the title, **EEE** is the last three letters of the Edition, **PP** is a fixed length Page number, and **C** is the first letter of the Color.

As the input filename has separators, use these to scan and reprocess the fields with the string selection Output parameters.

IPRule = %S.%S.%N.%S

OPName = %1:2:2M_%2:3R_%3:00N_%4:1L.tif

3DTimes.FirstED1.3.Cyan -> DT_ED1_03_C.tif

3 Using Multiple Rules

Two types of filename exist. Some use of **Title.Edition.PP.C** where **P** is a fixed length page number, **Title** is a variable length Title, **Edition** is a variable length edition, and **Colour** is a color character. Alternatively for the 'Main' Title, the format is **Edition.PP.C**, and the **Title** is assumed to be Main. The desired output filename is **Title_Edition_PP_C.tif**.

As the input filename has separators, use these to scan. Use two rules to pick out the variants.

IPRule1 = %S.%S.%N.%S

OPName1 = %1S_%2S_%3:00N_%4S.tif

IPRule2 =%S.%N.%S

OPName1 = Main_%1S_%2:00N_%3S.tif

3DTimes.FirstED1.3.Cyan -> DT_ED1_03_C.tif

4 Using Table translation

The filename consists of **E.P.C** where **E** is an edition number (1=First, 2= Second), **P** is a page number, and **C** is a color code. The desired output filename is **EditionName_PP_ColourName.tif**.

As the input filename has separators, use these to scan. Use two sets of Table rules to translate the Edition and color names.

IPRule1 = %S.%N.%S

OPName1 = %1:edT_%2:00N_%3:colT.tif

IPRule2 = ed1 OPName2 = First

IPRule3 = ed2 OPName3 = Second

IPRule4 = colC OPName4 = Cyan

IPRule5 = colM OPName5 = Magenta

IPRule6 = colY OPName6 = Yellow

IPRule7 = colK OPName7 = Black

2. 3.K -> Second_ 03_Black.tif

5 Changing date format

The filename consists of **TTDDPPC** where **TT** is a title, **D** is a day number, and **PP** is a page number, and **C** is a colour. The desired output filename is **YYYYMMDDTTPPC**.

As the input filename has fixed lengths, use these to scan. Use the **date scanner**, and do not bother to separate **PPC** as this is a string needed in the output.

IPRule1 = %2S%ddD%S

OPName1 = %2:yyyymmddD%1S%3S

AB1205K -> 20020312AB05K

6 Using a Script function

The filename consists of **FileName.Tif** The desired output filename is **FileNamexxxxxx**.tif where **xxxxxx** is a random number to make the filename unique.

As the input filename has a separator, use this to scan. Use the example **Script function Random** to generate the number needed. This takes a control number specifying the number of digits generated.

IPRule1 = %S.%S

OPName1 = %1S%$(Random:6).%2S

File.Tif -> File239871.Tif

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
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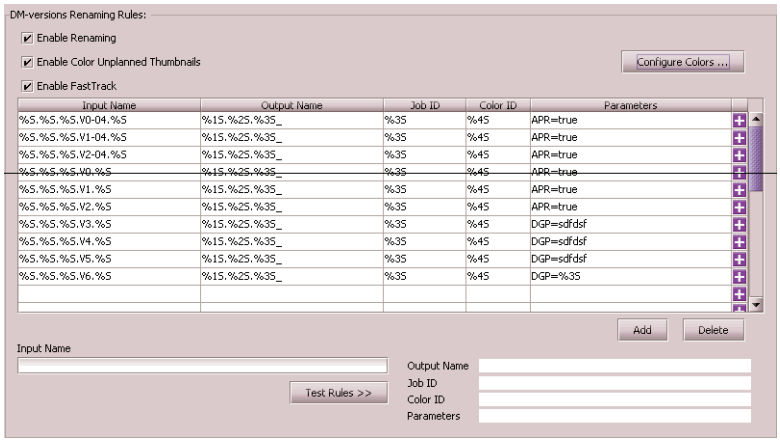
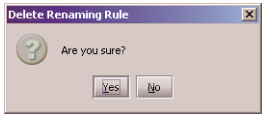
Configuring Renaming Rules



Adding Renaming Rules

Used to add a Renaming rule.

When selected, a **Delete Renaming rule** warning will be displayed if it affects current jobs.



Used to rename the rule.

Properties that can be configured include: UnplannedColor, Configuring Colors, Input and Output Names.

UnplannedColor Soft Proofs

If an unplanned file matches a renaming rule with parameters identifying both a **JobName** and a **Color**, this unplanned file will be combined with other files in Unplanned with the same **JobName** to create a color soft proof.

NOTE: **JobName** indicates which part of the file to use to match files to each other.

▷ UnplannedColor Renaming Rules

These checkboxes are used to indicate which of the columns display. These affect Unplanned files.

- **Enable Renaming** - Indicates if renaming takes place and if the **Output Name** column appears. If this is not checked the **Output Name** column is hidden and no renaming takes place.
- **Enable Color Unplanned Thumbnails** - Indicates if color thumbnails are generated for unplanned files. If this is not checked the **Job** column is hidden.
- **Enable FastTrack** - Indicates if FastTrack editions are used. If this is not checked, the **Parameters** column is hidden.

This renaming rule enhancement allows the assignment of default values for commonly used parameters. The Parameters dialog is accessed when the user selects the **Add Parameters** button on the far right of the **Parameters** column. (Refer to "Properties" on page 348.)

Related topics:

- "Renaming Rules" on page 333
- "Renaming Rules" on page 333
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
- "Testing Rename Rules" on page 341
- "Special Uses of Renaming" on page 341
- "Renaming Examples" on page 342
- "FastTrack" on page 346
- "Renaming Rules Table" on page 348

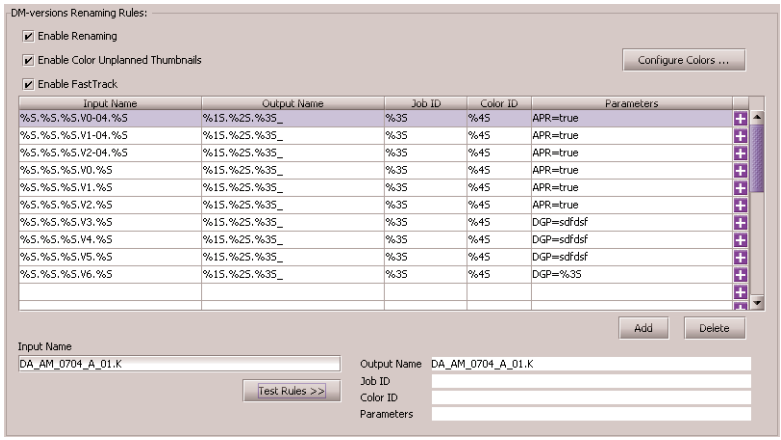
FastTrack

FastTrack allows plan base tracking (i.e., product appears in the planned tree) for publications without requiring a plan.

By enhancing renaming rules Courier pulls publication information (Pub Name, Ed Name, Zone Name, Section Name, Page Number, Color, JobName) from the file name and uses this information to automatically create the appropriate tree entry.

A new node in the Publication Tree will be created and populate itself based on files in the input folder that have met the FastTrack criteria.

The user enters an **Input Rule** and **Output Name**, was Output Rule previously.

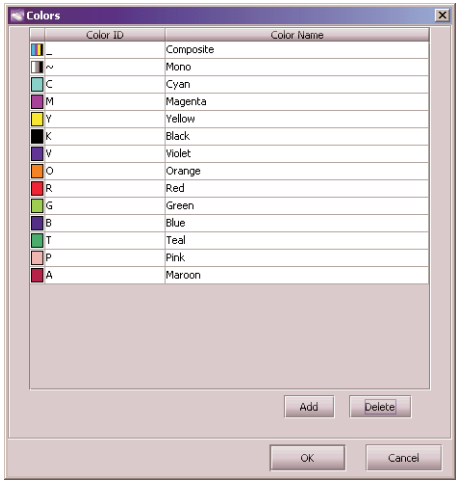


Configure Colors

You can define FastTrack RGB Color IDs for files received in Unplanned. Set up the **Color ID** in the **Colors** dialog box. If a file is received with that **Color ID**, the color will appear as a tab in the soft proof. Refer to "Soft Proof" on page 603.

Opens the **Colors** dialog box where colors can be added.

A **Colors** dialog box displays.



Adds a new Color ID line to the table.

Deletes a Color ID line from the table.

Used to accept changes and to return to the Renaming Rules screen.

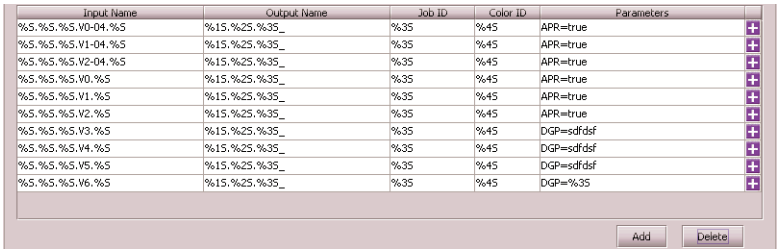
Used to cancel changes and close the Colors dialog box.

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
- "Testing Rename Rules" on page 341
- "Special Uses of Renaming" on page 341
- "Renaming Examples" on page 342
- "FastTrack" on page 346
- "Renaming Rules Table" on page 348

Renaming Rules Table

Renaming allows the assignment of default values for commonly used parameters. The dialog box is resizable. You can pull the lower right corner to stretch the box to the desired size. You can also size the column width by clicking between column headings.

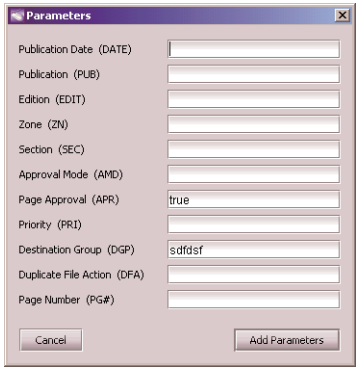


Properties

- **Input Name** - Identifies a file name pattern to test against the input file name.

- **Output Name** - Can be used to pad page numbers with padding characters to create a lookup table, or to convert date formats.
- **Job ID** - Used for unplanned softproofing.
- **Color ID** - Used for unplanned softproofing.
- **Parameters** - Adding parameters makes the rule a FastTrack rule.

The Parameters dialog box is accessed by selecting the **Add Parameters** button on the far right of the Parameters column. The Parameters dialog box displays.



Enter values for any parameters you want to be associated with this FastTrack rule in the text field next to any of the default parameters. The short name form of the default values is in parenthesis next to the full name of each parameter. Descriptions will be localizable; the keywords are not. This is what will appear in the Parameters columns in the Renaming Rules Table.

Description	Keyword	Required	Valid Values	Default
Publication Date	DATE	Yes	Date	N/A
Be sure the Publication Date field is formatted as a Date value (i.e., %3:mmddyyD).				
Publication	PUB	Yes	Text	N/A
Edition	EDIT	No	Text	N/A
Zone	ZN	No	Text	N/A
Section	SEC	No	Text	N/A
Approval	APP	No	Yes/No True/False	No

Approval Mode	AMD	No	Normal Deferred Late Black Update Black Blank for No Approval required	None
The Approval Mode is set by the first file arriving in a Publication or Edition. If the Approval Mode is Late Black, Update Black, or Deferred, this mode is set for a Publication by the arrival of the first file in that Publication. This means that the entire Publication is set into one of these modes. Once the Approval Mode for a Publication is set to one of these modes, each file should have the Approval Parameter set to Yes or True. If the Approval Mode is Normal, that mode is set for an Edition and is set by the arrival of the first file in that Edition. This means that the Edition is set into Normal approval mode so that other Editions in the same Publication may not have an Approval Mode (a "blank" or empty Approval Mode parameter). When in Normal mode, each file can have Approval of On/True, or Off/False based on other parameters such as color files requiring approval while monochrome files do not require approval.				
Page Approval	APR	No	Yes/No True/False	No
Priority	PRI	No	Number from X to Y	?
Destination Group	DGP	No	Text	Picked up from input folder
Duplicate File Action	DFA	No	Accept Ignore Ask	Accept
Page Number	PG#	Yes	Number	N/A

NOTE: If the keywords defined as required are not set, then the configuration should not be saved, and you must complete the setting.

Closes the Parameters dialog and makes no changes.

Adds entered text to the Parameters column in the Renaming Rules Table.

Test Rules

- **Input Name** - Identifies a file name pattern to test against the input file name.

The **Input Name** will be tested against the rules in the **Renaming Rules Table**. Results will be displayed in the **Output Name**, **Job ID**, **Color ID**, and **Parameters** fields.

Results

- **Output Name** - If an output name is matched, it will appear in the Output Name field.
- **Job ID** - If a Job ID name is matched, it will appear in the Job ID field.
- **Color ID** - If an Color ID is matched, it will appear in the Color ID field.
- **Parameters** - If a Parameters name is matched, it will appear in the Parameters field.

Related topics:

- "Renaming Rules" on page 333
- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
- "Testing Rename Rules" on page 341
- "Special Uses of Renaming" on page 341
- "Renaming Examples" on page 342
- "Configuring Renaming Rules" on page 345
- "FastTrack" on page 346

Related topics:

- **Destinations**
  - "Location Tab" on page 275

- “Miscellaneous Tab” on page 279
- “Scripts Tab” on page 282
- “Renaming Tab” on page 285
- “Director Tab” on page 287

- “Destination Groups” on page 290
- **Input**
  - “Location Tab” on page 294
  - “Script/Filter Tab” on page 296
  - “Renaming Tab” on page 300
  - “Defaults Tab” on page 302
- **Users**
  - “Permissions Tab” on page 307
  - “Product Access Tab” on page 310
  - “Folder Access Tab” on page 313
- **System**
  - “Folders Tab” on page 317
  - “Scripts Tab” on page 320
  - “Active Backup Tab” on page 323
  - “Proxy Tab” on page 328
  - “Subsystem Capacity” on page 330
- “Configuration Toolbar” on page 352

Configuration Toolbar

You can Cancel or Okay an action, and open the online help.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

Calls up context-sensitive help.

Related topics:

- **Destinations**
  - "Location Tab" on page 275
  - "Miscellaneous Tab" on page 279
  - "Scripts Tab" on page 282
  - "Renaming Tab" on page 285
  - "Director Tab" on page 287
- "Destination Groups" on page 290
- **Input**
  - "Location Tab" on page 294
  - "Script/Filter Tab" on page 296
  - "Renaming Tab" on page 300
  - "Defaults Tab" on page 302
- **Users**
  - "Permissions Tab" on page 307
  - "Product Access Tab" on page 310
  - "Folder Access Tab" on page 313
- **System**
  - "Folders Tab" on page 317

- "Scripts Tab" on page 320
- "Active Backup Tab" on page 323
- "Proxy Tab" on page 328
- "Subsystem Capacity" on page 330

■ "Renaming Rules" on page 333

- "Renaming Facilities" on page 334
- "Input Rules" on page 334
- "Output Name Generators" on page 336
- "Naming Script Functions" on page 338
- "Script Initialization" on page 339
- "Editing The Rename Table" on page 340
- "Testing Rename Rules" on page 341
- "Special Uses of Renaming" on page 341
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- "Configuring Renaming Rules" on page 345
- "Renaming Rules Table" on page 348

CHAPTER 13

Courier-Toolbar Buttons

- "Courier-Toolbar Buttons" on page 355
  - "Toolbar buttons" on page 355
  - "Error Log" on page 647
  - "Hot Time" on page 362
  - "View Tracking Table Button" on page 367
  - "View Thumbnails Button" on page 391
  - "View Details Button" on page 411
  - "View Files Button" on page 430
  - "View Destinations Button" on page 450
  - "Show All Drop-down menu:" on page 472

Toolbar buttons

Used to help perform common tasks quickly.

The toolbar allows you to select the type of information to display:

Stop Scanning - An animated icon showing that Courier is actively scanning input folders for new files. Permission is required to stop scanning and requires clicking on the icon.

Resume Scanning - Indicates that Courier is not actively scanning input folders for new files. To resume scanning click on the icon.

"Error Log" on page 647 - Once all errors are acknowledged, the button will be restored to green.

When clicked shows **Error Log** - The errors button turns red if any error occurs in Arkitex Courier (such as reading MAXML plans, or generating softproofs), if there is an error in transmitting to any destination.

"Show Alerts" on page 357 - When clicked, opens an Alerts list that shows the system generating the alert, the alert time/date, and message. Is grayed out when the **Messages** button is active.

"Message Board" on page 359 - When clicked, opens a Message board. Is grayed out when the **Alerts** button is active.

After Hot Time - The icon appears as a red clock after the hot time period.

During Hot Time - The icon appears as a flame during the hot time period.

"Hot Time" on page 362 - The icon appears as a blue clock when a hot time has been set.

No Hot Time - The icon appears gray when no hot time is set.

After Multiple Hot Times - When more than one hot time has been set, and the deadline has passed, for multiple editions in a publication.

During Multiple Hot Times - When more than one hot time has been set but not yet executed, for multiple editions in a publication.

Multiple Hot Times Set - When more than one hot time has been set for multiple editions in a publication.

"View Tracking Table Button" on page 367.

"View Thumbnails Button" on page 391.

"View Details Button" on page 411.

"View Files Button" on page 430.

"View Destinations Button" on page 450.

Related topics:

- "Hot Time" on page 362
- "View Tracking Table Button" on page 367
- "View Thumbnails Button" on page 391
- "View Details Button" on page 411
- "View Files Button" on page 430
- "View Destinations Button" on page 450

Show Alerts

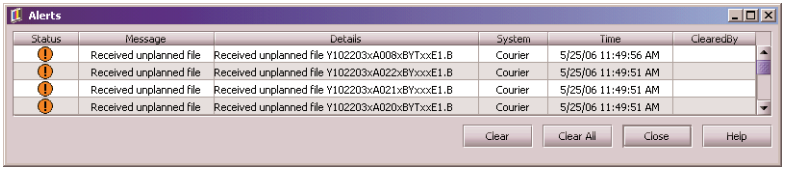
Specific alerts must be presented in the Client interface. This includes:

- The arrival of an unplanned file
- The arrival of a duplicate file
- Loss of network connection to a print site

- A retransmission request is made
- A system or process failure (for example, a file failed to process)
- The arrival of a text message for the logged-in user

These alerts are generated due to internal events, such as the arrival of an unplanned file.

Any message logged by the Courier system, whether the message was generated internally or externally, can be used to generate an alert.



Clicking the **Alerts** button opens an Alerts screen that indicates, for each alert:

- Status
- Message
- Details
- System
- Time
- ClearedBy

The Alerts list will automatically refresh so that, if the list is open and new alerts arrive, they will appear in the list at the next refresh.

▷ Clearing Alerts

For those alerts that do not clear via another mechanism in the user interface, such as the Duplicate Files alert defined below, you must clear individual alerts or all alerts via the client, so those Alerts must be configured to display in the Client.

NOTE: If an Alert that does not automatically clear does not display in the UI, there will be no way to clear the alert.

The user name and time the alert was cleared will be logged to the system.

NOTE: Some alerts may never have an associated clear.

Clear the selected alert.

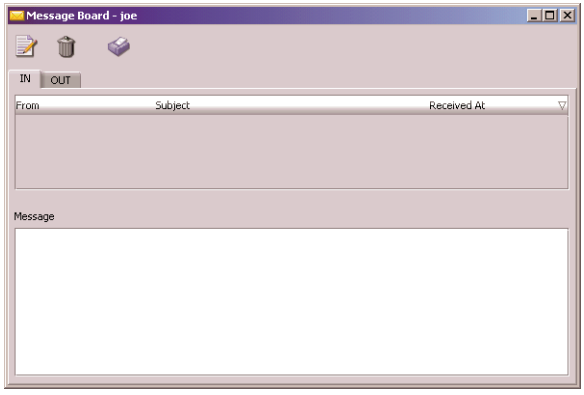
Clear all alerts in the list.

Close the Alert list.

Calls up context-sensitive help.

Message Board

Clicking the **Messages** button opens the **Message Board.** You can read all messages that have arrived, all messages that have been sent, and delete one or more messages either in the Inbox or Outbox.



"Write Message" on page 361

Trash

Print

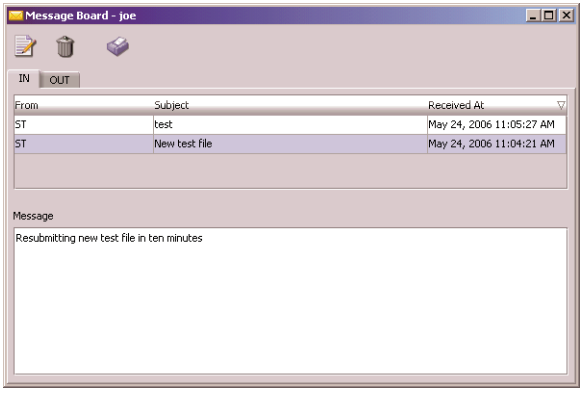
Related topics:

- "In" on page 360
- "Out" on page 361

In

The Message screen allows you to view both the incoming messages (the Inbox), as well as all sent messages (the Outbox).

All messages sent to a particular site appear in all Clients at that site. When a new user logs in and opens the message window, all messages to that site and all messages sent by that site will appear in the Inbox respectively.

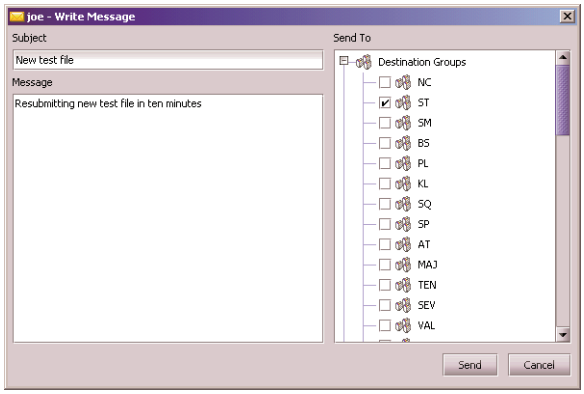


- **From** - The site sending the message.
- **Subject** - The purpose of the message.
- **Received At** - Time and date message received.
- **Message** - Message text.

Related topics:

- "Out" on page 361

Write Message



Each note will include:

- **From** - The site writing the message (for messages in the Inbox).
- **Date/Time** - When the message was written.
- **Subject** - This can be left blank.
- **Message** - The actual content of the message. The maximum number of characters in a message is 500.
- **Send To** - The group of sites the message is sent to (for messages in the Outbox).
  - **Destination Groups** - Groups that consist of destinations.
  - **Destinations** - Defined destinations.

Click to send the message to the selected Destination Groups and/or Destinations.

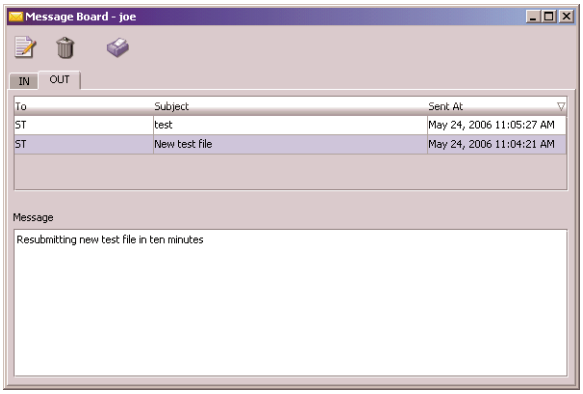
Related topics:

- "Out" on page 361

Out

The Message screen allows you to view all sent messages (the Outbox).

All messages sent to a particular site appear in all Clients at that site. When a new user logs in and opens the message window, all messages to that site and all messages sent by that site will appear in the Outbox respectively.



- **From** - The Site sending the message.
- **Subject** - The purpose of the message.
- **Received At** - Time and date message received.
- **Message** - Message text.

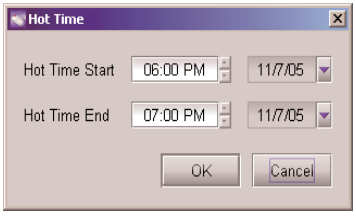
NOTE: The **Messages** indicator in the toolbar shows until there are no more unread messages. Once there are no longer any unread messages, the button changes so the envelope disappears.

Related topics:

- "In" on page 360

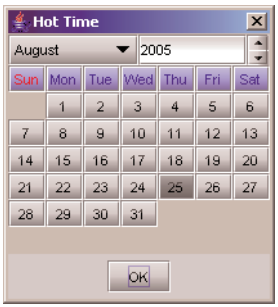
Hot Time

Indicates if the selected publication has a Hot Time and, if so, if it is currently before, during, or after that Hot Time.



Used to accept changes and to continue.

Used to accept changes and close the dialog box.



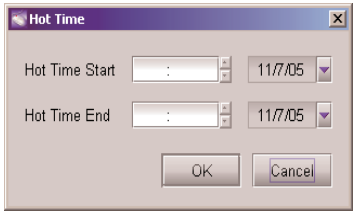
Used to accept changes and to continue.

Related topics:

- “Multiple Hot Times” on page 363
- “Set Multiple Hot Times” on page 364
- “Set Hot Times for all Destinations” on page 366

Multiple Hot Times

The **Hot Time** button now has a "multiple" state if a destination is selected that has a different hot time than other destinations receiving the same publication. If the hot times are different, the **Hot Time Start** and **Hot Time End** fields will be blank.



If you have multiple destinations, and each one has a unique hot time, the toolbar will display a multiple hot time icon.

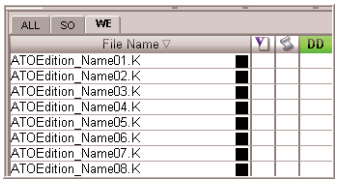
NOTE: The multiple hot time icon will only display when clicking the **All** tab in **Tracking or Thumbnails** view.

Related topics:

- "Set Multiple Hot Times" on page 364
- "Set Hot Times for all Destinations" on page 366

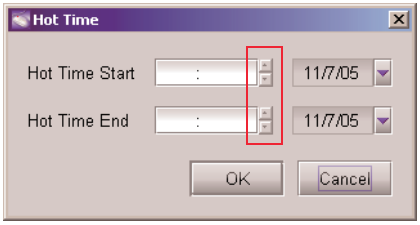
Set Multiple Hot Times

1 Click the destination tab.



2 Double-click the **Hot Time** icon in the menu bar.

3 Enter your **Hot Time Start** and **Hot Time End times** either using the up and down arrows or manually enter the time.



NOTE:

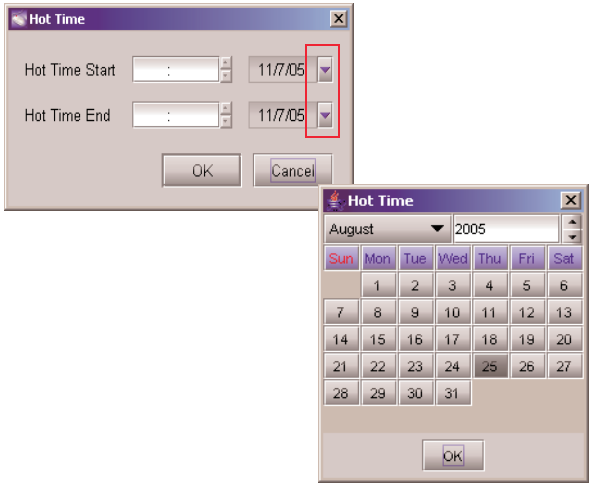
1. Entry must be **01- 09** or **10 - 12** for use in 12 hour time zone, followed by a **:** then **00** - **59** minutes and **a** for AM or **p** for PM.

2. In 24 hour time zone, manual entries are **01**-**23** followed by a **:** and **00 - 59** minutes.

Used to accept changes and to continue.

Used to accept changes and close the dialog box.

4 From the **Hot Time** dialog box, use the down arrow to open the **Hot Time Start** or **Hot Time End** calendar.



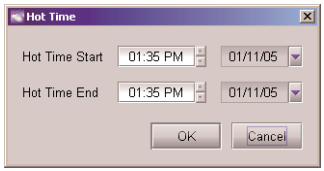
5 You make select any month, day or year as necessary

Used to accept changes and to continue.

6 Click the **All** tab to see your multiple **Hot Time** icon.

7 You may click on the multiple **Hot Time**

icon to see the multiple **Hot Time** times.



Used to accept changes and to continue.

Related topics:

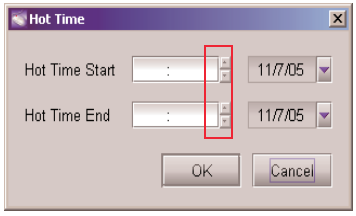
- "Multiple Hot Times" on page 363
- "Set Hot Times for all Destinations" on page 366

▷ Set Hot Times for all Destinations

1 Click on the **All** destination tab.

2 Click on the **Hot Time** icon.

3 Enter your **Hot Time Start** and **Hot Time End times** either using the up and down arrows or manually enter the time.



NOTE:

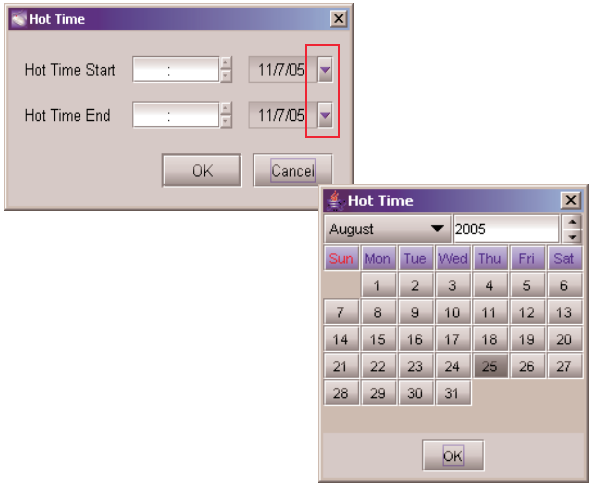
1. Entry must be **01- 09** or **10 - 12** for use in 12 hour time zone, followed by a **:** then **00** - **59** minutes and **a** for AM or **p** for PM.

2. In 24 hour time zone, manual entries are **01**-**23** followed by a **:** and **00 - 59** minutes.

Used to accept changes and to continue.

Used to accept changes and close the dialog box.

4 From the **Hot Time** dialog box, use the down arrow to open the **Hot Time Start** or **Hot Time End** calendar.



5 You make select any month, day or year as necessary

Used to accept changes and to continue.

Related topics:

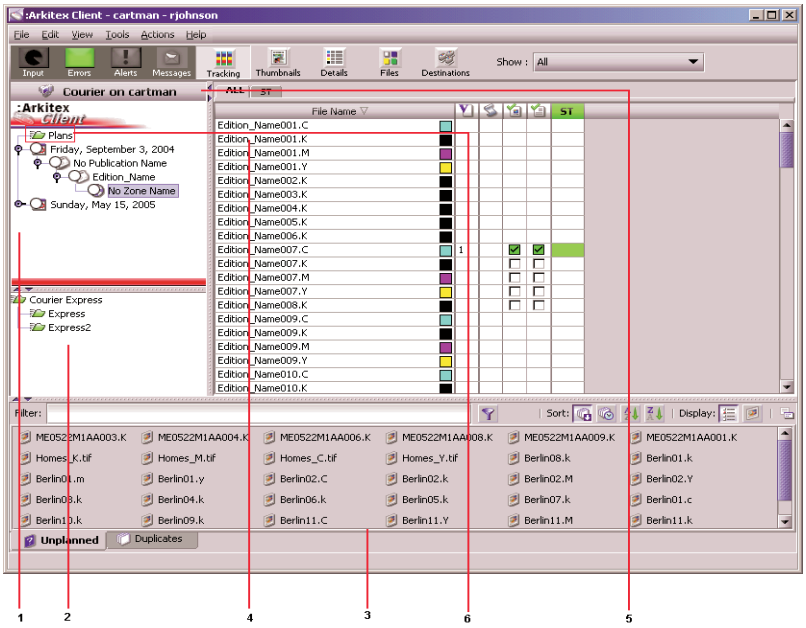
- "Multiple Hot Times" on page 363
- "Set Multiple Hot Times" on page 364

View Tracking Table Button

The tracking view shows the status of transmissions to all destinations for all files corresponding to the selected Publication Tree node, including collapsible bars separating Editions, Sections, etc.

NOTE: This view can support up to 400 destinations (though not all will be visible).

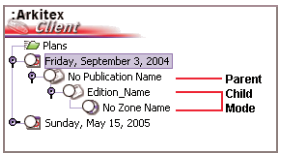
Client has a browser-based user interface. It consists of four panes.



1 Publication Tree

Each edition you have permission to track, change, or view Softproofs within will be displayed in the Publication Tree. The Publication Tree is shown on the left side of the main pane and shows all planned editions in Arkitex Courier and also allows the display of plan processing and transmission to remote sites.

The Publication Tree consists of **Plans** and parent and child nodes. You can expand and collapse these nodes by clicking on the plus (+) or minus sign (-) next to them, just as you would do in Windows Explorer to view the contents of a folder.



NOTE: The tree selection and expansion state will be maintained between server sections, if possible. This is possible only if the selected and expanded editions match those in the newly selected site.

Flexible, user-defined hierarchy of press run time, publication day, publication name, edition name, zone name, and sections (with no hard-coded limit to the number of levels).

A Plan node is at the very top to track basic status of plans to destinations.

Errors in any file in a node will cause the icon in that node, and all its ancestor nodes, to turn red.

Below the nodes representing editions may be nodes for input points allowing you to monitor the status of files not associated with editions, but that get their configuration from that input point.

The tree and its detail panes are dynamically updated as editions are added or deleted, or new files arrive or editions are purged.

When you right-click a publication, selection, or edition, depending on permissions, the following options are displayed:

Displays if the Approve Page is enabled.

Accepts approval of pages.

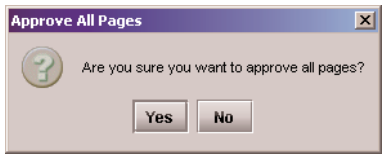
Cancels approval of pages.

Displays if the Approve Advertising is enabled.

Accepts approval of advertising.

Cancels approval of advertising.

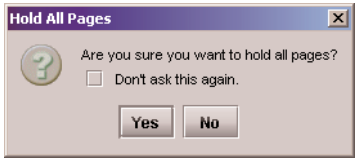
Displays if Approve Editorial is enabled.



Accepts approval of editorial.

Cancels approval of editorial.

Displays with Hold Permission enabled.



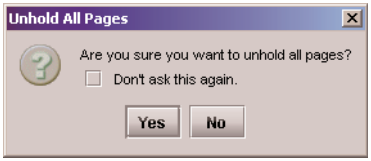
Don't ask this again check box- When checked the Hold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts holding all pages.

Cancels holding all pages.

Stops the scanning for the input in that particular folder, basically turning off the value of input until you release it.

When clicked the Uphold All pages dialog box is displayed.



Don't ask this again check box- When checked the Unhold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts unholding all pages.

Cancels unholding all pages.

With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication. unlike approval, it can take place at any time, not just when an object is ready for approval. It takes effect on any objects not already past the approval process.

With permission, skipping approval for the selected edition can be reversed. It takes effect on any objects not already past the approval process.

2 Express Tree

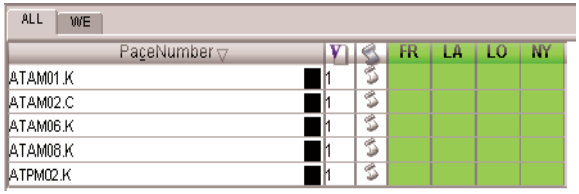
Shows a list of input points which have been configured as “Express” input points. By selecting an input point in this list, you can track files in each of the five pane views exactly as if you had selected the edition node in the tree.

NOTE: Selection of an Express node causes the Publication Tree node to be deselected, and vice versa.

NOTE: You will only be able to see the input points for which you have permission.

The user pane and its detail panes will dynamically update as input points are added or delete; or new files arrive at input points, or the input points are purged.

If you click on the View Tracking Table button, the following detail pane appears:



Page Number - Shows all pages in the selected product.

Composite shows CMYK.

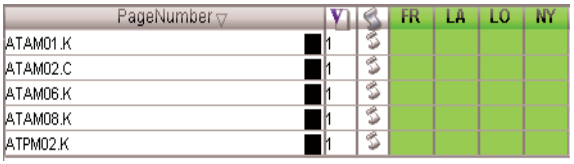
Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

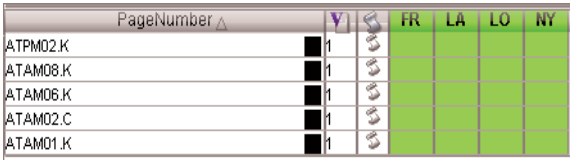
Shows the expected color for that page.

Files are listed by **PageNumber** by default.

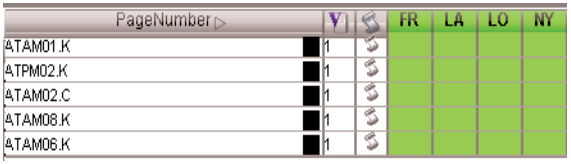


Clicked to sort in ascending order.

Clicked to sort in descending order.



Clicked to sort by printer pair. A dark horizontal line displays between printer pairs. You can also click using the **Ctrl** key and the left mouse button. This is a simple sorting of the first and last pages to display matching paired pages close together. This will also be accessible through View, or another menu item.



Version - Shows the version number of each page layer.

Pre Transmission Script Status - Shows the run status of each layer if scripts are to be run.

Pre Transmission Script Status - Expected.

Pre Transmission Script Status - Successful.

Pre Transmission Script Status - Failure.

Pre Transmission Script Status - Canceled.

Destination tab - Allows you to narrow down the list of destinations displayed in the Tracking view.

Green - Good.

Red - Ping failure, destination in failure state.

Yellow - Destination on hold.

White - file not yet arrived. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

Light blue - Waiting for transmit. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

Darker blue - Transmitting. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

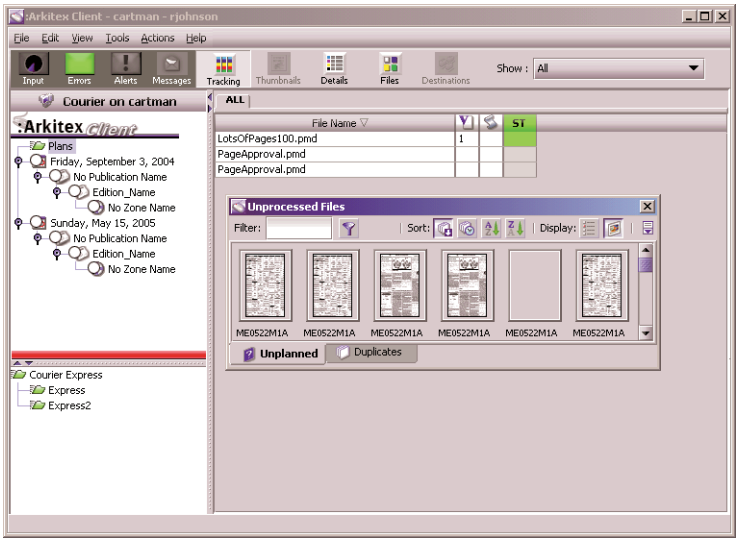
Green - Transmission complete. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

Yellow - Hold. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

Dark gray - Not expected. This color is a default color and can be changed in “Courier Tab > Display Tab” on page 267.

3 Unprocessed Files Pane

Represents files not matching any plan and not arriving on “Express” input points. Can either be docked or undocked, where the display can float on the screen. The **Unprocessed Files** pane is divided into two tabs: **Unplanned** and **Duplicates**.



4 Main Pane

The main pane is the main portion of the client dialog box where details, tracking, softproofs, files and page icons, or thumbnail icons linked to an edition are displayed.

There are five other panes:

“View Thumbnails Button”

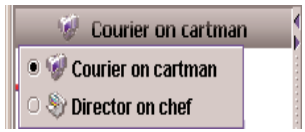
“View Details Button”

“View Files Button”

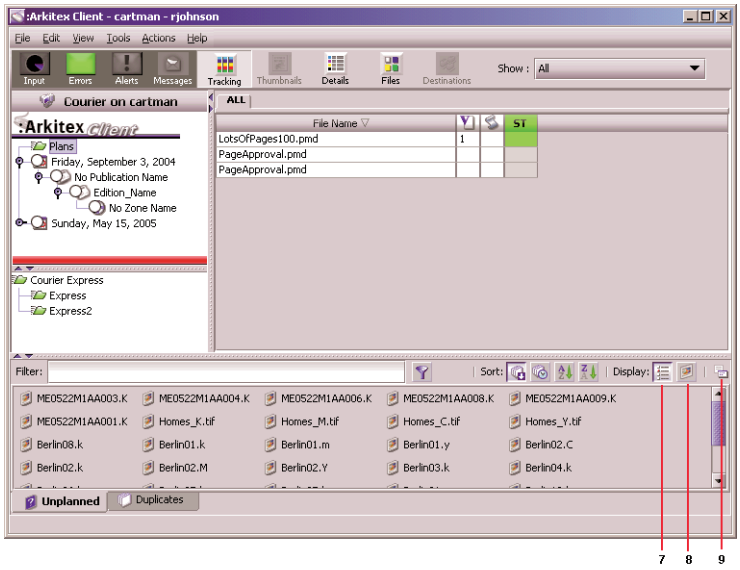
“View Destinations Button”

“Queue View”

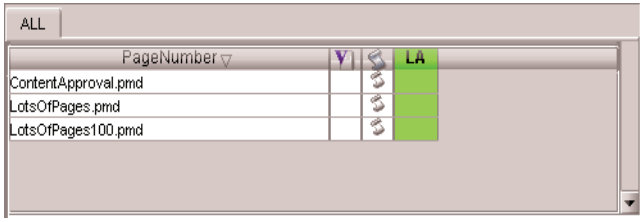
5 Pull-down menu



A pull-down menu that allows you to select either Courier server, or one or more Director sites to monitor. The names of the Courier and Director sites will be configurable and will appear in order of configuration. Permissions will determine which servers and editions appear in the server button and navigation tree.



6 Plans



- **All** tab - found at the beginning of the destination groups tabs, which shows all individual destinations relating to selected tree nodes.

Page Number - Shows all pages in the selected product.

Composite shows CMYK.

Shows if there is a PDF file.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Version Number - Shows the version number of each page layer.

Pre Transmission Script Status - Shows the run status of each layer if scripts are to be run.

Pre Transmission Script Status - Expected.

Pre Transmission Script Status - Successful.

Pre Transmission Script Status - Failure.

Pre Transmission Script Status - Canceled.

Page Approval - Shows the approval status.

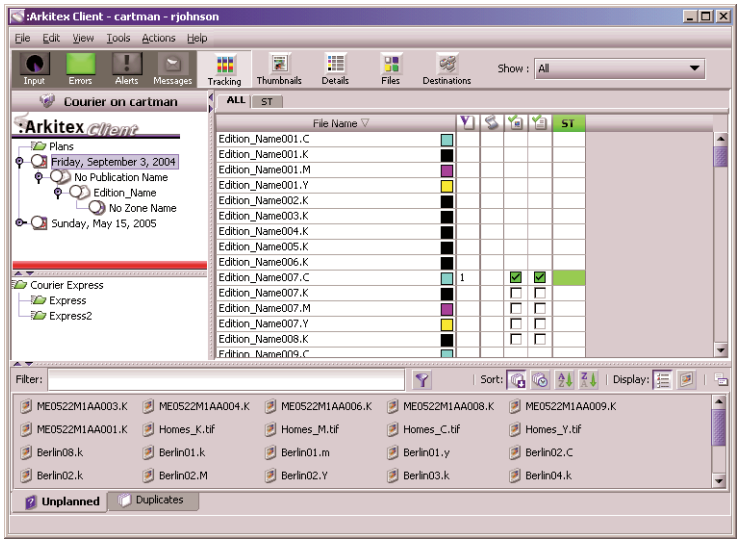
Advertising Approval - Shows the approval status.

Editorial Approval - Shows the approval status.

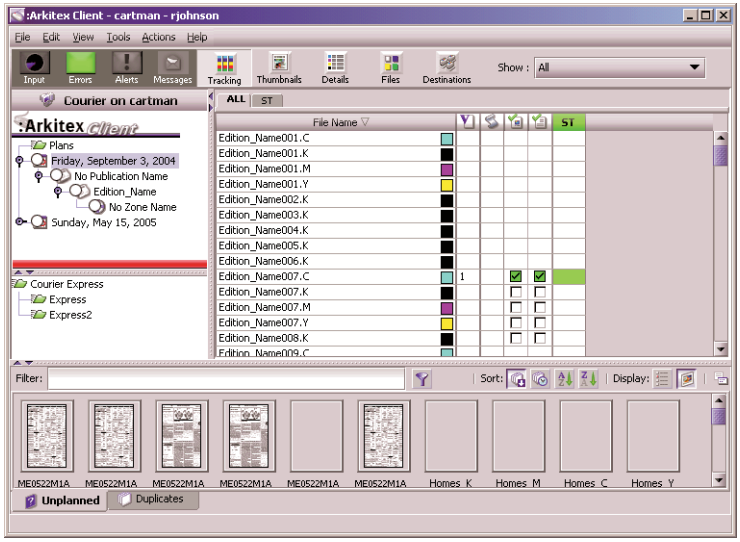
Deferred Approval - Displays if the file has deferred approval. Refer to "Deferred Approval" on page 664).

The name of a site for the edition.

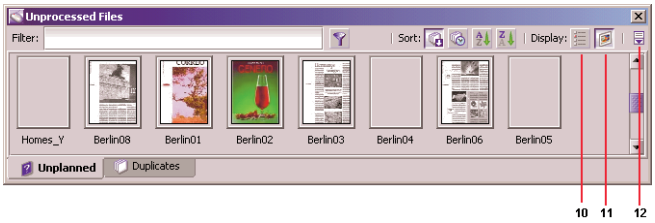
7 List View



8 Thumbnail View



9 Float Unprocessed



10 List View

Lists files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a list view.

11 Thumbnail View

Displays thumbnails of files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a thumbnail view.

12 Dock

Docks the **Unprocessed Files** pane display from a floating display.

13 Group Tabs

Allows the group tab to be used to apply a group filter to show just the thumbnails for a region. The **All** tab displays all regions. Individual tabs focus on a specific region.

NOTE: All is a default tab and always displayed.

▷ Menu Names

- **File**

Menu Name	Submenus	Description
File		
	Preference...	"Set Preferences" on page 56
	Logout	When pressed puts you in the Log In screen

Edit

Menu Name	Submenus
Edit	
	"Copy" on page 593
	"Cut" on page 593
	"Paste" on page 594
	"Select All" on page 600

View

Menu Name	Submenu
View	
	"View Tracking Table Button" on page 367
	"View Thumbnails Button" on page 391
	"View Details Button" on page 411
	"View Files Button" on page 430
	"View Destinations Button" on page 450

Menu Name	Submenu
	"Hide Shared Pages" on page 640
	"File Status Legend" on page 641
	"Increase Font Size" on page 641
	"Decrease Font Size" on page 641
Refresh F5	

Tools

Menu Name	Submenu
Tools	
	"Configuration" on page 274
	"View Clients" on page 642
	"Soft Proof" on page 518
	"Soft Proof Printer Pair" on page 524
	"Soft Proof Reader Pair" on page 531
	"High Resolution Soft Proof" on page 537
	"View PDF" on page 544
	"Status" on page 546
	"Edition Status" on page 643
	"History" on page 645
	"Error Log" on page 647
	"Message Board" on page 359
	"Reset Cache" on page 649

Menu Name	Submenu
	"Manual Purge" on page 649
	"Automatic Purge" on page 651
	"Configure Alerts" on page 625

Actions

Menu Name	Description
Actions	
	"Manual Changes" on page 553
	"Approve Page" on page 570
	"Approve Advertising" on page 572
	"Approve Editorials" on page 573
	"Hold Page" on page 574
	"Unhold Page" on page 576
	"Retransmit" on page 580
	"Cancel Transmission" on page 583
	"Kill Page" on page 585
	"Clear Page" on page 591

Help

Menu Name	Submenu
About	
Context-Sensitive Help	

Toolbar

The toolbar allows you to select the type of information to display:

Stop Scanning - An animated icon showing that Courier is actively scanning input folders for new files. Permission is required to stop scanning and requires clicking on the icon.

Resume Scanning - Indicates that Courier is not actively scanning input folders for new files. To resume scanning click on the icon.

"Error Log" on page 647 - Once all errors are acknowledged, the button will be restored to green.

When clicked shows **Error Log** - The errors button turns red if any error occurs in Arkitex Courier (such as reading MAXML plans, or generating softproofs), if there is an error in transmitting to any destination.

"Show Alerts" on page 357 - When clicked, opens an Alerts list that shows the system generating the alert, the alert time/date, and message. Is grayed out when the **Messages** button is active.

"Message Board" on page 359 - When clicked, opens a Message board. Is grayed out when the **Alerts** button is active.

After Hot Time - The icon appears as a red clock after the hot time period.

During Hot Time - The icon appears as a flame during the hot time period.

"Hot Time" on page 362 - The icon appears as a blue clock when a hot time has been set.

No Hot Time - The icon appears gray when no hot time is set.

After Multiple Hot Times - When more than one hot time has been set, and the deadline has passed, for multiple editions in a publication.

During Multiple Hot Times - When more than one hot time has been set but not yet executed, for multiple editions in a publication.

Multiple Hot Times Set - When more than one hot time has been set for multiple editions in a publication.

"View Tracking Table Button" on page 367.

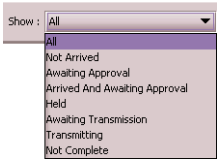
"View Thumbnails Button" on page 391.

"View Details Button" on page 411.

"View Files Button" on page 430.

"View Destinations Button" on page 450.

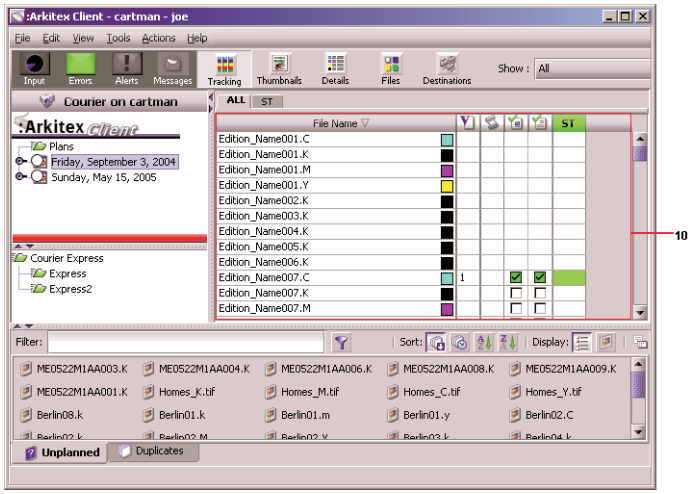
▷ Show All Drop-down menu:



- **All** - Shows all pages without filtering.
- **Not Arrived** - Indicates which pages have not arrived yet.
- **Awaiting Approval** - Shows pages waiting for approval.

- **Arrived And Awaiting Approval** - Shows pages that arrived and need approval.
- **Held** - Shows pages that are on hold.
- **Awaiting Transmission** - Shows pages waiting for transmission.
- **Transmitting** - Shows pages that are transmitting.
- **Not Complete** - Shows pages that are incomplete.

14 Main Pane - Is where the tracking icons for the selected edition are displayed. If you have only Tracking permission, you will only see the tracking icons.



Page Number - Shows all pages in the selected product.

Composite shows CMYK.

Shows if there is a PDF file.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Version Number - Shows the version number of each page layer.

Pre Transmission Script Status - Shows the run status of each layer if scripts are to be run.

Pre Transmission Script Status - Expected.

Pre Transmission Script Status - Successful.

Pre Transmission Script Status - Failure.

Pre Transmission Script Status - Canceled.

Page Approval - Shows the approval status.

Advertising Approval - Shows the approval status.

Editorial Approval - Shows the approval status.

Deferred Approval - Displays if the file has deferred approval. Refer to "Deferred Approval" on page 664).

On each column head, the destination will be displayed. You may choose to display long names or short names to increase the number of destinations that are viewable. By selecting single or multiple cells and right-clicking, a user can hide columns.

The column heads will display a light icon representing the communication status (from pinging of that destination):

Destination tab allows you to narrow down the list of destinations displayed in the Tracking view.

Green - Good.

Red - Error.

Yellow - Hold.

The cells below the destinations will fill with color representing the following default status colors:

White- file not yet arrived. This color is a default color and can be changed in "Client Tab > General Tab" on page 259.

Light blue - Waiting for transmit. This color is a default color and can be changed in "Client Tab > General Tab" on page 259.

Darker blue - Transmitting. This color is a default color and can be changed in "Client Tab > General Tab" on page 259.

Green - Transmission complete. This color is a default color and can be changed in "Client Tab > General Tab" on page 259.

Yellow - Hold. This color is a default color and can be changed in "Client Tab > General Tab" on page 259.

Dark gray - Not expected. This color is a default color and can be changed in "Client Tab > General Tab" on page 259.

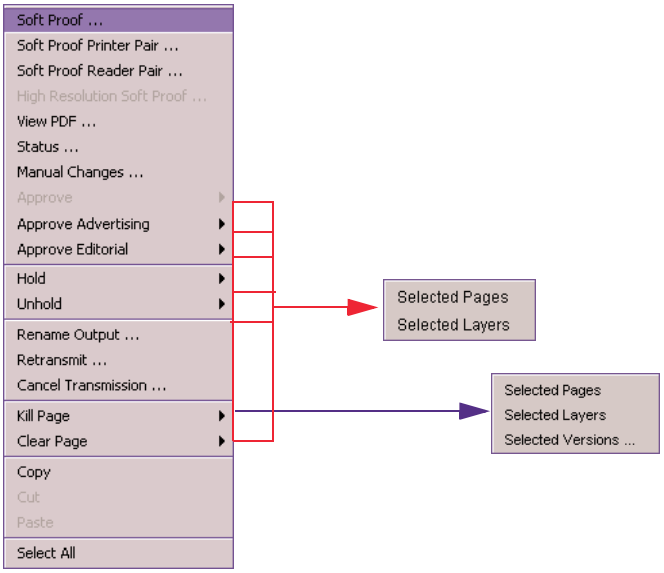
You may configure these colors through Courier Preferences. For more information, refer to "Client Tab > General Tab" on page 259.

If you double-click on the tracking view table, the Status dialog box appears. For more information, refer to "Status" on page 546.

If you right click, the short-cut menu appears.

Shortcut Menu

Lists commands pertaining to that screen region or selection only.



Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

View Thumbnails Button

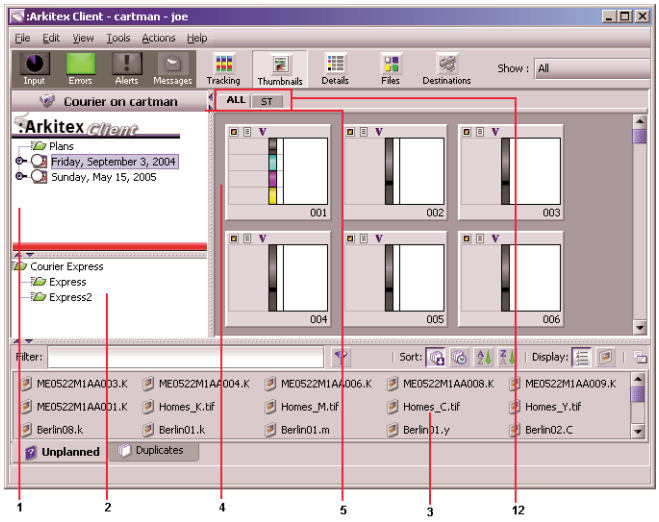
For each separate page in the selected Product, the soft proof thumbnail displays a composite display of the page.

A page that is expected in color will have vertical color bars to the left of the softproof in the thumbnail.

A page that is expected in black and white will have vertical shaded gray and black bars.

For this display you can both double-click the icon or right-click the icon and select soft proof to display the soft proof details view.

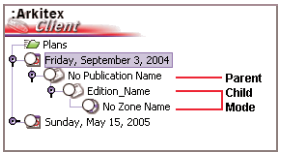
Client has a browser-based user interface. It consists of four panes.



1 Publication Tree

Each edition you have permission to track, change, or view Softproofs within will be displayed in the Publication Tree. The Publication Tree is shown on the left side of the main pane and shows all planned editions in Arkitex Courier and also allows the display of plan processing and transmission to remote sites.

The Client navigation tree consists of parent and child nodes. You can expand and collapse these nodes by clicking on the plus (+) or minus sign (-) next to them, just as you would do in Windows Explorer to view the contents of a folder.



NOTE: The tree selection and expansion state will be maintained between server sections, if possible. (This is possible only if the selected and expanded editions match those in the newly selected site.)

A Plan node is at the very top to track basic status of plans to destination.

Errors in any file in a node will cause the icon in that node and all its ancestor nodes to turn red.

The tree and its detail panes are dynamically updated as editions are added or deleted, or new files arrive or editions are purged.

When you right-click publication, selection, or edition, depending on permissions, the following options are displayed:

Displays if the Approve Page is enabled.

Accepts approval of pages.

Cancels approval of pages.

Displays if the Approve Advertising is enabled.

Accepts approval of advertising.

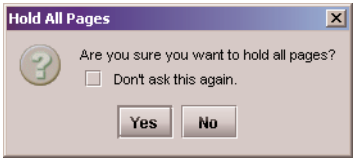
Cancels approval of advertising.

Displays if Approve Editorial is enabled.

Accepts approval of editorial.

Cancels approval of editorial.

Displays with Hold Permission enabled.



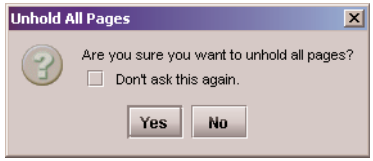
Don't ask this again check box- When checked the Hold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts holding all pages.

Cancels holding all pages.

Stops the scanning for the input in that particular folder, basically turning off the value of input until you release it.

When clicked the Uphold All Pages dialog box is displayed.



Don't ask this again check box- When checked the Unhold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts unholding all pages.

Cancels unholding all pages.

With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication. unlike approval, it can take place at any time, not just when an object is ready for approval. It takes effect on any objects not already past the approval process.

With permission, skipping approval for the selected edition can be reversed. It takes effect on any objects not already past the approval process.

2 Express Tree

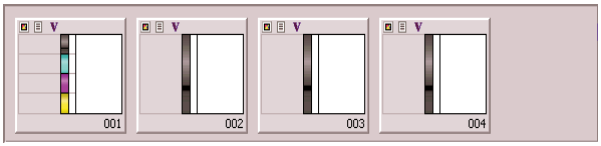
Shows a list of input points which have been configured as “Express” input points. By selecting an input point in this list, you can track files in each of the five pane views exactly as if you had selected edition node in the tree.

NOTE: Selection of an Express node causes the Publication Tree node to be deselected, and vice versa.

NOTE: You will only be able to see the input points for which you have permissions.

The user pane and its detail panes will dynamically update as input points are added or deleted; or new files arrive at input points, or the input points are purged.

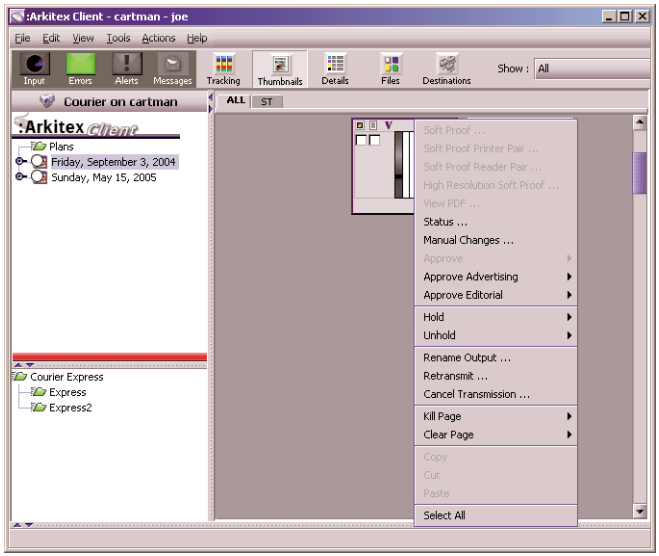
If you click on the View Thumbnails button, the following detail pane appears:



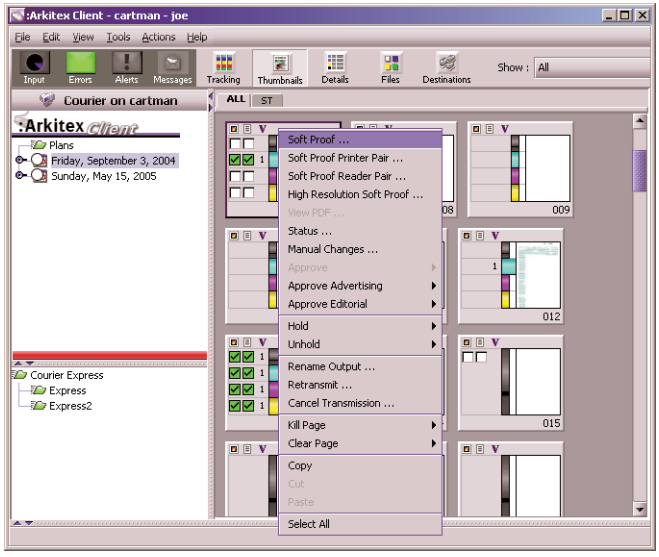
▷ Shortcut Menu

If you right click on Soft Proof thumbnail display, the shortcut menu appears. Lists commands pertaining to that screen region or selection only.

When an edition requires page approval, the thumbnail will display a single checkbox.



When an edition requires advertising and/or editorial approval, the thumbnail will display multiple check boxes broken down by layer.

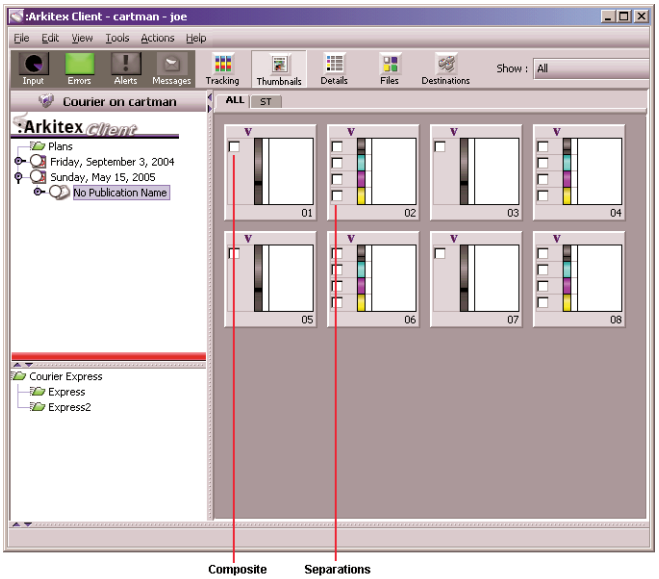


For example, a layer might require only advertising approval and not editorial approval. In this case, a single checkbox for that layer will appear under the advertising symbol.

If the publication requires advertising approval, this icon displays in the thumbnail.

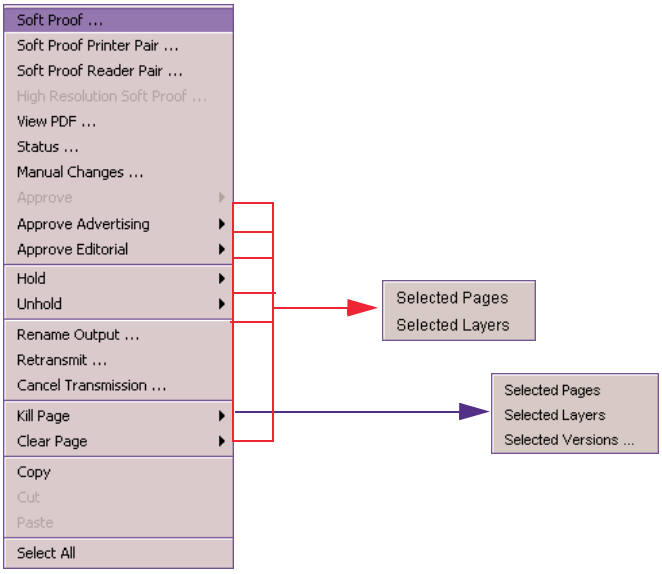
If the publication requires editorial approval, this icon displays in the thumbnail.

Identifies if a page or a separation layer has multiple versions.



A composite page might have more than one version. If so, a number appears below the version symbol.

A separation layer might have more than one version. If so, a number appears below the version symbol in the appropriate layer.

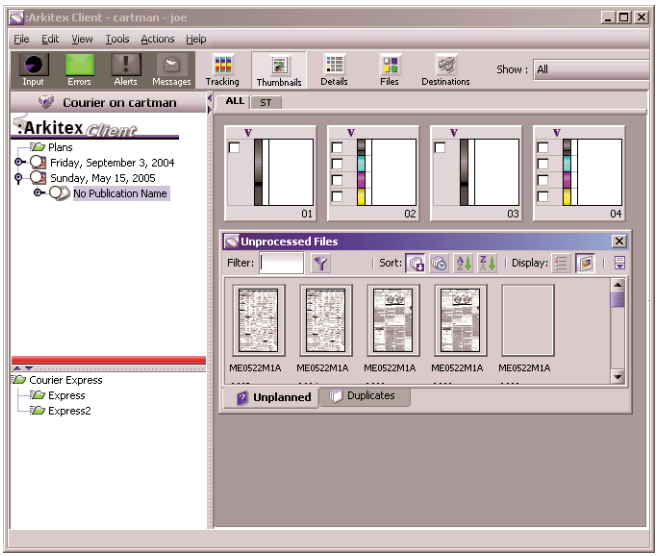


Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

3 Unprocessed Files Pane

Represents files not matching any plan and not arriving on “Express” input points. Can either be docked as shown, or undocked where the display can float on the screen. The **Unprocessed Files** pane is divided into two tabs: **Unplanned** and **Duplicates**.



4 Main Pane

The main pane is the main portion of the client dialog box where details, tracking, softproofs, files and page icons, or thumbnail icons linked to an edition are displayed.

There are five other panes:

“View Tracking Table Button”

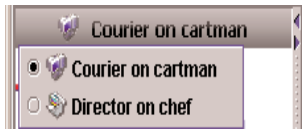
“View Details Button”

“View Files Button”

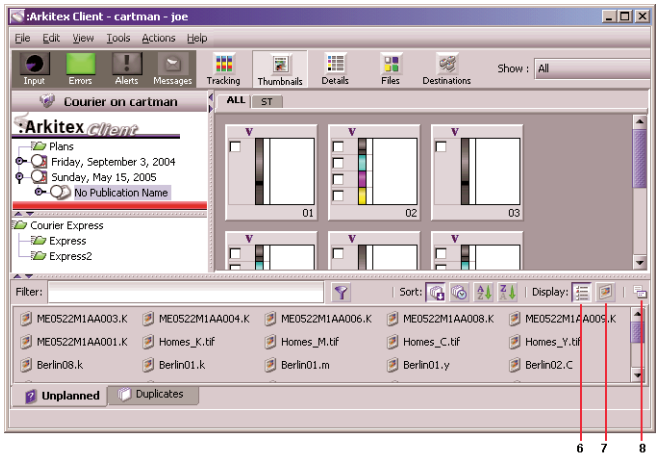
“View Destinations Button”

“Queue View”

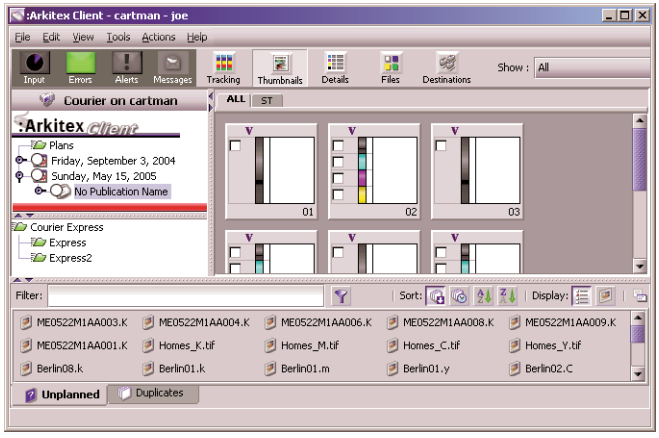
5 Pull-down menu



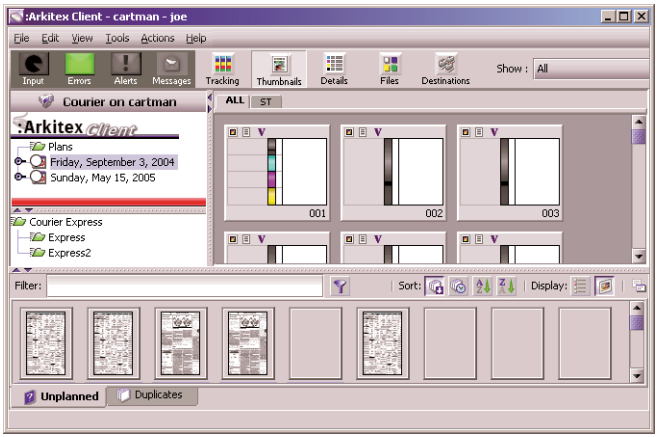
A pull-down menu that allows you to select either Courier server, or one or more Director sites to monitor. The names of the Courier and Director sites will be configurable and will appear in order of configuration. Permissions will determine which servers and editions appear in the server button and navigation tree.



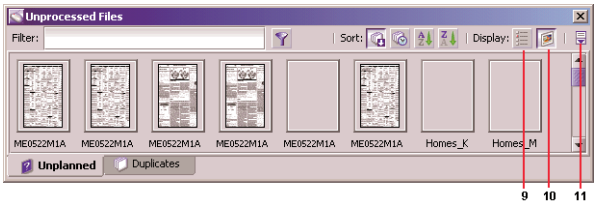
6 List View



7 Thumbnail View



8 Float Unprocessed



9 List View

Lists files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a list view.

10 Thumbnail View

Displays thumbnails of files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a thumbnail view.

11 Dock

Docks the Unprocessed Files pane display from a floating display.

12 Group Tabs

Allows the group tab to be used to apply a group filter to show just the thumbnails for a region. The **All** tab displays all regions. Individual tabs focus on a specific region.

NOTE: All is a default tab and always displayed.

Menu Names

File

Menu Name	Submenus	Description
File		
	Preference...	"Set Preferences" on page 258
	Logout	When pressed puts you in the Log In screen

Edit

Menu Name	Submenus
Edit	
	"Copy" on page 593
	"Cut" on page 593
	"Paste" on page 594
	"Select All" on page 600

View

Menu Name	Submenu
View	
	"View Tracking Table Button" on page 367
	"View Thumbnails Button" on page 391
	"View Details Button" on page 411
	"View Files Button" on page 430
	"View Destinations Button" on page 450
	"Hide Shared Pages" on page 640
	"File Status Legend" on page 641
	"Increase Font Size" on page 641
	"Decrease Font Size" on page 641
Refresh F5	

Tools

Menu Name	Submenu
Tools	
	"Configuration" on page 274
	"View Clients" on page 642
	"Soft Proof" on page 518
	"Soft Proof Printer Pair" on page 524
	"Soft Proof Reader Pair" on page 531

Menu Name	Submenu
	"High Resolution Soft Proof" on page 537
	"View PDF" on page 544
	"Status" on page 546
	"Edition Status" on page 643
	"History" on page 645
	"Error Log" on page 647
	"Message Board" on page 359
	"Reset Cache" on page 649
	"Manual Purge" on page 649
	"Automatic Purge" on page 651
	"Configure Alerts" on page 625

Actions

Menu Name	Description
Actions	
	"Manual Changes" on page 553
	"Approve Page" on page 570
	"Approve Advertising" on page 572
	"Approve Editorials" on page 573

Menu Name	Description
	"Hold Page" on page 574
	"Unhold Page" on page 576
	"Retransmit" on page 580
	"Cancel Transmission" on page 583
	"Kill Page" on page 585
	"Clear Page" on page 591

Help

Menu Name	Submenu
About	
Context-Sensitive Help	

Toolbar

The toolbar allows you to select the type of information to display:

Stop Scanning - An animated icon showing that Courier is actively scanning input folders for new files. Permission is required to stop scanning and requires clicking on the icon.

Resume Scanning - Indicates that Courier is not actively scanning input folders for new files. To resume scanning click on the icon.

"Error Log" on page 647 - Once all errors are acknowledged, the button will be restored to green.

When clicked shows **Error Log** - The errors button turns red if any error occurs in Arkitex Courier (such as reading MAXML plans, or generating softproofs), if there is an error in transmitting to any destination.

"Show Alerts" on page 357 - When clicked, opens an Alerts list that shows the system generating the alert, the alert time/date, and message. Is grayed out when the **Messages** button is active.

"Message Board" on page 359 - When clicked, opens a Message board. Is grayed out when the **Alerts** button is active.

After Hot Time - The icon appears as a red clock after the hot time period.

During Hot Time - The icon appears as a flame during the hot time period.

"Hot Time" on page 362 - The icon appears as a blue clock when a hot time has been set.

No Hot Time - The icon appears gray when no hot time is set.

After Multiple Hot Times - When more than one hot time has been set, and the deadline has passed, for multiple editions in a publication.

During Multiple Hot Times - When more than one hot time has been set but not yet executed, for multiple editions in a publication.

Multiple Hot Times Set - When more than one hot time has been set for multiple editions in a publication.

"View Tracking Table Button" on page 367.

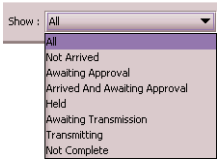
"View Thumbnails Button" on page 391.

"View Details Button" on page 411.

"View Files Button" on page 430.

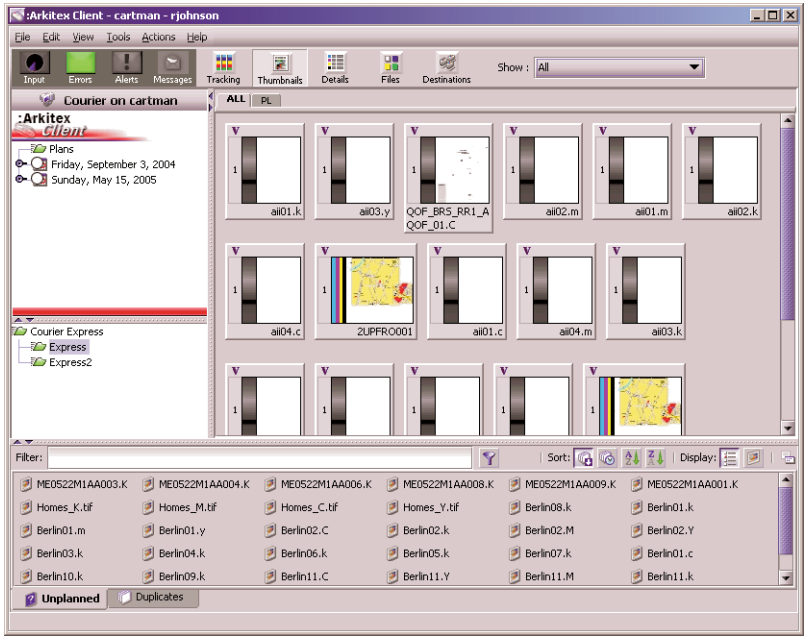
"View Destinations Button" on page 450.

▷ Show All Drop-down menu:



- **All** - Shows all pages without filtering.
- **Not Arrived** - Indicates which pages have not arrived yet.
- **Awaiting Approval** - Shows pages waiting for approval.

- **Arrived And Awaiting Approval** - Shows pages that arrived and need approval.
- **Held** - Shows pages that are on hold.
- **Awaiting Transmission** - Shows pages waiting for transmission.
- **Transmitting** - Shows pages that are transmitting.
- **Not Complete** - Shows pages that are incomplete.

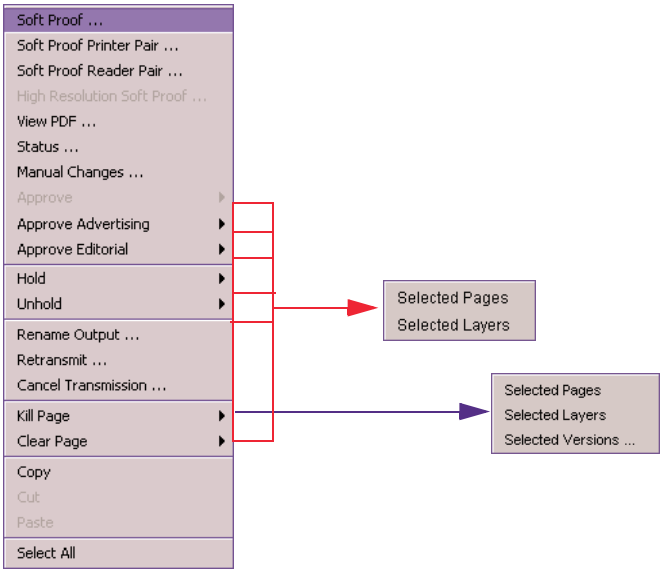


If you double-click on a thumbnail, or right click and select Soft Proof, the Soft Proof dialog box appears. For more information, refer to "Soft Proof" on page 518.

If you right-click on a thumbnail, the shortcut menu appears.

▷ Shortcut Menu

Lists commands pertaining to that screen region or selection only.



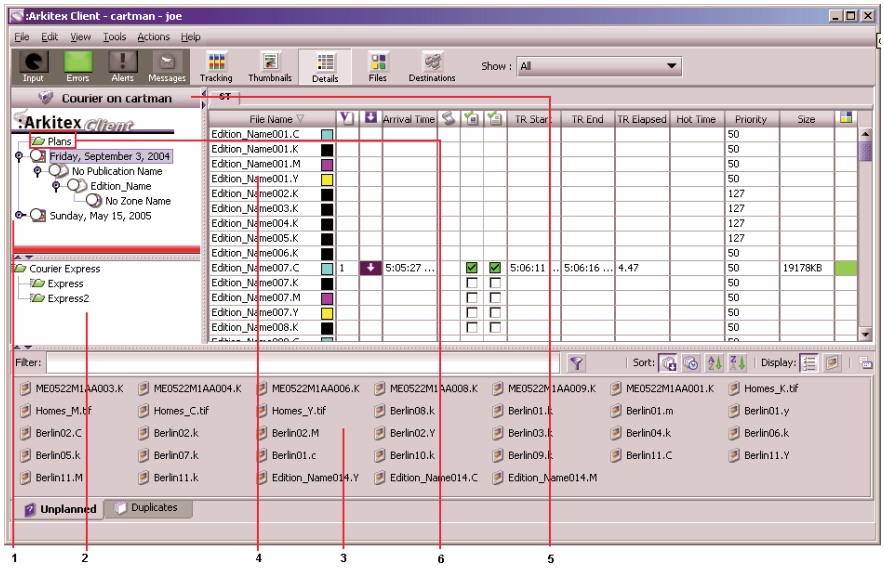
Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

View Details Button

The Details View shows some of the same information as the Tracking View; however, the Details View shows more focused information regarding each layer specific to a destination.

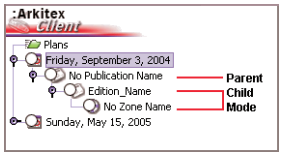
Client has a browser-based user interface. It consists of four panes.



1 Publication Tree

Each edition you have permission to track, change, or view Softproofs within will be displayed in the Publication Tree. The Publication Tree is shown on the left side of the main pane and shows all planned editions in Arkitex Courier and also allows the display of plan processing and transmission to remote sites.

The Client navigation tree consists of parent and child nodes. You can expand and collapse these nodes by clicking on the plus (+) or minus sign (-) next to them, just as you would do this in Windows Explorer to view the contents of a folder.



NOTE: The tree selection and expansion state will be maintained between server sections, if possible. This is possible only if the selected and expanded editions match those in the newly selected site.

Flexible user-defined hierarchy of press run time, publication day, publication name, edition name, zone name and sections (with no hard-coded limit to number of levels).

A Plan node is at the very top to track the basic status of plans to destinations.

Errors in any file in a node will cause the icon in that node, and all its ancestor nodes, to turn red.

Below the nodes representing editions may be nodes representing input points allowing you to monitor the status of files not associated with editions, but that get their configuration from the input point.

The tree and its main pane are dynamically updated as editions are added or deleted, or new files arrive or editions are purged.

When you right-click publication, selection, or edition, depending on permissions, the following options are displayed:

Displays if the Approve Page is enabled.

Accepts approval of pages.

Cancels approval of pages.

Displays if the Approve Advertising is enabled.

Accepts approval of advertising.

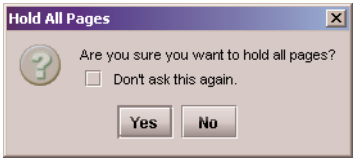
Cancels approval of advertising.

Displays if Approve Editorial is enabled.

Accepts approval of editorial.

Cancels approval of editorial.

Displays with Hold Permission enabled.



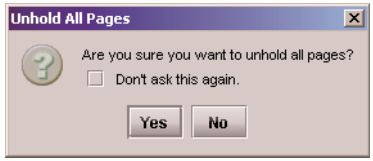
Don't ask this again check box- When checked the Hold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts holding all pages.

Cancels holding all pages.

Stops the scanning for the input in that particular folder, basically turning off the value of input until you release it.

When clicked the Uphold All Pages dialog box is displayed.



Don't ask this again check box- When checked the Unhold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts unholding all pages.

Cancels unholding all pages.

With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication. unlike approval, it can take place at any time, not just when an object is ready for approval. It takes effect on any objects not already past the approval process.

With permission, skipping approval for the selected edition can be reversed. It takes effect on any objects not already past the approval process.

2 Express pane

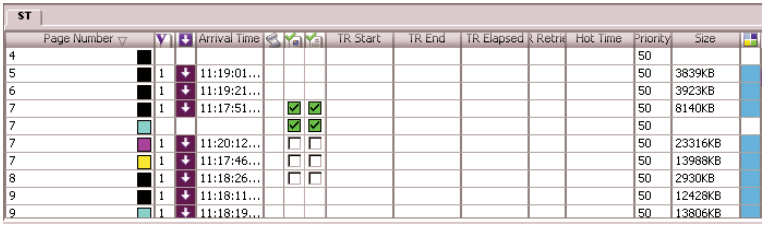
Shows a list of input points which have been configured as “Express” input points. By selecting an input point in this list, you can track files in each of the five pane views exactly as if you had selected an edition node in the tree.

NOTE: Selection of an Express node causes the Publication Tree node to be deselected, and vice versa.

You will only be able to see the input points for which you have permissions.

The user pane and its main pane will dynamically update as input points are added or deleted; or new files arrive at input points, or the input points are purged.

If you click on the View Details button, the following detail pane appears:



PageNumber - Shows all pages in the selected product.

Composite shows CMYK.

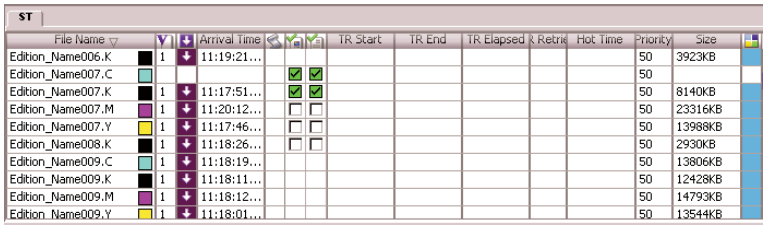
Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

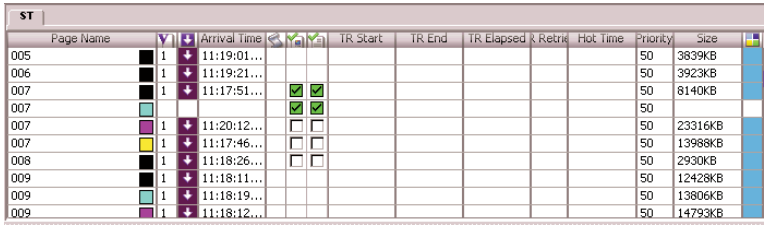
Files are listed by PageNumber by default. They can also be displayed by File Name or Page Name.



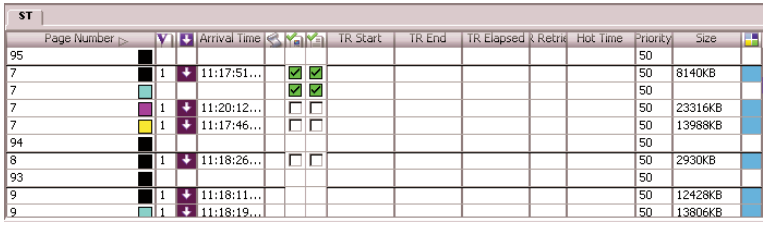
Clicked to sort in ascending order.

Clicked to sort in descending order.

The sorting triangle will either appear in the Page Name/Page Number/File Name column heading, or the Status column heading. By clicking in either column heading, the triangle will appear in that column.



Clicked to sort by printer pair. A dark horizontal line displays between printer pairs. You can also click using the **Ctrl** key and left mouse button to sort by printer pair. This is a simple sorting of the first and last pages to display matching paired pages close together. This will also be accessible through View or another menu item.



Shows an ignored page.

Killed page or layer.

Indicates a previous version of a page or layer was killed.

File Version - Shows the version number of each page layer.

File Received - Shows the file was received.

Pre Transmission Script Status - Shows the run status of each layer if scripts are to be run.

Pre Transmission Script Status - Expected.

Pre Transmission Script Status - Successful.

Pre Transmission Script Status - Failure.

Pre Transmission Script Status - Canceled.

Page Approval - Shows the approval status.

Advertising Approval - Shows the approval status.

Editorial Approval - Shows the approval status.

Deferred Approval - Displays if the file has deferred approval. Refer to "Deferred Approval" on page 664).

Error occurred in transmission.

Arrival Time - Time the file arrived.

TR Start - When file transmission started.

TR End - When file transmission stopped.

TR Elapsed - Elapsed time for transmission.

TR Retries - Number of transmission retries for the file.

Status - Status of the file. This field can be sorted in ascending or descending order.

Hot Time - Displays a hot time if it was set.

Priority - File priority (50 is the default).

Size - File size in kilobytes.

Status - The color displayed in the column identifies the file's status. Open the File Legend to see assigned colors ("File Status Legend" on page 641).

3 Unprocessed Files Pane

Represents files not matching any plan and not arriving on "Express" input points. Can either be docked as shown, or undocked where the display can float on the screen. The **Unprocessed Files** pane is divided into two tabs: **Unplanned** and **Duplicates**.

4 Main Pane

The main pane is the main portion of the client dialog box where details, tracking, softproofs, files and page icons, or thumbnail icons linked to an edition are displayed.

There are five other panes:

"View Tracking Table Button"

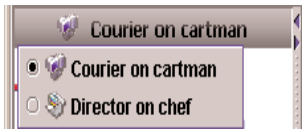
"View Thumbnails Button"

"View Files Button"

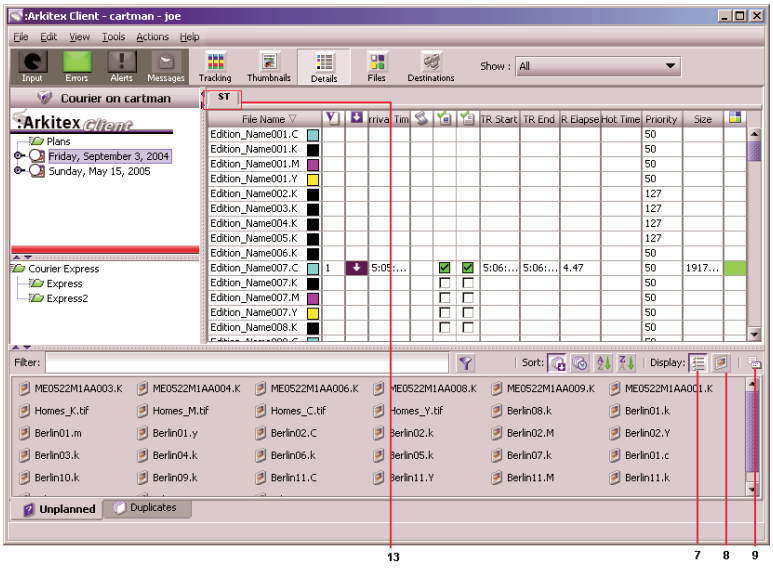
"View Destinations Button"

"Queue View"

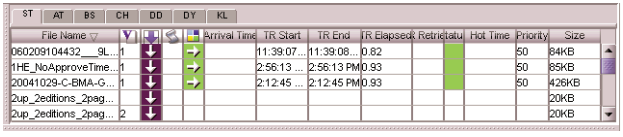
5 Pull-down menu



A pull-down menu that allows you to select either Courier server, or one or more Director sites to monitor. The names of the Courier and Director sites will be configurable and will appear in order of configuration. Permissions will determine which servers and editions appear in the server button and navigation tree.



6 Plans



PageNumber

Version Number - Shows the version number of each page layer.

File Received - Shows the file was received.

Pre Transmission Script Status - Shows the run status of each layer if scripts are to be run.

Pre Transmission Script Status - Expected.

Pre Transmission Script Status - Successful.

Pre Transmission Script Status - Failure.

Pre Transmission Script Status - Canceled.

Page Approval - Shows the approval status.

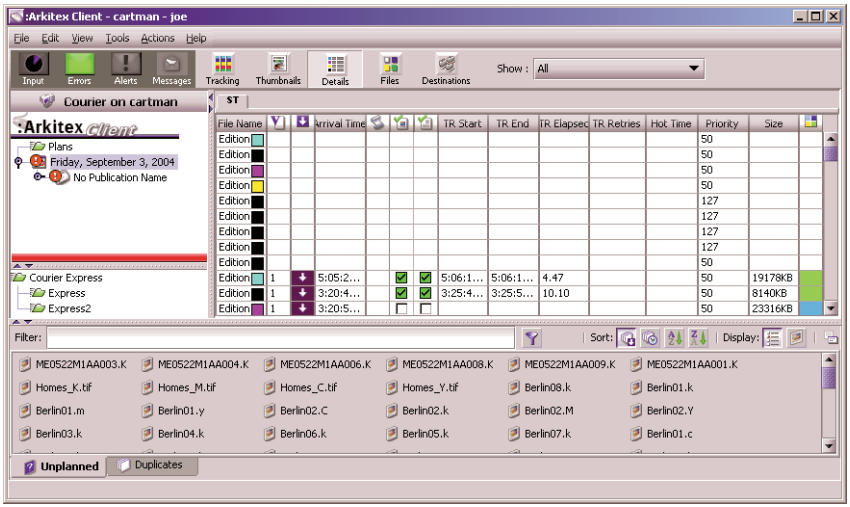
Advertising Approval - Shows the approval status.

Editorial Approval - Shows the approval status.

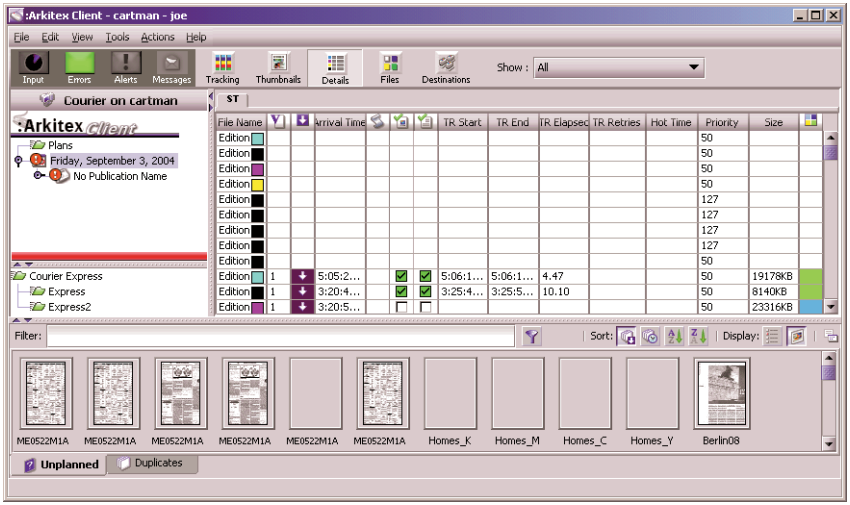
Version Number - Shows the version number of each page layer.

The name of a site for the edition.

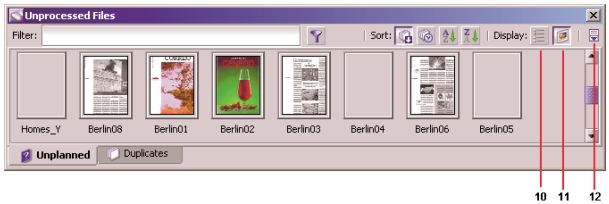
7 List View



8 Thumbnail View



9 Float Unprocessed



10 List View

Lists files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a list view.

11 Thumbnail View

Displays thumbnails of files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a thumbnail view.

12 Dock

Docks the **Unprocessed Files** pane display from a floating display.

13 Destination Tabs

Destination tabs are used to apply a filter to show just the details for a destination.

▷ Menu Names

■ File

Menu Name	Submenus	Description
File		
	Preference...	"Set Preferences" on page 258
	Logout	When pressed puts you in the Log In screen

■ Edit

Menu Name	Submenus
Edit	
	"Copy" on page 593
	"Cut" on page 593
	"Paste" on page 594
	"Select All" on page 600

View

Menu Name	Submenu
View	
	"View Tracking Table Button" on page 367
	"View Thumbnails Button" on page 391
	"View Details Button" on page 411
	"View Files Button" on page 430
	"View Destinations Button" on page 450
	"Hide Shared Pages" on page 640
	"File Status Legend" on page 641
	"Increase Font Size" on page 641
	"Decrease Font Size" on page 641
Refresh F5	

Tools

Menu Name	Submenu
Tools	
	"Configuration" on page 274
	"View Clients" on page 642
	"Soft Proof" on page 518
	"Soft Proof Printer Pair" on page 524
	"Soft Proof Reader Pair" on page 531
	"High Resolution Soft Proof" on page 537
	"View PDF" on page 544
	"Status" on page 546
	"Edition Status" on page 643
	"History" on page 645
	"Error Log" on page 647
	"Message Board" on page 359
	"Reset Cache" on page 649
	"Manual Purge" on page 649
	"Automatic Purge" on page 651
	"Configure Alerts" on page 625

Actions

Menu Name	Description
Actions	
	"Manual Changes" on page 553
	"Approve Page" on page 570
	"Approve Advertising" on page 572
	"Approve Editorials" on page 573
	"Hold Page" on page 574
	"Unhold Page" on page 576
	"Retransmit" on page 580
	"Cancel Transmission" on page 583
	"Kill Page" on page 585
	"Clear Page" on page 591

Help

Menu Name	Submenu
About	
Context-Sensitive Help	

Toolbar

The toolbar allows you to select the type of information to display:

Stop Scanning - An animated icon showing that Courier is actively scanning input folders for new files. Permission is required to stop scanning and requires clicking on the icon.

Resume Scanning - Indicates that Courier is not actively scanning input folders for new files. To resume scanning click on the icon.

"Error Log" on page 647 - Once all errors are acknowledged, the button will be restored to green.

When clicked shows **Error Log** - The errors button turns red if any error occurs in Arkitex Courier (such as reading MAXML plans, or generating softproofs), if there is an error in transmitting to any destination.

"Show Alerts" on page 357 - When clicked, opens an Alerts list that shows the system generating the alert, the alert time/date, and message. Is grayed out when the **Messages** button is active.

"Message Board" on page 359 - When clicked, opens a Message board. Is grayed out when the **Alerts** button is active.

After Hot Time - The icon appears as a red clock after the hot time period.

During Hot Time - The icon appears as a flame during the hot time period.

"Hot Time" on page 362 - The icon appears as a blue clock when a hot time has been set.

No Hot Time - The icon appears gray when no hot time is set.

After Multiple Hot Times - When more than one hot time has been set, and the deadline has passed, for multiple editions in a publication.

During Multiple Hot Times - When more than one hot time has been set but not yet executed, for multiple editions in a publication.

Multiple Hot Times Set - When more than one hot time has been set for multiple editions in a publication.

"View Tracking Table Button" on page 367.

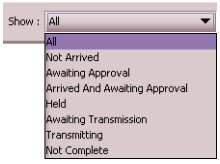
"View Thumbnails Button" on page 391.

"View Details Button" on page 411.

"View Files Button" on page 430.

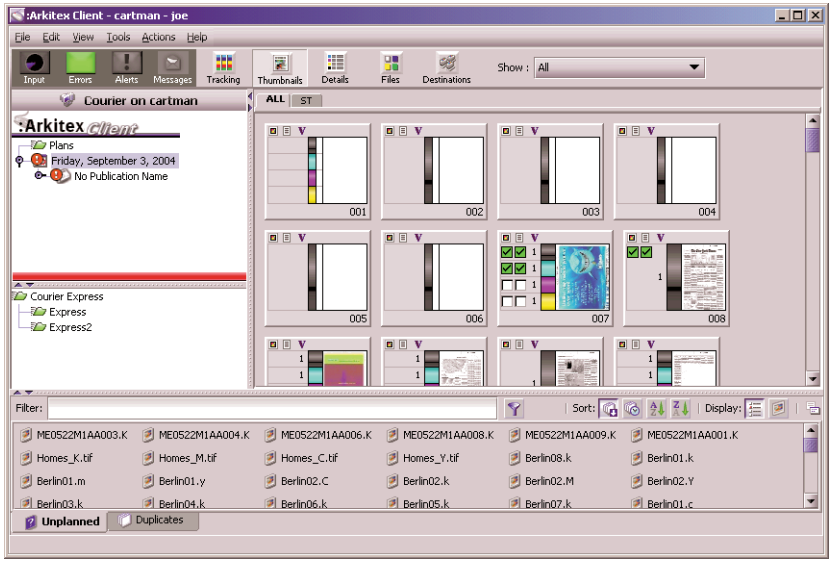
"View Destinations Button" on page 450.

▷ Show All Drop-down menu:



- **All** - Shows all pages without filtering.
- **Not Arrived** - Indicates which pages have not arrived yet.
- **Awaiting Approval** - Shows pages waiting for approval.

- **Arrived And Awaiting Approval** - Shows pages that arrived and need approval.
- **Held** - Shows pages that are on hold.
- **Awaiting Transmission** - Shows pages waiting for transmission.
- **Transmitting** - Shows pages that are transmitting.
- **Not Complete** - Shows pages that are incomplete.

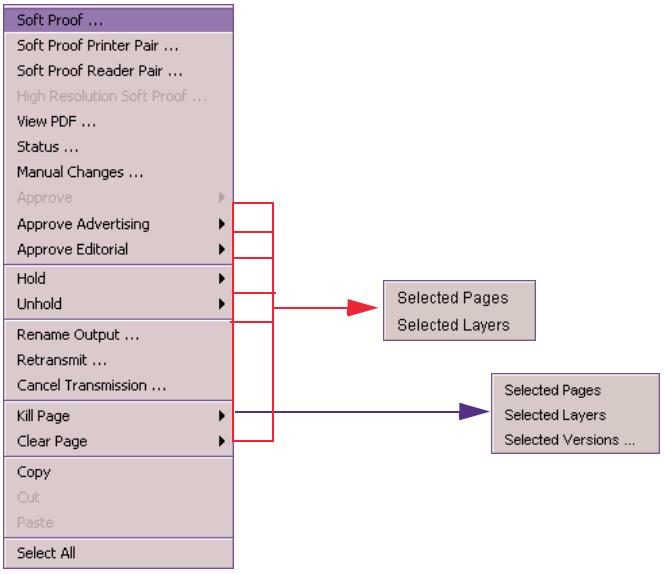


If you double-click on a thumbnail, or right click and select Soft Proof, the Soft Proof dialog box appears.

If you right-click on a thumbnail, the shortcut menu appears.

▷ Shortcut Menu

Lists commands pertaining to that screen region or selection only.



Related topics:

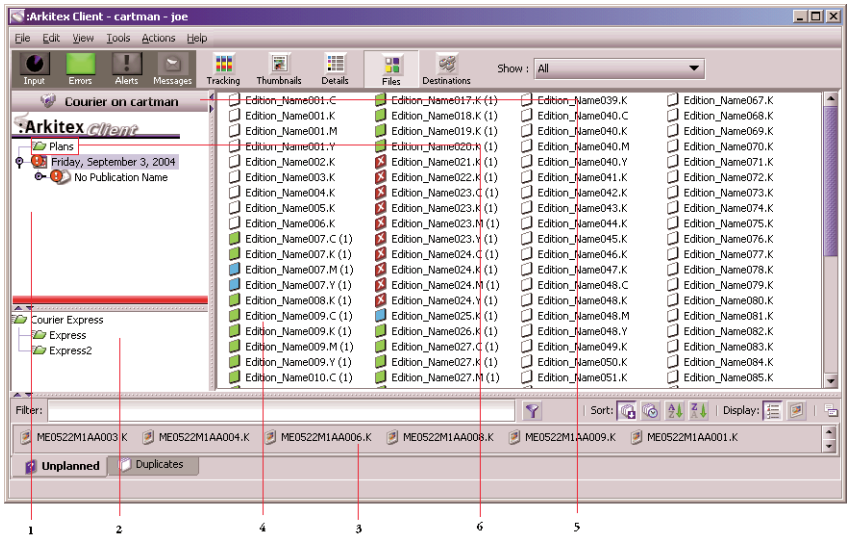
- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

View Files Button

The File View shows a color-coded icon indicating the status of the file.

NOTE: The icon color indicates the highest status each file has reached relative to all planned destinations. This means that if a file is to be sent to multiple sites - and to some sites transmission is complete and to some sites transmission is still waiting - the status is the “waiting to transmit” color, since that is the highest common status that has been reached for all destinations.

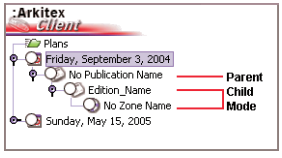
Client has a browser-based user interface. It consists of four panes.



1 Publication Tree

Each edition you have permission to track, change, or view Softproofs within will be displayed in the Publication Tree. The Publication Tree is shown on the left side of the main pane and shows all planned editions in Arkitex Courier and also allows the display of plan processing and transmission to remote sites.

The Publication Tree consists of parent and child nodes. You can expand and collapse these nodes by clicking on the plus (+) or minus sign (-) next to them, just as you would do in Windows Explorer to view the contents of a folder.



NOTE: The tree selection and expansion state will be maintained between server sections, if possible. This is possible only if the selected and expanded editions match those in the newly selected site.

Flexible user-defined hierarchy of press run time, publication day, publication name, edition name, zone name and sections (with no hard-coded limit to the number of levels).

A Plan node is at the very top to track the basic status of plans to destinations.

Errors in any file in a node will cause the icon in that node, and all its ancestor nodes, to turn red.

Below the nodes representing editions may be nodes representing input points allowing you to monitor the status of files not associated with editions, but that get their configuration from the input point.

The tree and its main pane are dynamically updated as editions are added or deleted, or new files arrive or editions are purged.

When you right-click publication, selection, or edition, depending on permissions, the following options are displayed:

Displays if the Approve Page is enabled.

Accepts approval of pages.

Cancels approval of pages.

Displays if the Approve Advertising is enabled.

Accepts approval of advertising.

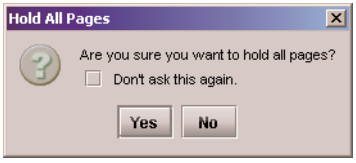
Cancels approval of advertising.

Displays if Approve Editorial is enabled.

Accepts approval of editorial.

Cancels approval of editorial.

Displays with Hold Permission enabled.



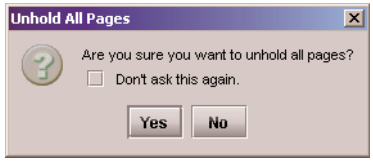
Don't ask this again check box- When checked the Hold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts holding all pages.

Cancels holding all pages.

Stops the scanning for the input in that particular folder, basically turning off the value of input until you release it.

When clicked the Uphold All Pages dialog box is displayed.



Don't ask this again check box - When checked the Unhold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts unholding all pages.

Cancels unholding all pages.

With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication. unlike approval, it can take place at any time, not just when an object is ready for approval. It takes effect on any objects not already past the approval process.

With permission, skipping approval for the selected edition can be reversed. It takes effect on any objects not already past the approval process.

2 Express Tree

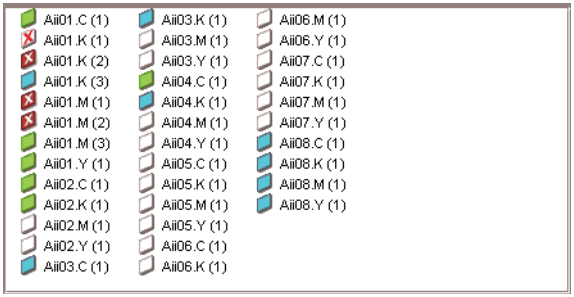
Shows a list of input points which have been configured as “Express” input points. By selecting an input point in this list, you can track files in each of the five pane views exactly as if you had selected an edition node in the tree.

NOTE: Selection of an Express node causes the Express Tree node to be deselected, and vice versa.

NOTE: You will only be able to see the input points for which you have permissions.

The user pane and its main pane will dynamically update as input points are added or deleted; or new files arrive at input points, or the input points are purged.

If you click on the **View Files** button, the following main pane appears:



The cells below the destinations will fill with color representing the following default status colors:

White- file not yet arrived. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Light blue - Waiting for transmit. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

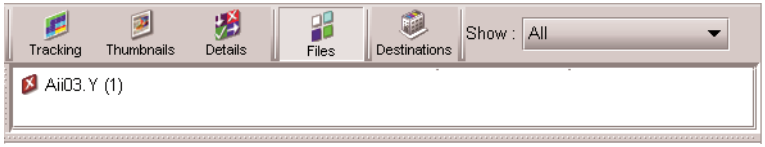
Darker blue - Transmitting. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Green - Transmission complete. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Yellow - Hold. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

Red- Error. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

If a file has been killed, the icon will appear like this:

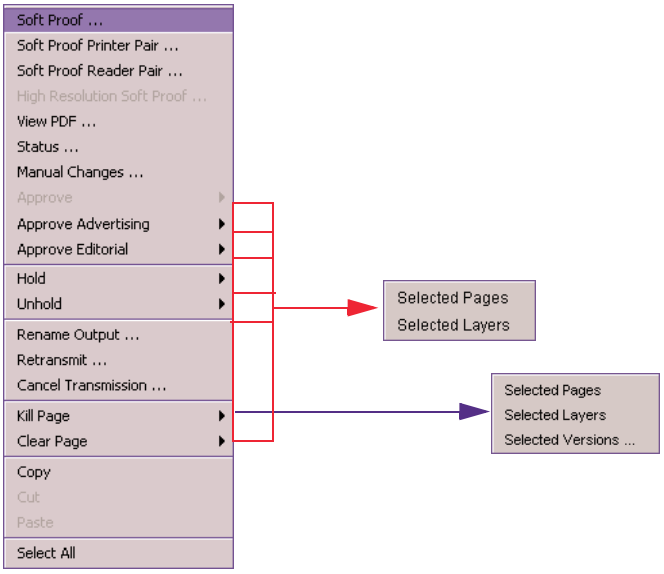


If you double click on an express file, the status dialog box appears. For more information, refer to "Status" on page 546.

If you right click, the short cut menu appears.

▷ Shortcut Menu

Lists commands pertaining to that screen region or selection only.



Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
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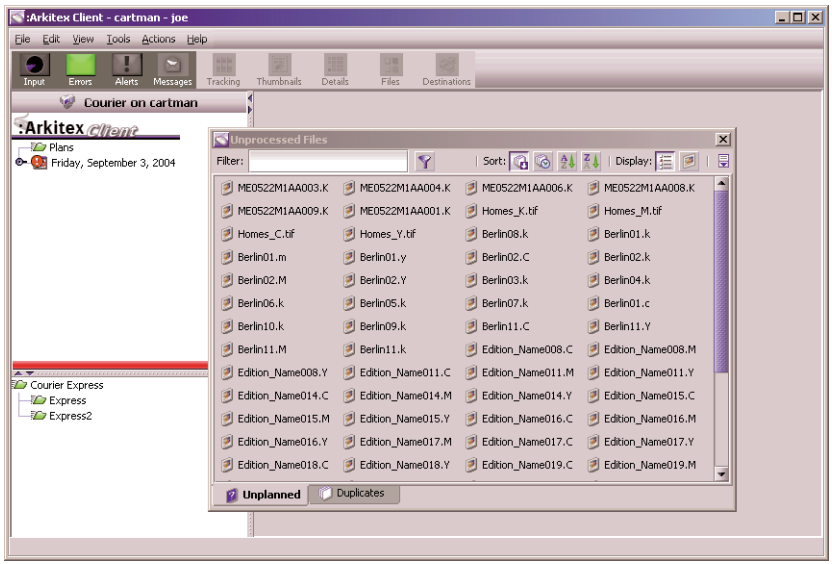
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

3 Unprocessed Files Pane

Represents files not matching any plan and not arriving on “Express” input points. Can either be docked or undocked, where the display can float on the screen. The **Unprocessed Files** pane is divided into two tabs: **Unplanned** and **Duplicates**.



4 Main Pane

The main pane is the main portion of the client dialog box where details, tracking, softproofs, files and page icons, or thumbnail icons linked to an edition are displayed.

There are five other panes:

“View Tracking Table Button”

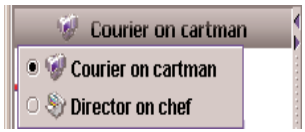
“View Thumbnails Button”

“View Details Button”

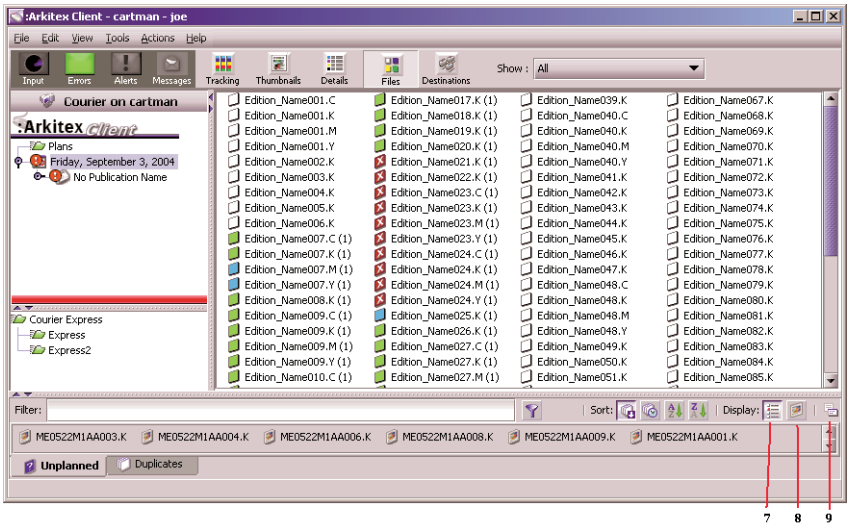
“View Destinations Button”

“Queue View”

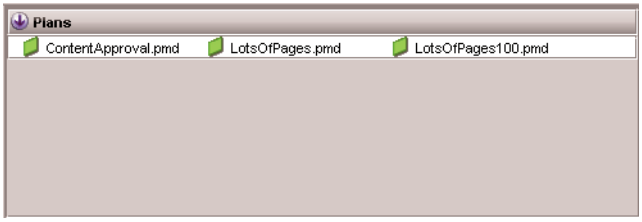
5 Pull-down menu



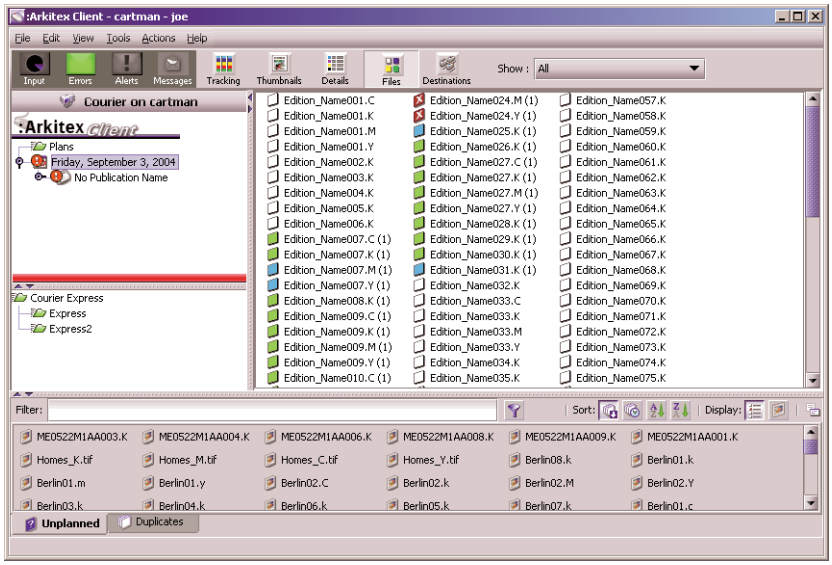
A pull-down menu that allows you to select either Courier server, or one or more Director sites to monitor. The names of the Courier and Director sites will be configurable and will appear in order of configuration. Permissions will determine which servers and editions appear in the server button and navigation tree.



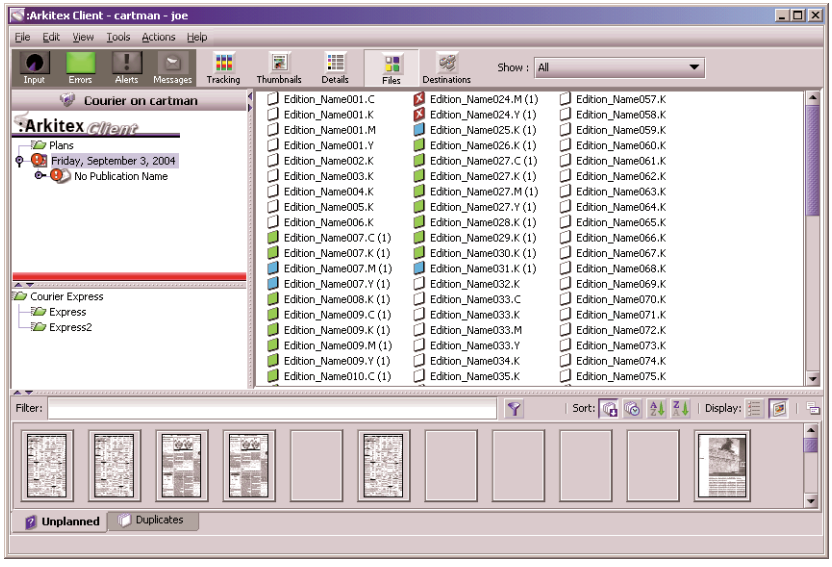
6 Plans



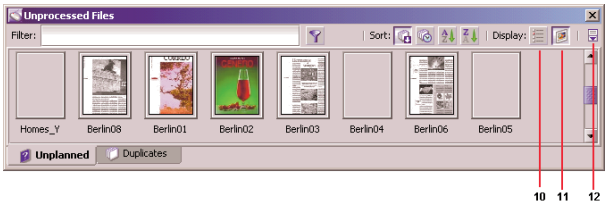
7 List View



8 Thumbnail View



9 Float Unprocessed



10 List View

Lists files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a list view.

11 Thumbnail View

Displays thumbnails of files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a thumbnail view.

12 Dock

Docks the **Unprocessed Files** pane display from a floating display.

13 Group Tabs

Allows the group tab to be used to apply a group filter to show just the thumbnails for a region. The **All** tab displays all regions. Individual tabs focus on a specific region.

NOTE: All is a default tab and always displayed.

▷ Menu Names

- **File**

Menu Name	Submenus	Description
File		
	Preference...	"Set Preferences"
	Logout	When pressed puts you in the Log In screen

Edit

Menu Name	Submenus
Edit	
	"Copy" on page 593
	"Cut" on page 593
	"Paste" on page 594
	"Select All" on page 600

View

Menu Name	Submenu
View	
	"View Tracking Table Button" on page 367
	"View Thumbnails Button" on page 391
	"View Details Button" on page 411
	"View Files Button" on page 430
	"View Destinations Button" on page 450
	"Hide Shared Pages" on page 640
	"File Status Legend" on page 641
	"Increase Font Size" on page 641
	"Decrease Font Size" on page 641
Refresh F5	

Tools

Menu Name	Submenu
Tools	
	"Configuration" on page 274
	"View Clients" on page 642
	"Soft Proof" on page 518
	"Soft Proof Printer Pair" on page 524
	"Soft Proof Reader Pair" on page 531
	"High Resolution Soft Proof" on page 537
	"View PDF" on page 544
	"Status" on page 546
	"Edition Status" on page 643
	"History" on page 645
	"Error Log" on page 647
	"Message Board" on page 359
	"Reset Cache" on page 649
	"Manual Purge" on page 649
	"Automatic Purge" on page 651
	"Configure Alerts" on page 625

Actions

Menu Name	Description
Actions	
	"Manual Changes" on page 553
	"Approve Page" on page 570
	"Approve Advertising" on page 572
	"Approve Editorials" on page 573
	"Hold Page" on page 574
	"Unhold Page" on page 576
	"Retransmit" on page 580
	"Cancel Transmission" on page 583
	"Kill Page" on page 585
	"Clear Page" on page 591

- Help

Menu Name	Submenu
About	
Context-Sensitive Help	

Toolbar

The toolbar allows you to select the type of information to display:

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"Error Log" on page 647 - Once all errors are acknowledged, the button will be restored to green.

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"Show Alerts" on page 357 - When clicked, opens an Alerts list that shows the system generating the alert, the alert time/date, and message. Is grayed out when the **Messages** button is active.

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"Hot Time" on page 362 - The icon appears as a blue clock when a hot time has been set.

No Hot Time - The icon appears gray when no hot time is set.

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During Multiple Hot Times - When more than one hot time has been set but not yet executed, for multiple editions in a publication.

Multiple Hot Times Set - When more than one hot time has been set for multiple editions in a publication.

"View Tracking Table Button" on page 367.

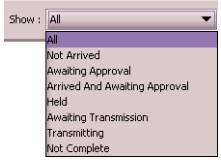
"View Thumbnails Button" on page 391.

"View Details Button" on page 411.

"View Files Button" on page 430.

"View Destinations Button" on page 450.

▷ Show All Drop-down menu:



- **All** - Shows all pages without filtering.
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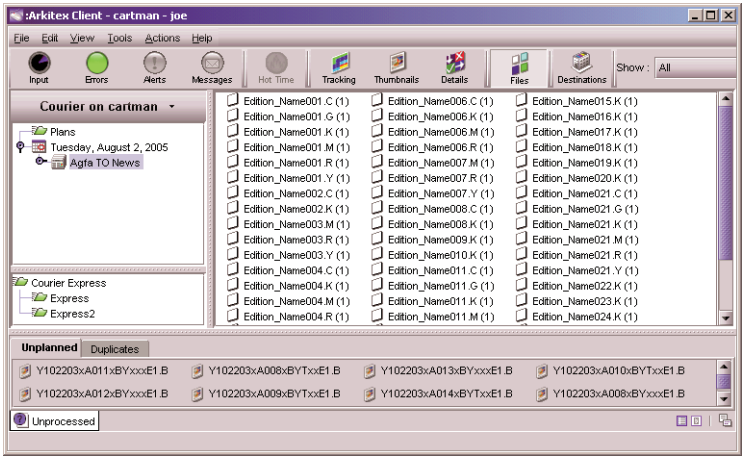
- **Awaiting Approval** - Shows pages waiting for approval.

- **Arrived And Awaiting Approval** - Shows pages that arrived and need approval.
- **Held** - Shows pages that are on hold.
- **Awaiting Transmission** - Shows pages waiting for transmission.
- **Transmitting** - Shows pages that are transmitting.
- **Not Complete** - Shows pages that are incomplete.



White- file not yet arrived. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

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Yellow - Hold. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

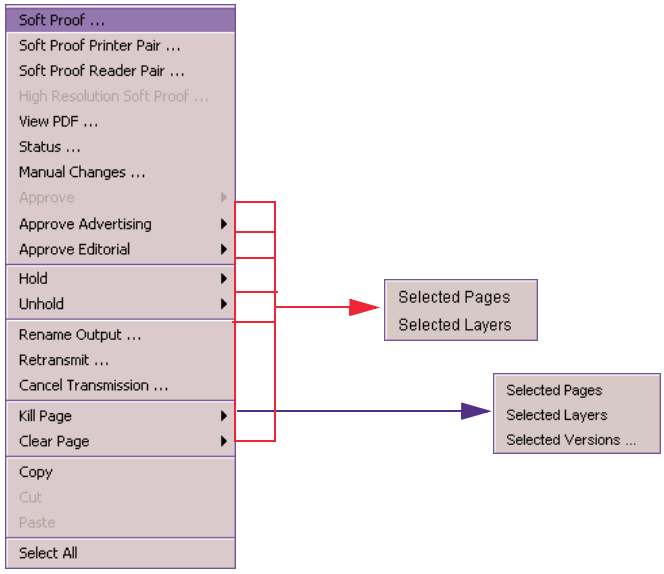
Red- Error. This color is a default color and can be changed in "Courier Tab > Display Tab" on page 267.

If you double click on an express file, the status dialog box appears. For more information, refer to "Status" on page 546.

If you right click, the short cut menu appears.

Shortcut Menu

Lists commands pertaining to that screen region or selection only.



Related topics:

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- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
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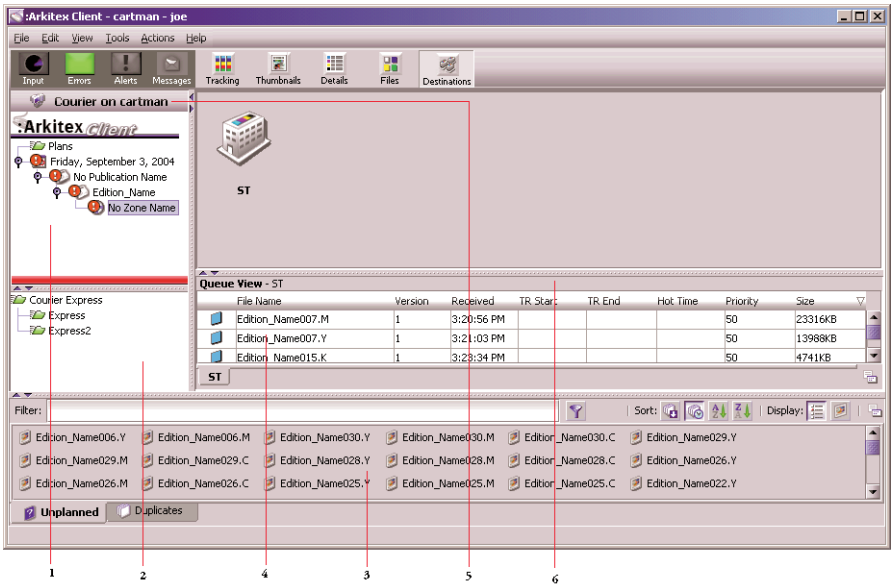
- “Copy” on page 593
- “Cut” on page 593

- “Paste” on page 594
- “Select All” on page 600

View Destinations Button

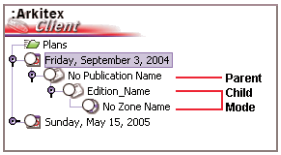
Shows each destination configured within the Courier system.



1 Publication Tree

Each edition you have permission to track, change, or view Softproofs within will be displayed in the Publication Tree. The Publication Tree is shown on the left side of the main pane and shows all planned editions in Arkitex Courier and also allows the display of plan processing and transmission to remote sites.

The Client navigation tree consists of parent and child nodes. You can expand and collapse these nodes by clicking on the plus (+) or minus sign (-) next to them, just as you would do in Windows Explorer to view the contents of a folder.



NOTE: The tree selection and expansion state will be maintained between server sections, if possible. This is possible only if the selected and expanded editions match those in the newly selected site.

Flexible user-defined hierarchy of press run time, publication day, publication name, edition name, zone name and sections (with no hard-coded limit to the number of levels).

A Plan node is at the very top to track the basic status of plans to destinations.

Errors in any file in a node will cause the icon in that node, and all its ancestor nodes, to turn red.

Below the nodes representing editions may be nodes representing input points allowing you to monitor the status of files not associated with editions, but that get their configuration from the input point.

The tree and its main pane are dynamically updated as editions are added or deleted, or new files arrive or editions are purged.

When you right-click publication, selection, or edition, depending on permissions, the following options are displayed:

Displays if the Approve Page is enabled.

Accepts approval of pages.

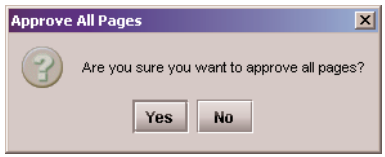
Cancels approval of pages.

Displays if the Approve Advertising is enabled.

Accepts approval of advertising.

Cancels approval of advertising.

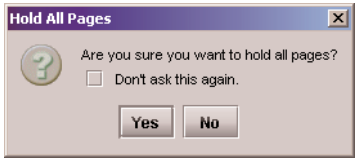
Displays if Approve Editorial is enabled.



Accepts approval of editorial.

Cancels approval of editorial.

Displays with Hold Permission enabled.



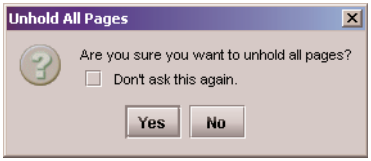
Don't ask this again check box- When checked the Hold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts holding all pages.

Cancels holding all pages.

Stops the scanning for the input in that particular folder, basically turning off the value of input until you release it.

When clicked the Uphold All Pages dialog box is displayed.



Don't ask this again check box- When checked the Unhold All Pages dialog box no longer appears. File preference allows you to enable it again.

Accepts unholding all pages.

Cancels unholding all pages.

With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication. unlike approval, it can take place at any time, not just when an object is ready for approval. It takes effect on any objects not already past the approval process.

With permission, skipping approval for the selected edition can be reversed. It takes effect on any objects not already past the approval process.

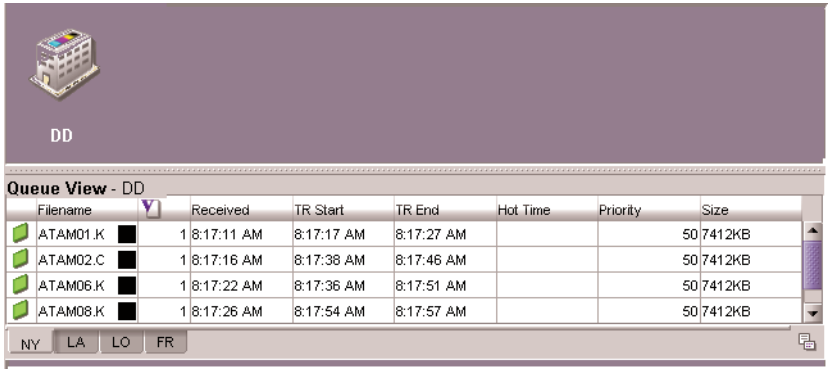
2 Express Tree

NOTE: Selection of an Express node causes the Publication Tree node to be deselected, and vice versa.

NOTE: You will only be able to see the input points for which you have permissions.

The user pane and its main pane will dynamically update as input points are added or deleted; or new files arrive at input points, or the input points are purged.

If you click on **View Destinations** button, the following main pane appears:



Normally Courier Express will not display in Destinations View. To enable this display, configure this using "Defaults Tab" on page 302.

NOTE: The **Queue View** will show data for 60 seconds only when in **View Destinations**. To see what is in the **Queue View** again, select any View button, and then select the **View Destinations** button again.

Waiting for transmission.

Transmitted.

Transmitting.

Shows the file name.

Clicked to sort down.

Clicked to sort down or reverse order.

Composite shows CMYK.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the version number of each layer.

Shows when the file was received at the site.

Shows when file transmission started.

Shows when file transmission ended.

Shows a hot time, if defined.

Shows the file's priority (default is 50).

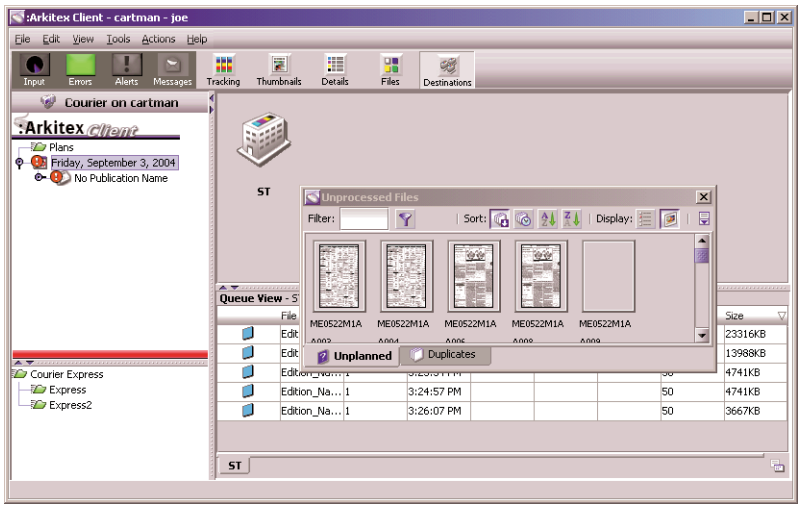
Shows the file's size in kilobytes.

Shows the Queue view for a site.

Left and right arrow when clicked allows you to move through a set of fixed values.

3 Unprocessed Files Pane

Represents files not matching any plan and not arriving on “Express” input points. Can either be docked or undocked, where the display can float on the screen. The **Unprocessed Files** pane is divided into two tabs: **Unplanned** and **Duplicates**.



4 Main Pane

The main pane is the portion of the client dialog box where details, tracking, softproofs, files and page icons, or thumbnail icons linked to an edition are displayed.

Destination - The site is active.

Destination disable - The site is offline.

Destination error - The destination is in an error state, and files cannot be sent to that site.

Destination group - Configured groups to receive transmissions.

Destination held - All transmission to the site is being held. When a destination is held, that destination also appears as yellow in both the Tracking and Details views.

Destination idle - The destination is present and accessible, but not files are being sent.

Destination transmitting - The icon animates to indicate that files are currently being send to the site.

Destination warning - The destination is in a warning state indicating a problem with the site; however files can be sent to the destination.

NOTE: An example of a warning is when a destination has both a Primary and a Secondary server and the Primary server is not responding to the ping test. Since files can still be sent to the Secondary site and the destination is not in error but warning indicates a problem that must be addressed.

There are five other detail panes:

"View Tracking Table Button"

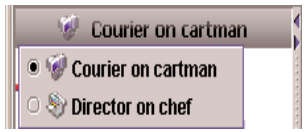
"View Thumbnails Button"

"View Details Button"

"View Files Button"

"Queue View"

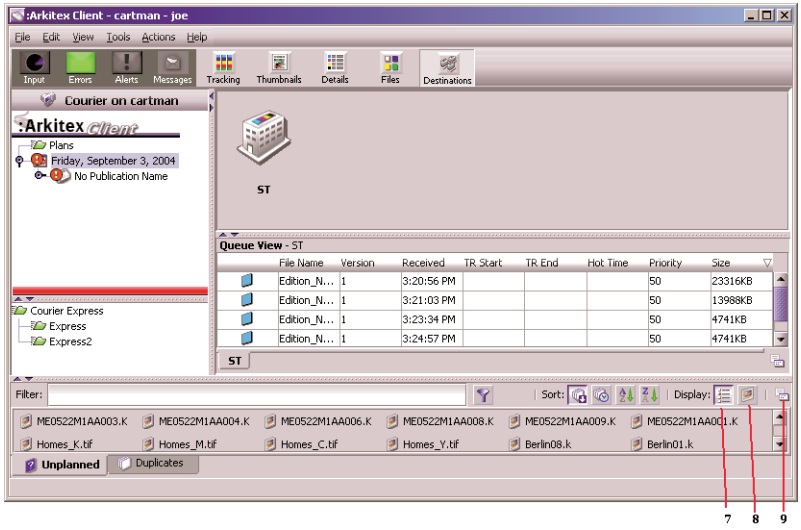
5 Pull-down menu



A pull-down menu that allows you to select either Courier server, or one or more Director sites to monitor. The names of the Courier and Director sites will be configurable and will appear in order of configuration. Permissions will determine which servers and editions appear in the server button and navigation tree.

6 Queue View

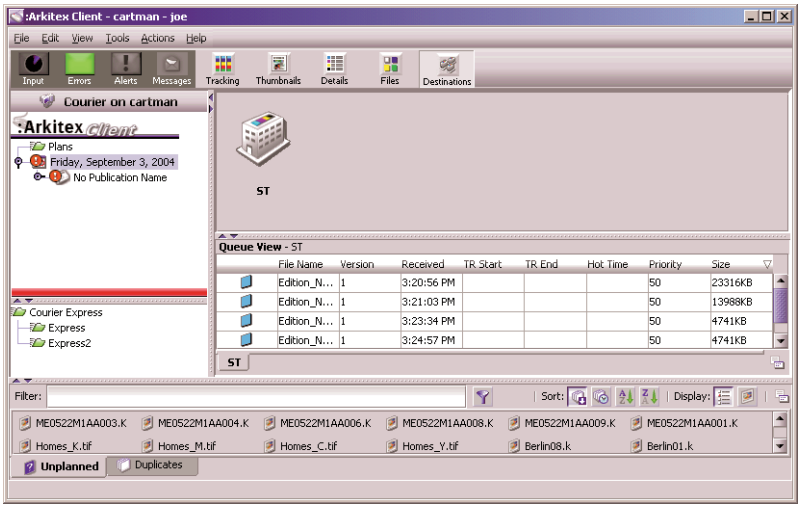
The **Queue View** allows monitoring of files transmitted to receiving sites. By clicking on a site tab, the view for that site is displayed.



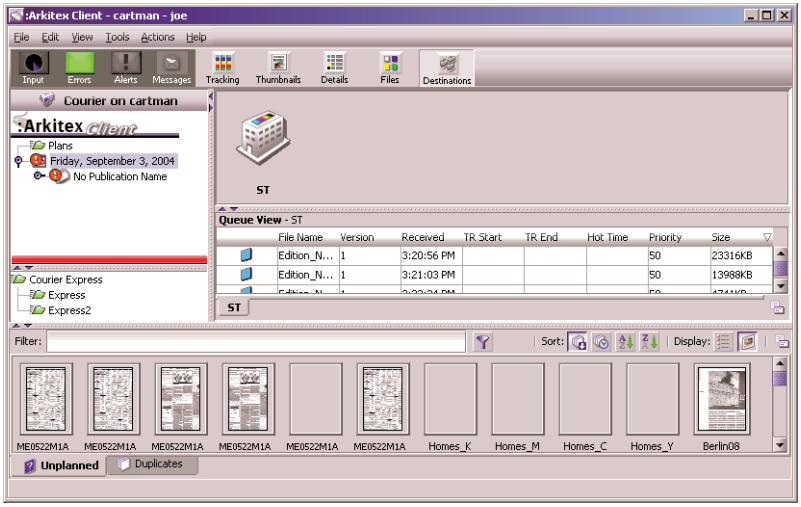
NOTE: The **Queue View** will show data for 60 seconds only when in **View Destinations**. To see what is in the **Queue View** again, select any View button, and then select the **View Destinations** button again.

NOTE: Files that reach completion status for a given destination before Queue View for that destination is selected will not display in the Queue View.

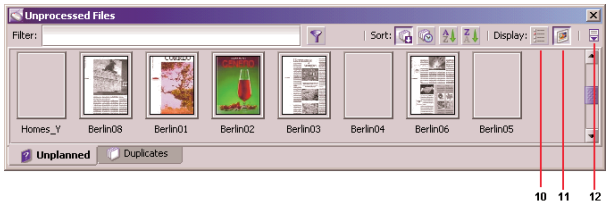
7 List View



8 Thumbnail View



9 Float Unprocessed



10 List View

Lists files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a list view.

11 Thumbnail View

Displays thumbnails of files in the **Unprocessed Files** pane. By default the **Unplanned** tab is displayed. Click the **Duplicates** tab to display the files in a thumbnail view.

12 Dock

Docks the **Unprocessed Files** pane display from a floating display.

Menu Names

- **File**

Menu Name	Submenus	Description
File		
	Preference...	"Set Preferences"
	Logout	When pressed puts you in the Log In screen

- **Edit**

Menu Name	Submenus
Edit	
	"Copy" on page 593

Menu Name	Submenus
	"Cut" on page 593
	"Paste" on page 594
	"Select All" on page 600

View

Menu Name	Submenu
View	
	"View Tracking Table Button" on page 367
	"View Thumbnails Button" on page 391
	"View Details Button" on page 411
	"View Files Button" on page 430
	"View Destinations Button" on page 450
	"Hide Shared Pages" on page 640
	"File Status Legend" on page 641
	"Increase Font Size" on page 641
	"Decrease Font Size" on page 641
Refresh F5	

Tools

Menu Name	Submenu
Tools	
	"Configuration" on page 274
	"View Clients" on page 642
	"Soft Proof" on page 518
	"Soft Proof Printer Pair" on page 524
	"Soft Proof Reader Pair" on page 531
	"High Resolution Soft Proof" on page 537
	"View PDF" on page 544
	"Status" on page 546
	"Edition Status" on page 643
	"History" on page 645
	"Error Log" on page 647
	"Message Board" on page 359
	"Reset Cache" on page 649
	"Manual Purge" on page 649
	"Automatic Purge" on page 651
	"Configure Alerts" on page 625

Actions

Menu Name	Description
Actions	
	"Manual Changes" on page 553
	"Approve Page" on page 570
	"Approve Advertising" on page 572
	"Approve Editorials" on page 573
	"Hold Page" on page 574
	"Unhold Page" on page 576
	"Retransmit" on page 580
	"Cancel Transmission" on page 583
	"Kill Page" on page 585
	"Clear Page" on page 591

Help

Menu Name	Submenu
About	
Context-Sensitive Help	

Toolbar

The toolbar allows you to select the type of information to display:

Stop Scanning - An animated icon showing that Courier is actively scanning input folders for new files. Permission is required to stop scanning and requires clicking on the icon.

Resume Scanning - Indicates that Courier is not actively scanning input folders for new files. To resume scanning click on the icon.

"Error Log" on page 647 - Once all errors are acknowledged, the button will be restored to green.

When clicked shows **Error Log** - The errors button turns red if any error occurs in Arkitex Courier (such as reading MAXML plans, or generating softproofs), if there is an error in transmitting to any destination.

"Show Alerts" on page 357 - When clicked, opens an Alerts list that shows the system generating the alert, the alert time/date, and message. Is grayed out when the **Messages** button is active.

"Message Board" on page 359 - When clicked, opens a Message board. Is grayed out when the **Alerts** button is active.

After Hot Time - The icon appears as a red clock after the hot time period.

During Hot Time - The icon appears as a flame during the hot time period.

"Hot Time" on page 362 - The icon appears as a blue clock when a hot time has been set.

No Hot Time - The icon appears gray when no hot time is set.

After Multiple Hot Times - When more than one hot time has been set, and the deadline has passed, for multiple editions in a publication.

During Multiple Hot Times - When more than one hot time has been set but not yet executed, for multiple editions in a publication.

Multiple Hot Times Set - When more than one hot time has been set for multiple editions in a publication.

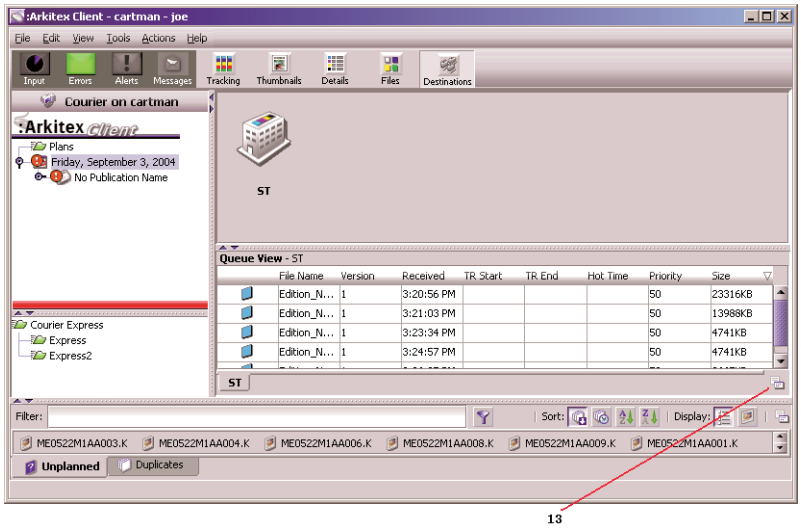
"View Tracking Table Button" on page 367.

"View Thumbnails Button" on page 391.

"View Details Button" on page 411.

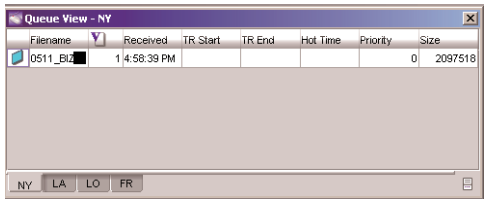
"View Files Button" on page 430.

"View Destinations Button" on page 450.

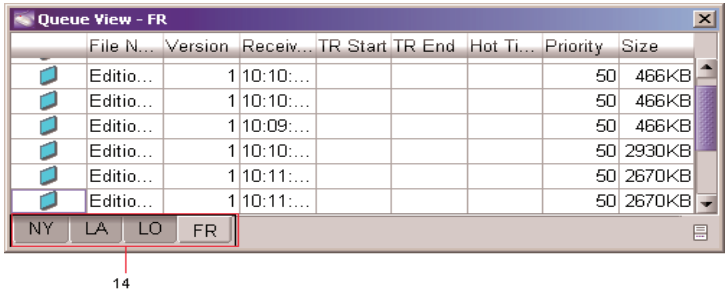


13 Float Queue View

Used to unlock the Queue View.



NOTE: When undocked, the Queue View can be positioned and sized to fit your needs.



14 Destination Tabs

Destination tabs are used to apply a filter to show just the details for a destination.

NOTE: Queue Views for multiple Destinations can be viewed by the selection of which queue to display. This is controlled by the tabs at the bottom of the Queue View.

Waiting for transmission.

Transmitted.

Transmitting.

Shows the file name.

Composite shows CMYK.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the version number of each layer.

Shows when the file was received at the site.

Shows when file transmission started.

Shows when file transmission ended.

Shows a hot time, if defined.

Shows the file's priority (default is 50).

Shows the file's size in kilobytes.

Shows the Queue view for a site.

Left and right arrow when clicked allows you to move through a set of fixed values.

Each Destination icon indicates the status of the site.

Idle - The destination is present and accessible, but no files are being sent.

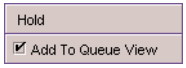
Transmission in Process - The icon animates to indicate that files are currently being sent to the site.

Error - There is an error at the site.

Hold - All transmission to the site is being held.

Disabled - The site is offline.

If you right click, the shortcut menu appears.

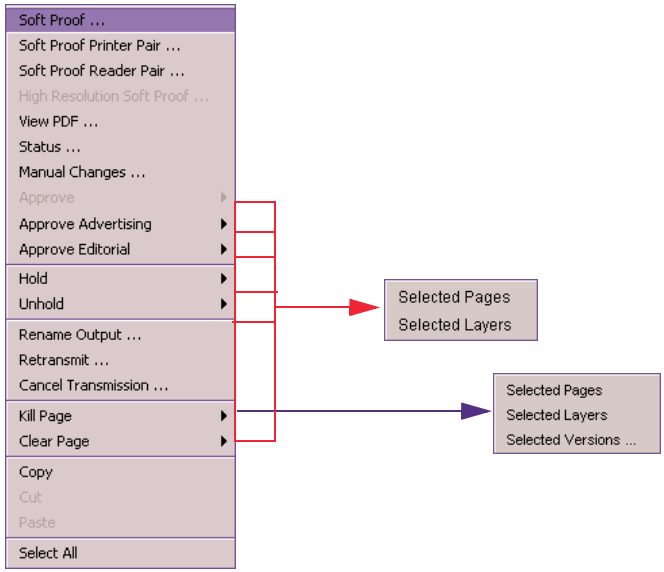


Puts the site on hold in Queue View (icon for the site turns yellow). Stops all transmissions to the selected site after completing the transmission of files currently in transmission.

Adds the site as a tab at the bottom of the Queue View.

▷ Shortcut Menu

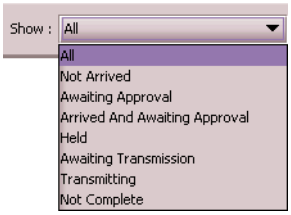
Lists commands pertaining to that screen region or selection only.



Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

▷ Show All Drop-down menu:

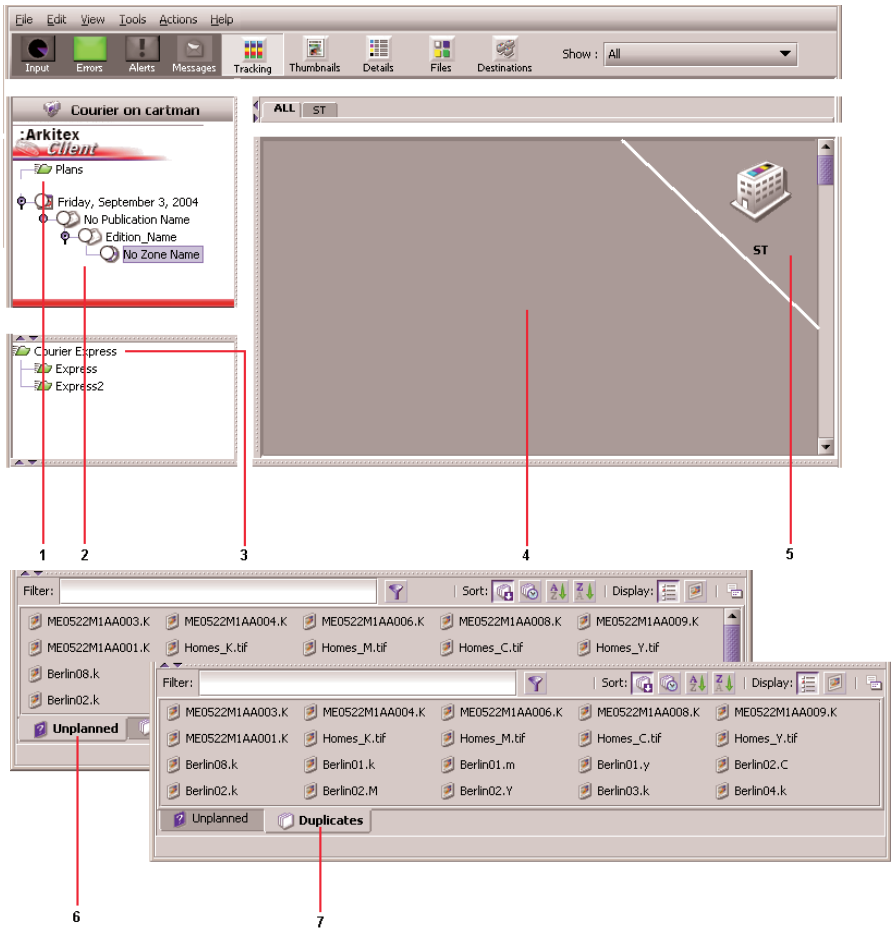


- **All** - Shows all pages without filtering.
- **Not Arrived** - Indicates which pages have not arrived yet.
- **Awaiting Approval** - Shows pages waiting for approval.
- **Arrived And Awaiting Approval** - Shows pages that arrived and need approval.
- **Held** - Shows pages that are on hold.
- **Awaiting Transmission** - Shows pages waiting for transmission.
- **Transmitting** - Shows pages that are transmitting.
- **Not Complete** - Shows pages that are incomplete.

CHAPTER 14

Courier-Shortcut Menus

The context (shortcut) menus contain commands for editions and files selected with the mouse pointer.



Related topics:

1 "Plans Shortcut Menu" on page 502

- "Retransmit" on page 503
- "Cancel Transmission" on page 503

- "Plans Status" on page 624

2 "Publication Tree Shortcut Menu" on page 504

- "Approve Pages" on page 505
- "Approve Advertising" on page 506
- "Approve Editorial" on page 507
- "Hold" on page 507
- "Unhold" on page 508
- "Skip Approval" on page 509
- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514
- "Publication Tree Status" on page 618

3 "Express Shortcut Menu" on page 515

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574

- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600
- "Express Tree Status" on page 625

4 "Main Pane Shortcut Menu" on page 516

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573

- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

5 “Destinations Shortcut Menu” on page 602

- “Hold” on page 603
- “Add to Queue View” on page 603

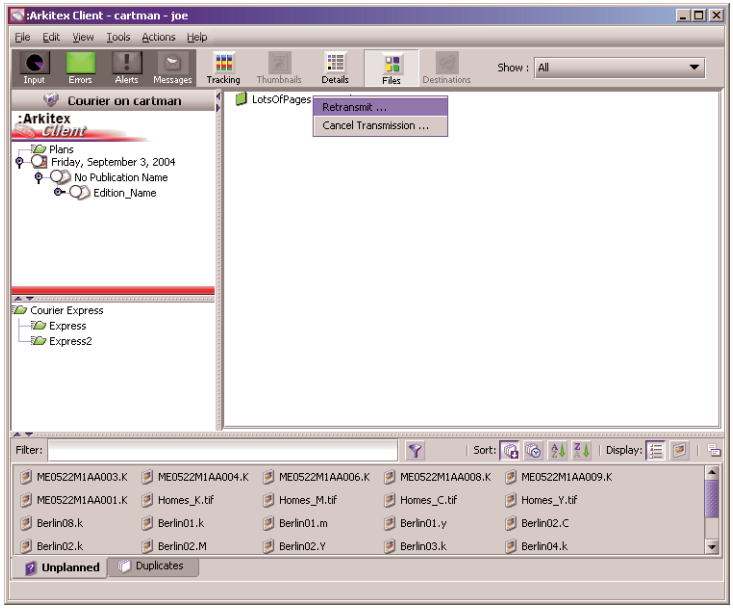
6 “Unplanned Shortcut Menu” on page 603

- “Soft Proof” on page 603
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 609
- “Copy” on page 609
- “Cut” on page 610
- “Paste” on page 610
- “Delete” on page 611
- “Select All” on page 611

7 "Duplicates Shortcut Menu" on page 612

- "Soft Proof" on page 612
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 613
- "Copy" on page 614
- "Cut" on page 614
- "Paste" on page 615
- "Accept" on page 615
- "Ignore" on page 616
- "Delete" on page 617
- "Select All" on page 617

▷ Plans Shortcut Menu



NOTE: Select the Plans node, and right-click on a file in the main pane.

Related topics:

- "Publication Tree Shortcut Menu" on page 504
  - "Approve Pages" on page 505
  - "Approve Advertising" on page 506
  - "Approve Editorial" on page 507
  - "Hold" on page 507
  - "Unhold" on page 508
  - "Skip Approval" on page 509
  - "Un-Skip Approval" on page 511
  - "Close Edition" on page 513
  - "Open Edition" on page 514
- "Express Shortcut Menu" on page 515
  - "Soft Proof" on page 518
  - "Soft Proof Printer Pair" on page 524
  - "Soft Proof Reader Pair" on page 531
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 544
  - "Status" on page 546
  - "Manual Changes" on page 553
  - "Approve Page" on page 570
  - "Hold Page" on page 574
  - "Unhold Page" on page 576
  - "Rename Output" on page 578

- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

■ "Main Pane Shortcut Menu" on page 516

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580

- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

"Destinations Shortcut Menu" on page 602

- "Hold" on page 603
- "Add to Queue View" on page 603

"Unplanned Shortcut Menu" on page 603

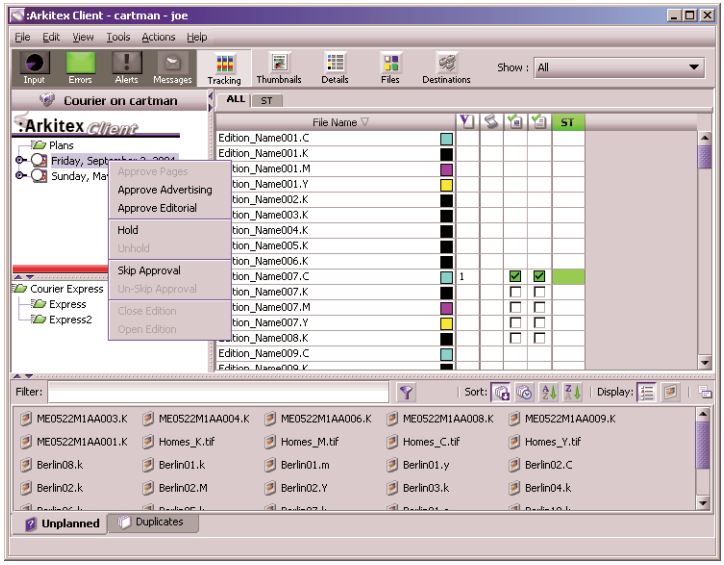
- "Soft Proof" on page 603
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 609
- "Copy" on page 609
- "Cut" on page 610
- "Paste" on page 610
- "Delete" on page 611
- "Select All" on page 611

"Duplicates Shortcut Menu" on page 612

- "Soft Proof" on page 612
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 613

- "Copy" on page 614
- "Cut" on page 614
- "Paste" on page 615
- "Accept" on page 615
- "Ignore" on page 616
- "Delete" on page 617
- "Select All" on page 617

▷ Publication Tree Shortcut Menu



NOTE: Select the desired edition in the Publication Tree node, and right-click.

Related topics:

- "Plans Shortcut Menu" on page 502
  - "Retransmit" on page 503
  - "Cancel Transmission" on page 503
- "Main Pane Shortcut Menu" on page 516

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

"Destinations Shortcut Menu" on page 602

- "Hold" on page 603

- "Add to Queue View" on page 603

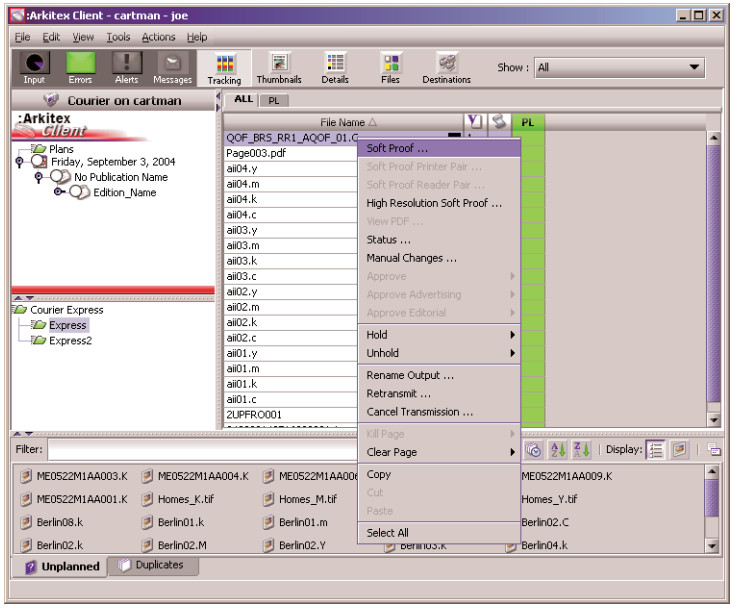
- "Express Shortcut Menu" on page 515
  - "Soft Proof" on page 518
  - "Soft Proof Printer Pair" on page 524
  - "Soft Proof Reader Pair" on page 531
  - "View PDF" on page 544
  - "Status" on page 546
  - "Manual Changes" on page 553
  - "Approve Page" on page 570
  - "Hold Page" on page 574
  - "Unhold Page" on page 576
  - "Rename Output" on page 578
  - "Retransmit" on page 580
  - "Cancel Transmission" on page 583
  - "Kill Page" on page 585
  - "Clear Page" on page 591
  - "Copy" on page 593
  - "Cut" on page 593
  - "Paste" on page 594
  - "Select All" on page 600
- "Unplanned Shortcut Menu" on page 603
  - "Soft Proof" on page 603
  - "High Resolution Soft Proof" on page 537

- "View PDF" on page 609
- "Copy" on page 609
- "Cut" on page 610
- "Paste" on page 610
- "Delete" on page 611
- "Select All" on page 611

"Duplicates Shortcut Menu" on page 612

- "Soft Proof" on page 612
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 613
- "Copy" on page 614
- "Cut" on page 614
- "Paste" on page 615
- "Accept" on page 615
- "Ignore" on page 616
- "Delete" on page 617
- "Select All" on page 617

▷ Express Shortcut Menu



NOTE: Select the Express folder, and right-click on a file in the main pane.

Related topics:

- "Plans Shortcut Menu" on page 502
  - "Retransmit" on page 503
  - "Cancel Transmission" on page 503
- "Publication Tree Shortcut Menu" on page 504
  - "Approve Pages" on page 505
  - "Approve Advertising" on page 506
  - "Approve Editorial" on page 507
  - "Hold" on page 507
  - "Unhold" on page 508
  - "Skip Approval" on page 509

- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

- "Main Pane Shortcut Menu" on page 516
  - "Soft Proof" on page 518
  - "Soft Proof Printer Pair" on page 524
  - "Soft Proof Reader Pair" on page 531
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 544
  - "Status" on page 546
  - "Manual Changes" on page 553
  - "Approve Page" on page 570
  - "Approve Advertising" on page 572
  - "Approve Editorials" on page 573
  - "Hold Page" on page 574
  - "Unhold Page" on page 576
  - "Rename Output" on page 578
  - "Retransmit" on page 580
  - "Cancel Transmission" on page 583
  - "Kill Page" on page 585
  - "Clear Page" on page 591
  - "Copy" on page 593
  - "Cut" on page 593

- "Paste" on page 594
- "Select All" on page 600

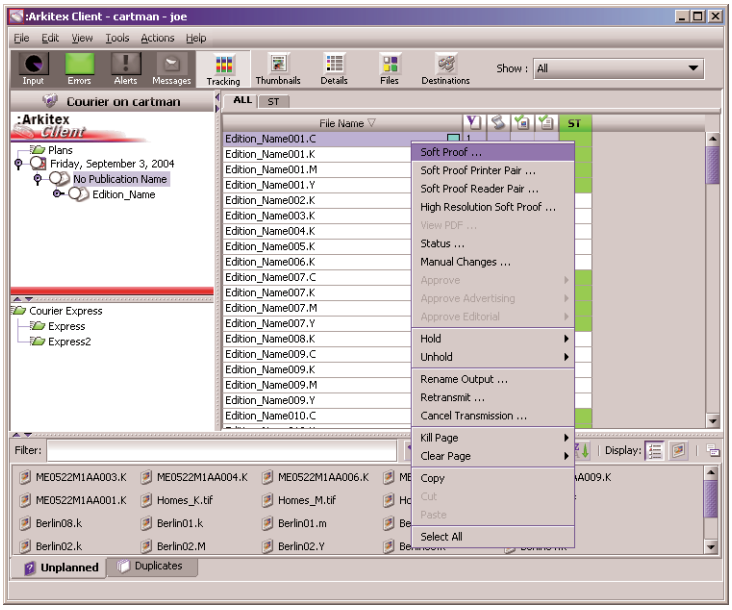
- "Destinations Shortcut Menu" on page 602
  - "Hold" on page 603
  - "Add to Queue View" on page 603

- "Unplanned Shortcut Menu" on page 603
  - "Soft Proof" on page 603
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 609
  - "Copy" on page 609
  - "Cut" on page 610
  - "Paste" on page 610
  - "Delete" on page 611
  - "Select All" on page 611

- "Duplicates Shortcut Menu" on page 612
  - "Soft Proof" on page 612
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 613
  - "Copy" on page 614
  - "Cut" on page 614
  - "Paste" on page 615
  - "Accept" on page 615
  - "Ignore" on page 616

- “Delete” on page 617
- “Select All” on page 617

▷ Main Pane Shortcut Menu



NOTE: Select the desired edition in the Publication Tree, and right-click on a file name in the main pane.

Related topics:

- “Plans Shortcut Menu” on page 502
  - “Retransmit” on page 503
  - “Cancel Transmission” on page 503
- “Publication Tree Shortcut Menu” on page 504
  - “Approve Pages” on page 505
  - “Approve Advertising” on page 506
  - “Approve Editorial” on page 507
  - “Hold” on page 507

- "Unhold" on page 508
- "Skip Approval" on page 509
- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

"Express Shortcut Menu" on page 515

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593

- "Paste" on page 594
- "Select All" on page 600

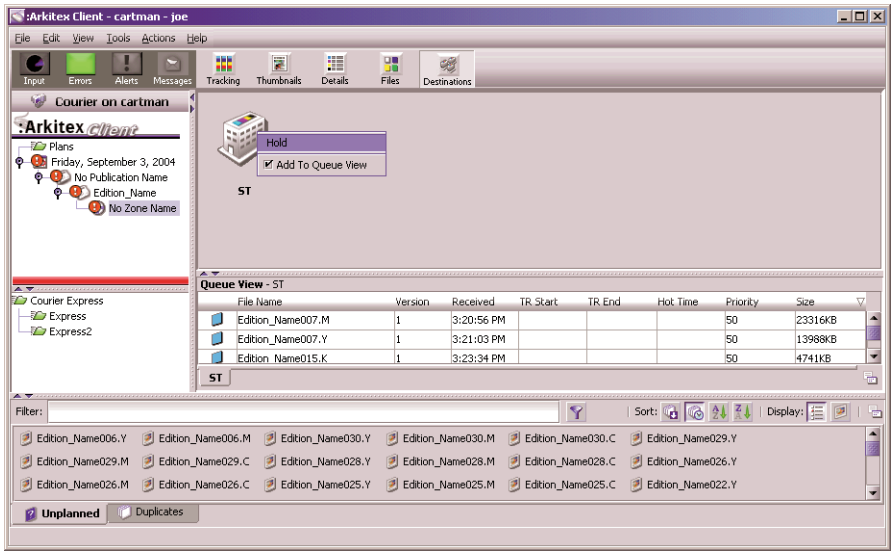
- "Destinations Shortcut Menu" on page 602
  - "Hold" on page 603
  - "Add to Queue View" on page 603

- "Unplanned Shortcut Menu" on page 603
  - "Soft Proof" on page 603
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 609
  - "Copy" on page 609
  - "Cut" on page 610
  - "Paste" on page 610
  - "Delete" on page 611
  - "Select All" on page 611

- "Duplicates Shortcut Menu" on page 612
  - "Soft Proof" on page 612
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 613
  - "Copy" on page 614
  - "Cut" on page 614
  - "Paste" on page 615
  - "Accept" on page 615
  - "Ignore" on page 616

- “Delete” on page 617
- “Select All” on page 617

▷ Destinations Shortcut Menu



NOTE: Right-click on a site icon in the main pane.

Related topics:

- “Plans Shortcut Menu” on page 502
  - “Retransmit” on page 503
  - “Cancel Transmission” on page 503
- “Publication Tree Shortcut Menu” on page 504
  - “Approve Pages” on page 505
  - “Approve Advertising” on page 506
  - “Approve Editorial” on page 507
  - “Hold” on page 507
  - “Unhold” on page 508

- "Skip Approval" on page 509
- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

"Express Shortcut Menu" on page 515

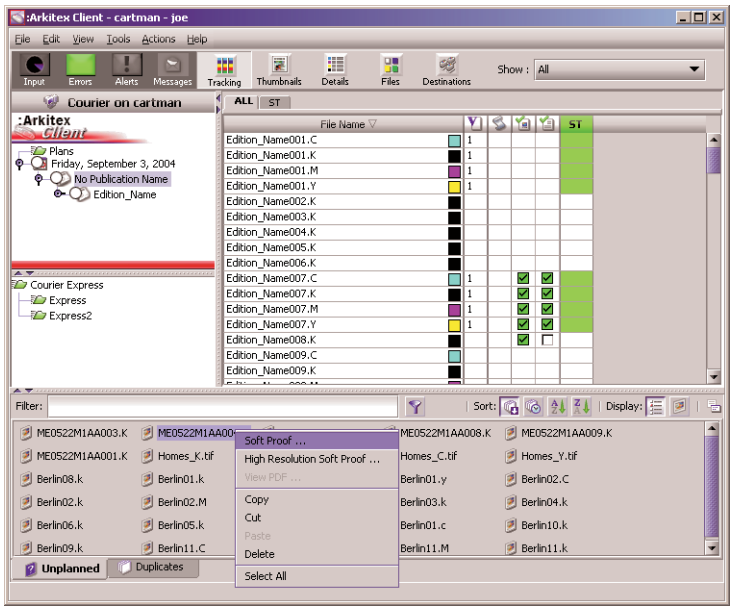
- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594

- "Select All" on page 600

- "Main Pane Shortcut Menu" on page 516
  - "Soft Proof" on page 518
  - "Soft Proof Printer Pair" on page 524
  - "Soft Proof Reader Pair" on page 531
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 544
  - "Status" on page 546
  - "Manual Changes" on page 553
  - "Approve Page" on page 570
  - "Approve Advertising" on page 572
  - "Approve Editorials" on page 573
  - "Hold Page" on page 574
  - "Unhold Page" on page 576
  - "Rename Output" on page 578
  - "Retransmit" on page 580
  - "Cancel Transmission" on page 583
  - "Kill Page" on page 585
  - "Clear Page" on page 591
  - "Copy" on page 593
  - "Cut" on page 593
  - "Paste" on page 594
  - "Select All" on page 600

- "Unplanned Shortcut Menu" on page 603
  - "Soft Proof" on page 603
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 609
  - "Copy" on page 609
  - "Cut" on page 610
  - "Paste" on page 610
  - "Delete" on page 611
  - "Select All" on page 611
- "Duplicates Shortcut Menu" on page 612
  - "Soft Proof" on page 612
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 613
  - "Copy" on page 614
  - "Cut" on page 614
  - "Paste" on page 615
  - "Accept" on page 615
  - "Ignore" on page 616
  - "Delete" on page 617
  - "Select All" on page 617

▷ Unplanned Shortcut Menu



NOTE: Select a file in the Unplanned pane, and right-click.

Related topics:

- "Plans Shortcut Menu" on page 502
  - "Retransmit" on page 503
  - "Cancel Transmission" on page 503
- "Publication Tree Shortcut Menu" on page 504
  - "Approve Pages" on page 505
  - "Approve Advertising" on page 506
  - "Approve Editorial" on page 507
  - "Hold" on page 507
  - "Unhold" on page 508
  - "Skip Approval" on page 509

- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

"Main Pane Shortcut Menu" on page 516

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594

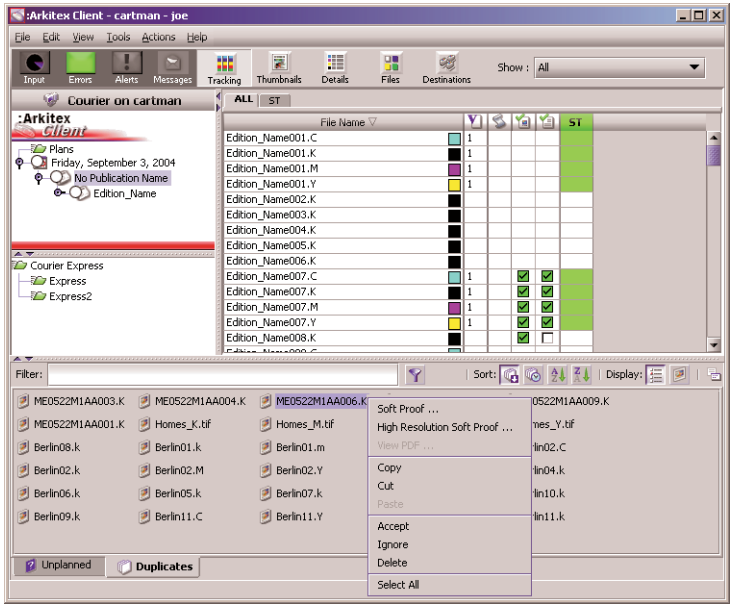
- "Select All" on page 600

- "Destinations Shortcut Menu" on page 602
  - "Hold" on page 603
  - "Add to Queue View" on page 603
- "Express Shortcut Menu" on page 515
  - "Soft Proof" on page 518
  - "Soft Proof Printer Pair" on page 524
  - "Soft Proof Reader Pair" on page 531
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 544
  - "Status" on page 546
  - "Manual Changes" on page 553
  - "Approve Page" on page 570
  - "Hold Page" on page 574
  - "Unhold Page" on page 576
  - "Rename Output" on page 578
  - "Retransmit" on page 580
  - "Cancel Transmission" on page 583
  - "Kill Page" on page 585
  - "Clear Page" on page 591
  - "Copy" on page 593
  - "Cut" on page 593
  - "Paste" on page 594

- "Delete" on page 611
- "Select All" on page 600

- "Duplicates Shortcut Menu" on page 612
  - "Soft Proof" on page 612
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 613
  - "Copy" on page 614
  - "Cut" on page 614
  - "Paste" on page 615
  - "Accept" on page 615
  - "Ignore" on page 616
  - "Delete" on page 617
  - "Select All" on page 617

▷ Duplicates Shortcut Menu



NOTE: Select the **Duplicates** tab, and right-click on a file.

Related topics:

- "Plans Shortcut Menu" on page 502
  - "Retransmit" on page 503
  - "Cancel Transmission" on page 503
- "Publication Tree Shortcut Menu" on page 504
  - "Approve Pages" on page 505
  - "Approve Advertising" on page 506
  - "Approve Editorial" on page 507
  - "Hold" on page 507
  - "Unhold" on page 508
  - "Skip Approval" on page 509

- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

"Express Shortcut Menu" on page 515

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Hold Page" on page 574
- "Rename Output" on page 578
- "Unhold Page" on page 576
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594

- “Select All” on page 600

- “Main Pane Shortcut Menu” on page 516
  - “Soft Proof” on page 518
  - “Soft Proof Printer Pair” on page 524
  - “Soft Proof Reader Pair” on page 531
  - “High Resolution Soft Proof” on page 537
  - “View PDF” on page 544
  - “Status” on page 546
  - “Manual Changes” on page 553
  - “Approve Page” on page 570
  - “Approve Advertising” on page 572
  - “Approve Editorials” on page 573
  - “Hold Page” on page 574
  - “Unhold Page” on page 576
  - “Rename Output” on page 578
  - “Retransmit” on page 580
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  - “Kill Page” on page 585
  - “Clear Page” on page 591
  - “Copy” on page 593
  - “Cut” on page 593
  - “Paste” on page 594
  - “Select All” on page 600

- "Destinations Shortcut Menu" on page 602
  - "Hold" on page 603
  - "Add to Queue View" on page 603
- "Unplanned Shortcut Menu" on page 603
  - "Soft Proof" on page 603
  - "High Resolution Soft Proof" on page 537
  - "View PDF" on page 609
  - "Copy" on page 609
  - "Cut" on page 610
  - "Paste" on page 610
  - "Delete" on page 611
  - "Select All" on page 611

Plans Shortcut Menu

This menu is available for all plan files displayed in the main pane.

▷ To display Plans shortcut menu:

Do one of the following:

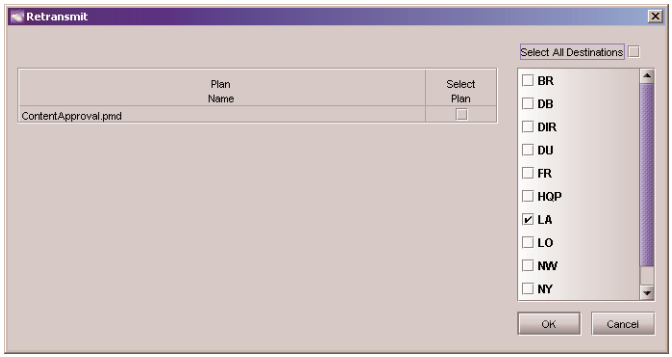
Windows - Right-click on a plan file in the list.

Unix - Right-click on a plan file in the list.

Macintosh - Hold down Control while pressing the mouse button

Retransmit

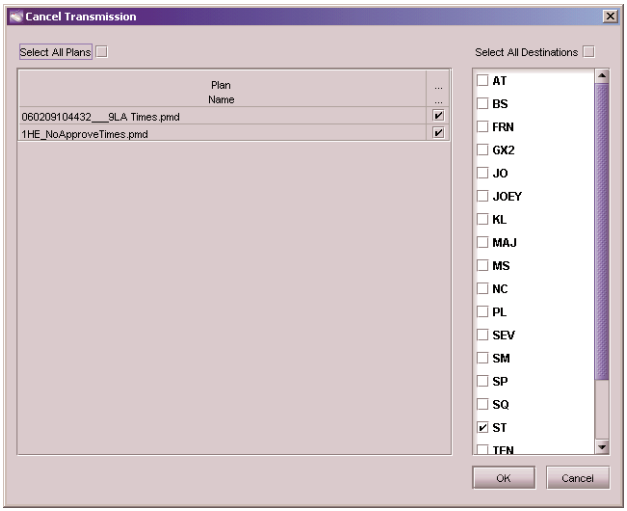
When clicked, opens **Retransmit** dialog box.



- **Plan Name** - Identifies a specific plan.
- **Select Plan** - Used to select a plan or plans
- **Selected All Destinations** - Selects all available destinations.

Cancel Transmission

When clicked, opens **Cancel Transmission** dialog box.



- **Plan Name** - Identifies a specific plan.
- **Select Plan** - Used to select a plan or plans
- **Selected All Destinations** - Selects all available destinations.

Publication Tree Shortcut Menu

This menu appears when you right-click on an edition in the Publication Tree.

▷ **To display Publication Tree shortcut menu:**

Do one of the following:

Windows - Right-click on an edition.

Unix - Right-click on an edition.

Macintosh - Hold down Control while pressing the mouse button.

Appears when you right-click on the Publication Tree.

Related topics:

- "Approve Pages" on page 505
- "Approve Advertising" on page 506
- "Approve Editorial" on page 507
- "Hold" on page 507
- "Unhold" on page 508
- "Skip Approval" on page 509
- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

Approve Pages

With permission, you can approve all pages for the selected edition in the Publication Tree.

A dialog box will appear asking if you want to approve all pages.

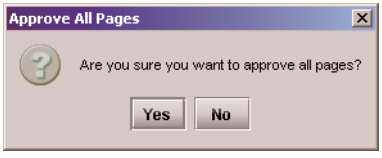
Related topics:

- “Approve Advertising” on page 506
- “Approve Editorial” on page 507
- “Hold” on page 507
- “Unhold” on page 508
- “Skip Approval” on page 509
- “Un-Skip Approval” on page 511
- “Close Edition” on page 513
- “Open Edition” on page 514

Approve Advertising

Allows advertising approval of a page or layer.

A dialog box will appear asking if you want to approve all pages.



Related topics:

- “Approve Pages” on page 505
- “Approve Editorial” on page 507
- “Hold” on page 507
- “Unhold” on page 508
- “Skip Approval” on page 509
- “Un-Skip Approval” on page 511
- “Close Edition” on page 513
- “Open Edition” on page 514

Approve Editorial

Allows editorial approval of a page or layer.

A dialog box will appear asking if you want to approve all pages.

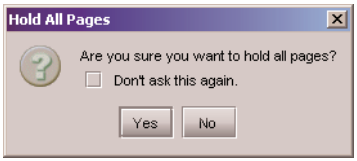
Related topics:

- "Approve Pages" on page 505
- "Approve Advertising" on page 506
- "Hold" on page 507
- "Unhold" on page 508
- "Skip Approval" on page 509
- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

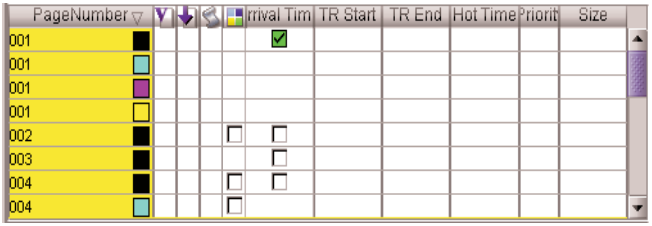
Hold

Allows the holding of a page or layer.

A dialog box will appear asking if you want to hold all pages.



In Tracking View you can also use the check box next to a file to hold it.



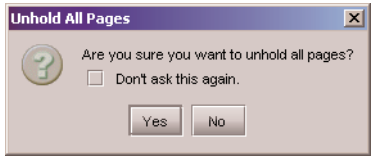
Related topics:

- “Approve Pages” on page 505
- “Approve Advertising” on page 506
- “Approve Editorial” on page 507
- “Unhold” on page 508
- “Skip Approval” on page 509
- “Un-Skip Approval” on page 511
- “Close Edition” on page 513
- “Open Edition” on page 514

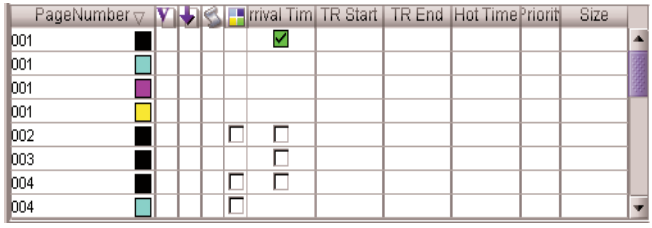
Unhold

Allows the unholding of a previously held page or layer.

A dialog box will appear asking if you want to unhold all pages.



In Tracking View you can also use the check box next to a file to unhold it.



By default, **Unhold** user rights are enabled as part of the changes-on-the-fly.

Related topics:

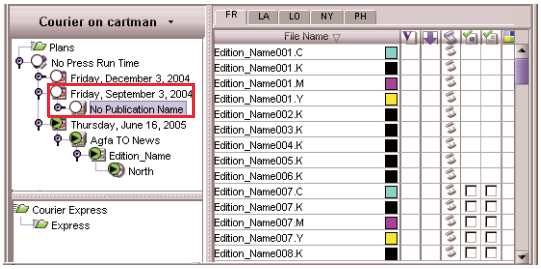
- "Approve Pages" on page 505
- "Approve Advertising" on page 506
- "Approve Editorial" on page 507
- "Skip Approval" on page 509
- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

Skip Approval

With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication. Unlike approval, it can take place at any time, not just when an object is ready for approval. It takes effect on any objects not already past the approval process.

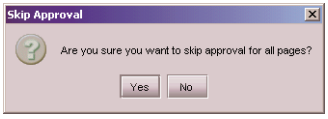
▷ Skip Approval

1 Select the edition to skip.



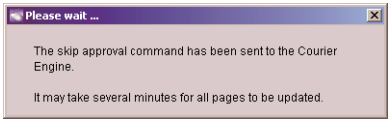
2 Select **Skip Approval**.

3 A prompt will appear asking if you are sure.

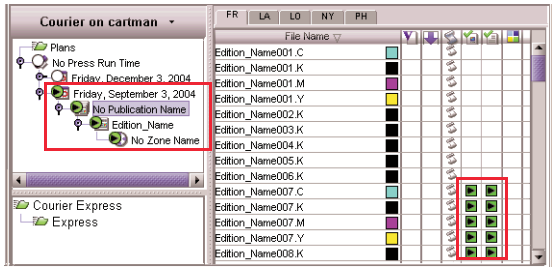


4 Choose **Yes**.

5 Another prompt will appear asking you to wait for communication with the server.



6 When the command is complete, the edition will display skipped approval markers.



Skip approval in the Publication Tree.

Skip approval in Details view.

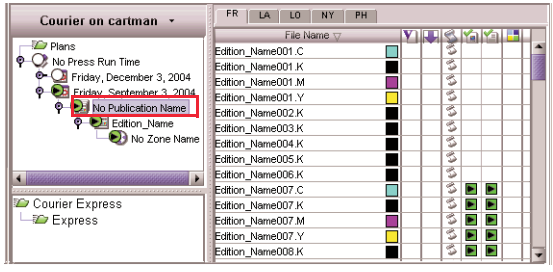
Related topics:

- "Approve Advertising" on page 506
- "Approve Editorial" on page 507
- "Hold" on page 507
- "Unhold" on page 508
- "Un-Skip Approval" on page 511
- "Close Edition" on page 513
- "Open Edition" on page 514

Un-Skip Approval

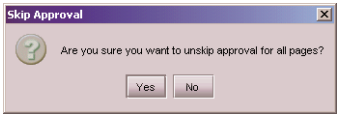
With permission, skipping approval for the selected edition can be reversed. It takes effect on any objects not already past the approval process.

1 Select the edition to un-skip.



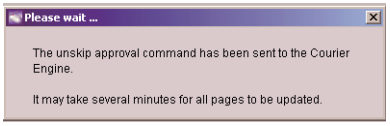
2 Select **Un-Skip Approval**.

3 A prompt will appear asking if you are sure.

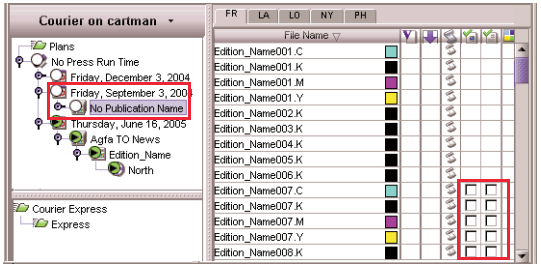


4 Choose **Yes**.

5 Another prompt will appear asking you to wait for communication with the server.



6 When the command is complete, the edition will no longer display skipped approval markers.



Skip approval in the Publication Tree.

Skip approval in Details view.

Related topics:

- "Approve Pages" on page 505
- "Approve Advertising" on page 506
- "Approve Editorial" on page 507
- "Hold" on page 507
- "Unhold" on page 508
- "Skip Approval" on page 509
- "Close Edition" on page 513
- "Open Edition" on page 514

Close Edition

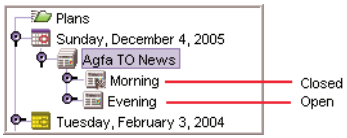
Editions may be closed to indicate that all expected files have been received. Closing can be done at the Edition and Zone levels only, and can be done manually or automatically.

- Manual closing is done by right-clicking the Publication Tree node, and selecting **Close Edition**.
- Editions will close automatically when all files specified in the plan have been received. The Publication Tree node icon changes to indicate a closed state. Closing an edition also triggers a report.

▷ Closing Edition Manually

1 Right-click the Publication Tree node, and select **Close Edition**.

2 The Publication Tree node icon changes to indicate a closed state.



3 A report is triggered.

4 The **Close Edition** option in the shortcut menu is now disabled, and the **Open Edition** option is enabled.

NOTE: The actual close time - whether the edition closes automatically or manually - is when the last file arrived for the first time (automatic close), or when the last file arrived (manual close).

NOTE: The fact that an edition is closed does not restrict users from using features. Closing an edition is only used for reporting and the client display. It will have no impact on other system functionality (for example, the ability to accept duplicate files, or to retransmit files to a site once an edition is closed).

All closes and opens will generate a system event (log message) that can be used to create an alert.

NOTE: The ability to open and close editions is permission-based and controlled by the **Manual Changes** user permission.

Related topics:

- "Approve Pages" on page 505
- "Approve Advertising" on page 506
- "Approve Editorial" on page 507
- "Hold" on page 507
- "Unhold" on page 508
- "Skip Approval" on page 509
- "Open Edition" on page 514

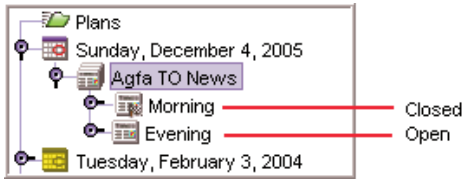
Open Edition

If an Edition has been closed, it can be reopened manually.

▷ Open Edition Manually

1 Right-click the Publication Tree node, and select **Open Edition**.

2 The Publication Tree node icon changes to indicate an open state.



3 The **Open Edition** option in the shortcut menu is now disabled, and the **Close Edition** option item is enabled.

Related topics:

- "Approve Pages" on page 505
- "Approve Advertising" on page 506
- "Approve Editorial" on page 507
- "Hold" on page 507
- "Unhold" on page 508
- "Skip Approval" on page 509
- "Close Edition" on page 513

Express Shortcut Menu

The Express Shortcut Menu has most of the same choices as the Main Pane Shortcut Menu, except that **Approval** is limited to **Page Approval** and not **Advertising** or **Editorial Approval**; and **Manual Changes** is limited to setting the file **Priority**.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 609
- "Cut" on page 610
- "Paste" on page 610
- "Select All" on page 611

Main Pane Shortcut Menu

This menu appears when you right-click on an file in the Main pane.

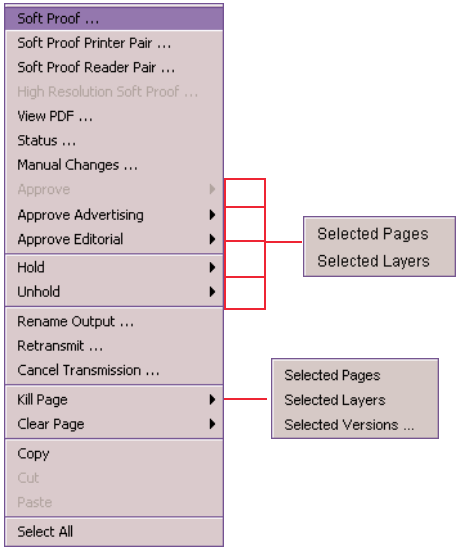
▷ To display Detail pane shortcut menu:

Do one of the following:

Windows - Right-click on a file name.

Unix - Right-click on a file name.

Macintosh - Hold down Control while pressing the mouse button.



Appears when you right-click on the Main pane or Express pane.

Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583

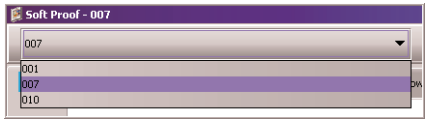
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

Soft Proof

Displays the detailed soft proof if you double-click on one of the thumbnails, or right click on a thumbnail, and you select **Soft Proof**.

If the soft proof file is a JPEG, a soft proof window will be displayed. If the file is a PDF, a new browser window will be opened. In either case, you can open as many as two soft proof windows, and then the windows will be reused.

- Drop-down Soft Proof list allows you to view other Soft Proofs already generated for this edition.



- **Zoom marquee** - May be done by first clicking the **Zoom In** tool and dragging to display a zoom marquee around the part of the image you want to magnify. Release the left mouse button.

NOTE: A zoom marquee is a box that defines an area of the soft proof.

The area inside the zoom marquee is displayed at a higher magnification. You can continue dragging over an area until you reach 1000%.

NOTE: The smaller the size of the zoom marquee, the greater the jump in magnification. The larger the size of the zoom marquee, the smaller the jump in magnification.

When a Soft Proof window is initially opened, you are shown the composite view of the page indicated.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

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If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

NOTE: If you cannot see any separation tabs, your web configuration has been configured to only display a composite view of Soft Proofs. Another cause may be that the Soft Proof resolution option in"Client Tab > General Tab" on page 259 may be set to **Medium** or **Low**. Separations are only available for high resolution Soft Proofs.

▷ Menu

Clicking on the Refresh button will revert the Soft Proof view back to the original (e.g., after it has been rotated or flipped), and will cause the view to be completely refreshed.

Hand Tool. Used to grab the image and shift it in the direction the mouse is moved.

Zoom In Tool. A zoom marquee displays, and the image magnifies.

Fit To Window.

When clicked, adjusts the Soft Proof adjusts to full screen (100% zoom).

Shows percentage of graphic related to dialog box (manual entry range 5.000 to 1000.000).

Zoom In increases the Soft Proof size by 20% per click.

Zoom Out decreases the Soft Proof screen by 20% per click.

High Resolution Soft Proof.

▷ Opening a High Resolution Soft Proof from the Normal Soft Proof Screen

1 Select the region of interest.

NOTE: At this point the high resolution data will be combined to create the high resolution soft proof.

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2 A new window opens to display this proof. While the data is being generated, a progress bar will display the status.

3 Once the high resolution soft proof is on the screen, you will be able to zoom in and out, and turn off selected layers.

4 Clicking **Close** will return you to the standard soft proof.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the right, which can be useful for viewing paired pages.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the left, which can be useful for viewing paired pages.

Mirror is primarily used when the production process includes a film output. When clicked, allows for wrong-reading separations.

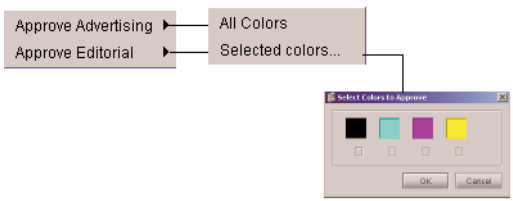
When clicked, allows for wrong-reading separations to be flipped.

When clicked, allows for positive viewing of negative separations.

Clicking on the Densitometer button allows you to check the color density of the Soft Proof.

When the Densitometer button is clicked, the Densitometer RGB box shows the same color as currently covered by the cursor.

Approve.



Export Soft Proof Image. Opens the Save dialog box for exporting soft proof images. Refer to "Client Tab > General Tab" on page 259.

Clicking on the Print button will display the Print dialog box. Select the printer to which you wish to output this page.

NOTE: Although the print range option defaults to "All" pages, it will only print the selected page. The image which will be printed is the Soft Proof *.jpeg file, scaled to the paper size.

Clicking on Close exits the Soft Proof Window.

Approval

If layers need approval, the composite and separations will display with check-boxes in the soft proof.

These are visual markers only. Approval cannot be done inside a soft proof.

NOTE: If a layer has not yet been approved, it will display in a solid color.

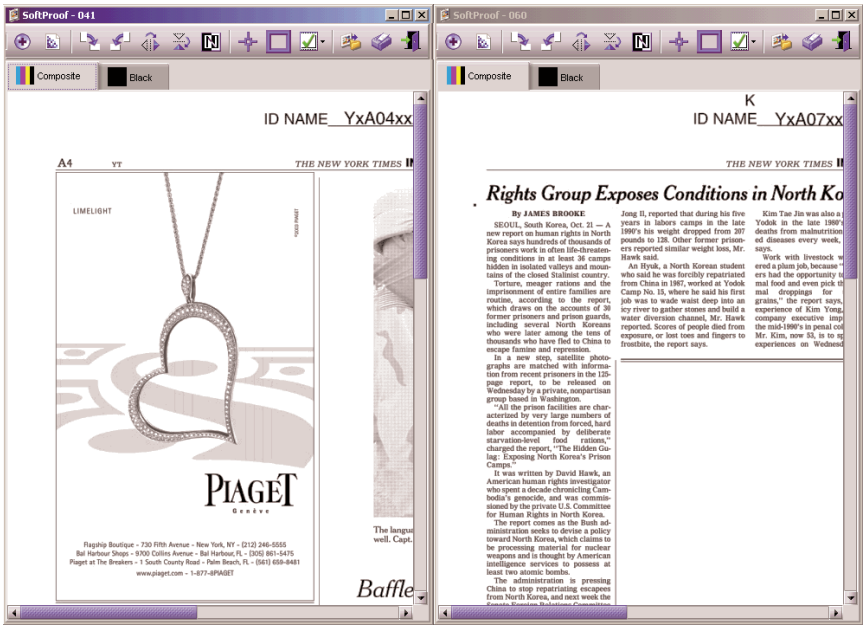
Related topics:

- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

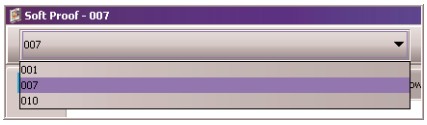
Soft Proof Printer Pair

Opens up two soft proofs - the selected page soft proof and the soft proof of the selected page's pair- side-by-side.

NOTE: The logic to decide which page is the pair of the selected page is very simple. Since Arkitex Courier knows nothing about impositions if the first page is currently selected the Printer Pair is the last page; if the second page is selected the Printer Pair is the next-to-last page, etc. There is no adjustment for half-webs, or any other press specific adjustments.

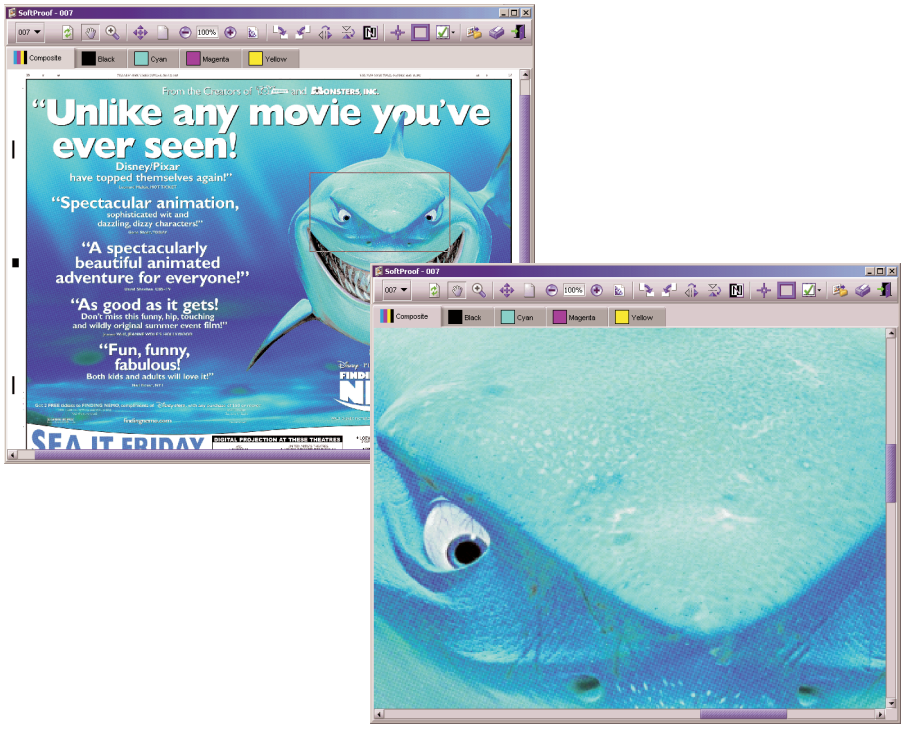


- Drop-down Soft Proof list allows you to view other Soft Proofs already generated for this edition.



- **Zoom marquee** - May be done by first clicking and then dragging to display a zoom marquee around the part of the image you want to magnify. Release the left mouse button.

NOTE: A zoom marquee is a box that defines an area of the soft proof.



The area inside the zoom marquee is displayed at a higher magnification. You can continue dragging over an area until you reach 1000%.

NOTE: The smaller the size of the zoom marquee, the greater the jump in magnification. The larger the size of the zoom marquee, the smaller the jump in magnification.

When a Soft Proof window is initially opened, you are shown the composite view of the page indicated.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

NOTE: If you cannot see any separation tabs, your web configuration has been configured to only display a composite view of Soft Proofs. Another cause may be that the Soft Proof resolution option in "Client Tab > General Tab" on page 259 may be set to **Medium** or **Low**. Separations are only available for high resolution Soft Proofs.

▷ Menu

Clicking on the Refresh button will revert the Soft Proof view back to the original (e.g., after it has been rotated or flipped), and will cause the view to be completely refreshed.

Fit To Window.

When clicked, adjusts the Soft Proof adjusts to full screen (100% zoom).

Shows percentage of graphic related to dialog box (manual entry range 5.000 to 1000.000).

Zoom In increases the Soft Proof size by 20% per click.

Zoom Out decreases the Soft Proof screen by 20% per click.

High Resolution Soft Proof.

▷ Opening a High Resolution Soft Proof from the Normal Soft Proof Screen

1 Select the region of interest.

NOTE: At this point the high resolution data will be combined to create the high resolution soft proof.

2 A new window opens to display this proof. While the data is being generated, a progress bar will display the status.

3 Once the high resolution soft proof is on the screen, you will be able to zoom in and out, and turn off selected layers.

4 Clicking **Close** will return you to the standard soft proof.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the right, which can be useful for viewing paired pages.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the left, which can be useful for viewing paired pages.

Mirror is primarily used when the production process includes a film output. When clicked, allows for wrong-reading separations.

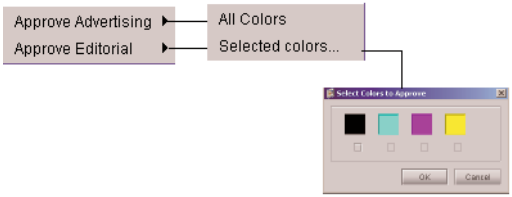
When clicked, allows for wrong-reading separations to be flipped.

When clicked, allows for positive viewing of negative separations.

Clicking on the Densitometer button allows you to check the color density of the Soft Proof.

When the Densitometer button is clicked, the Densitometer RGB box shows the same color as currently covered by the cursor.

Approve.



Export Soft Proof Image. Opens the Save dialog box for exporting soft proof images. Refer to "Client Tab > General Tab" on page 259.

Clicking on the Print button will display the Print dialog box. Select the printer to which you wish to output this page.

NOTE: Although the print range option defaults to "All" pages, it will only print the selected page. The image which will be printed is the Soft Proof *.jpeg file, scaled to the paper size.

Clicking on Close exits the Soft Proof Window.

Related topics:

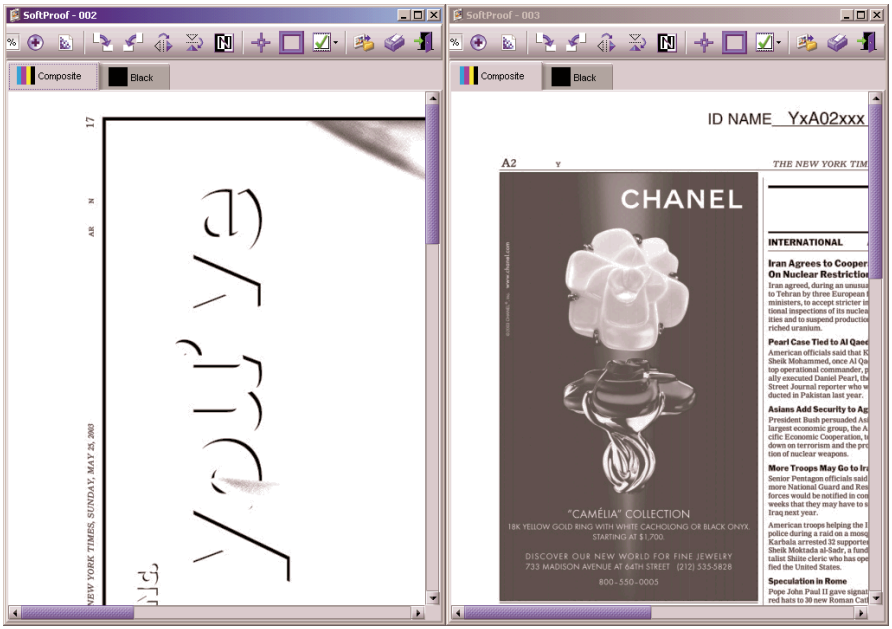
- "Soft Proof" on page 518
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576

- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

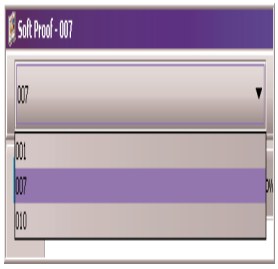
Soft Proof Reader Pair

Selecting this option opens up two soft proofs.

The selected page and the soft proof of the page opposite that page in the printed paper are side-by-side.

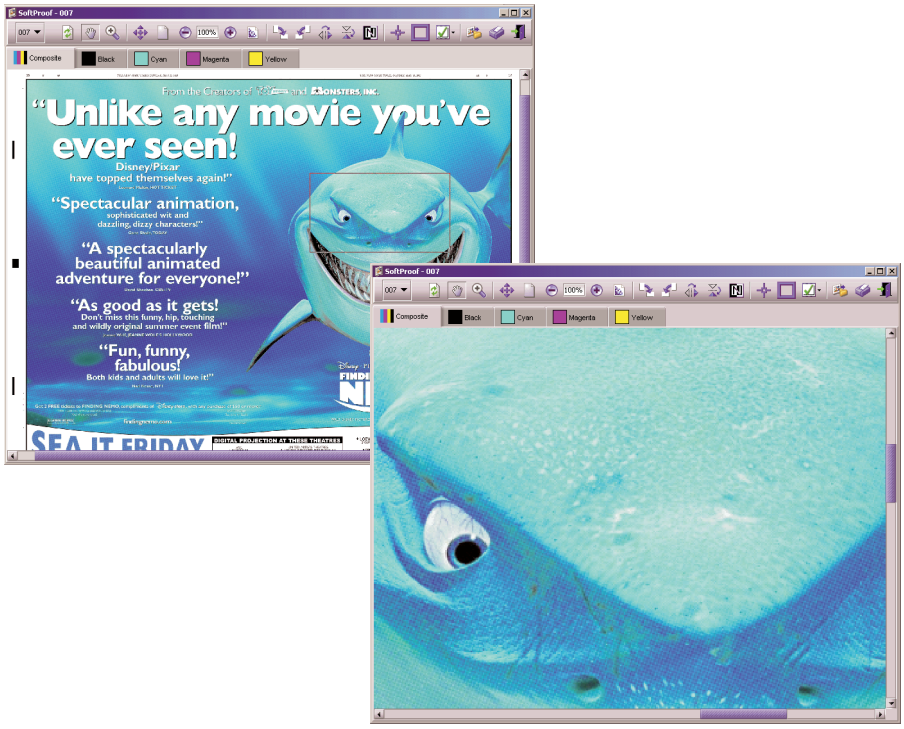


- Drop-down Soft Proof list allows you to view other Soft Proofs already generated for this edition.



- **Zoom marquee** - May be done by first clicking and then dragging to display a zoom marquee around the part of the image you want to magnify. Release the left mouse button.

NOTE: A zoom marquee is a box that defines an area of the soft proof.



The area inside the zoom marquee is displayed at a higher magnification. You can continue dragging over an area until you reach 1000%.

NOTE: The smaller the size of the zoom marquee, the greater the jump in magnification. The larger the size of the zoom marquee, the smaller the jump in magnification.

When a Soft Proof window is initially opened, you are shown the composite view of the page indicated.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

NOTE: If you cannot see any separation tabs, your web configuration has been configured to only display a composite view of Soft Proofs. Another cause may be that the Soft Proof resolution option in"Client Tab > General Tab" on page 259 may be set to **Medium** or **Low**. Separations are only available for high resolution Soft Proofs.

▷ Menu

Clicking on the Refresh button will revert the Soft Proof view back to the original (e.g., after it has been rotated or flipped), and will cause the view to be completely refreshed.

Fit To Window.

When clicked, adjusts the Soft Proof adjusts to full screen (100% zoom).

Shows percentage of graphic related to dialog box (manual entry range 5.000 to 1000.000).

Zoom In increases the Soft Proof size by 20% per click.

Zoom Out decreases the Soft Proof screen by 20% per click.

High Resolution Soft Proof.

▷ Opening a High Resolution Soft Proof from the Normal Soft Proof Screen

1 Select the region of interest.

NOTE: At this point the high resolution data will be combined to create the high resolution soft proof.

2 A new window opens to display this proof. While the data is being generated, a progress bar will display the status.

3 Once the high resolution soft proof is on the screen, you will be able to zoom in and out, and turn off selected layers.

4 Clicking **Close** will return you to the standard soft proof.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the right, which can be useful for viewing paired pages.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the left, which can be useful for viewing paired pages.

Mirror is primarily used when the production process includes a film output. When clicked, allows for wrong-reading separations.

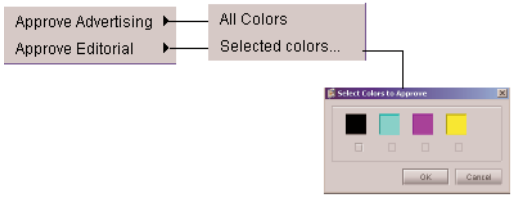
When clicked, allows for wrong-reading separations to be flipped.

When clicked, allows for positive viewing of negative separations.

Clicking on the Densitometer button allows you to check the color density of the Soft Proof.

When the Densitometer button is clicked, the Densitometer RGB box shows the same color as currently covered by the cursor.

Approve.



Export Soft Proof Image. Opens the Save dialog box for exporting soft proof images. Refer to "Client Tab > General Tab" on page 259.

Clicking on the Print button will display the Print dialog box. Select the printer to which you wish to output this page.

NOTE: Although the print range option defaults to "All" pages, it will only print the selected page. The image which will be printed is the Soft Proof *.jpeg file, scaled to the paper size.

Clicking on Close exits the Soft Proof Window.

Related topics:

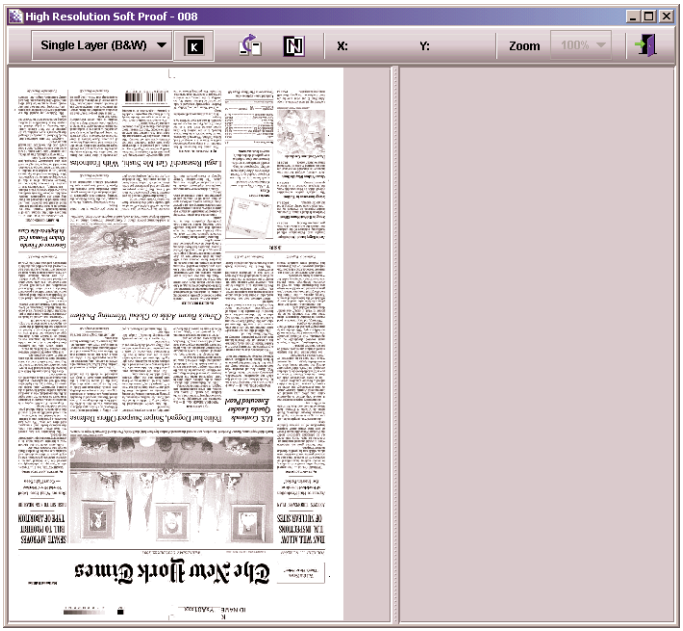
- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576

- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

High Resolution Soft Proof

Selecting this option opens a High Resolution soft proof.

This feature is used to review a single TIFF layer to ensure there are no random marks.

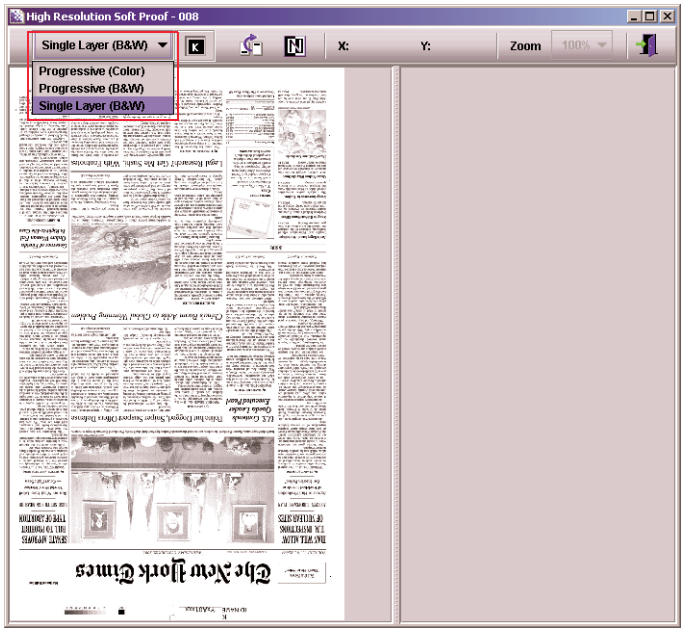


The High Resolution window allows you to:

- Zoom in and out.
- Indicate the current cursor position in X/Y pixel coordinates.
- Invert the image from negative to positive, and vice-versa.
- View high resolution data for individual layers.
- Rotate the image.

▷ Layer Box

You can choose a different view of the image by selecting from the layer box. You can choose Single Layer B&W, Progressive B&W, or Progressive Color.


High Resolution Soft Proof - 008
Single Layer (B&W)
Progressive (Color)
Progressive (B&W)
Single Layer (B&W)
X:
Y:
Zoom
100%

▷ Toolbar

View the Black layer.

View the Cyan layer.

View the Magenta layer.

View the Yellow layer.

NOTE: Turning off selected layers allows you to see a "progressive" proof to more easily view the position of specific colors.

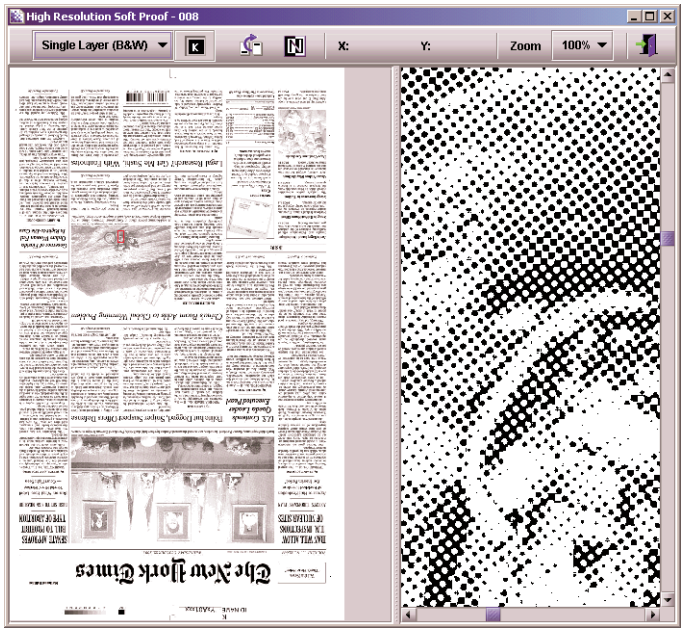
Rotation tool used to rotate the image 180 degrees.

When clicked, allows for positive viewing of negative separations.

X and Y coordinates displays the XY coordinates of the image.

Zoom is used to magnify the image from 25% to 500%.

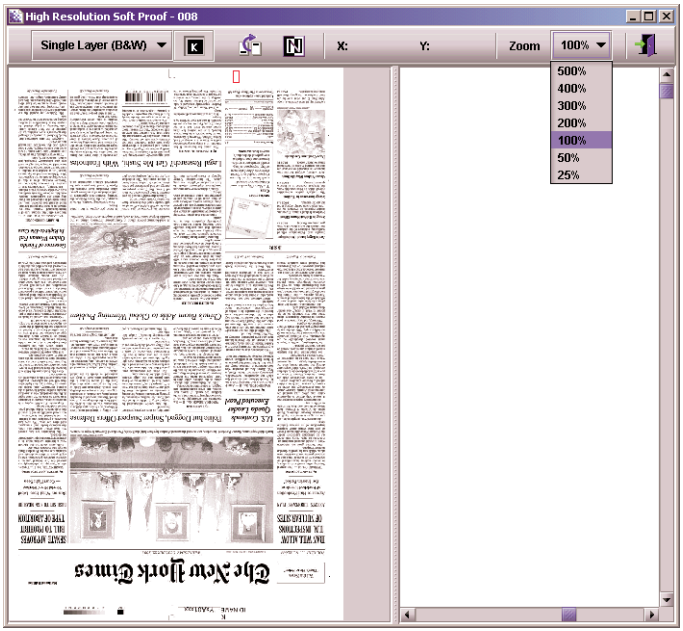
Clicking on Close exits the Soft Proof Window.



To view another area of the soft proof, either indicate the other area, or scroll in the high resolution window. As you scroll, the data to fill in the window will be generated.

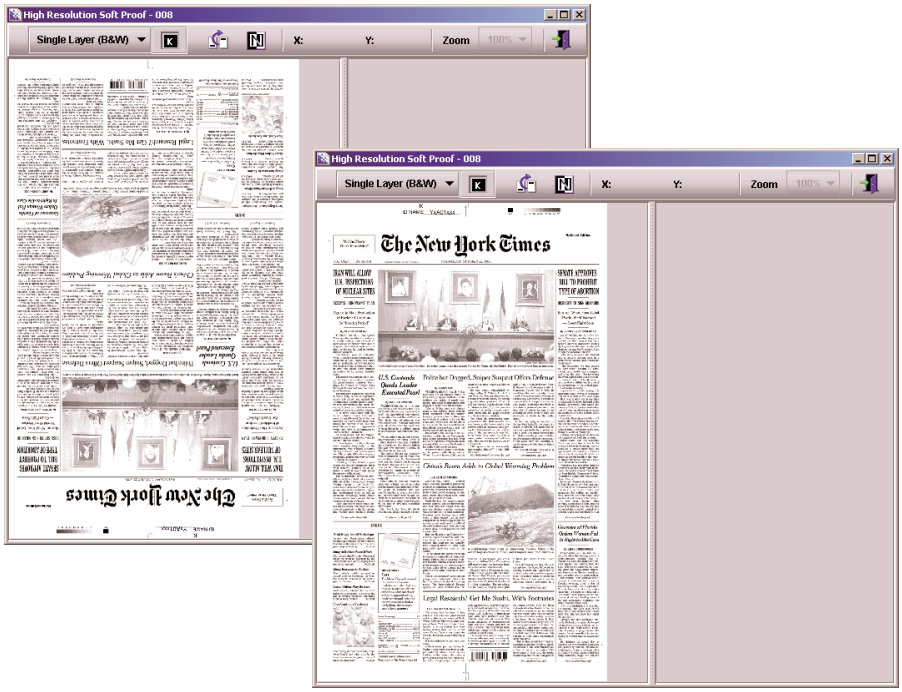
▷ Zoom

You can zoom the view using the Zoom dropdown menu.



▷ Rotate Image

The soft proof can be rotated with the rotation tool.



NOTE: This feature will only work for input TIFF files.

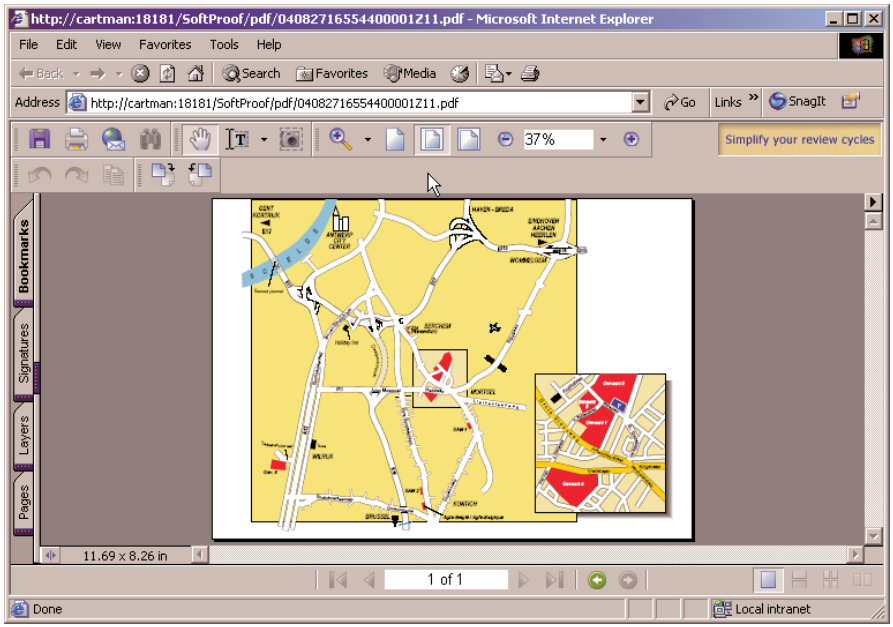
Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594

- "Select All" on page 600

View PDF Select this option to open the source PDF.

The input PDF file is displayed if the file is in PDF format.



Related topics:

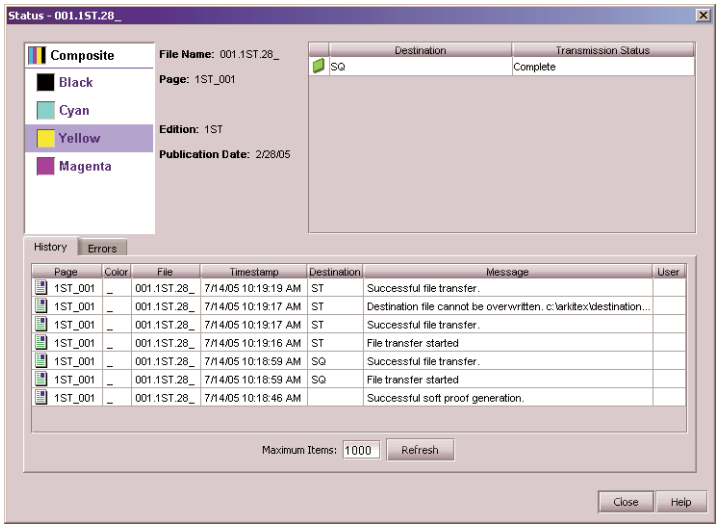
- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

Status

Shows all layers for the page selected, if you select **Tools** > **Status** from the menu bar.

If you right-click on a page in the detail pane, and select **Status**, the **Status** dialog box is displayed with detailed information that includes the File Name, Page, Edition, Publication Date, Output Name, "Status > History Tab" on page 548, and "Status > Errors Tab" on page 551.

The layer color is designated by a light blue bar on the color name. In the example, this is the yellow separation layer.



Related topics:

- “Status > History Tab” on page 548
- “Status > Errors Tab” on page 551
- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Manual Changes” on page 553
- “Approve Page” on page 570
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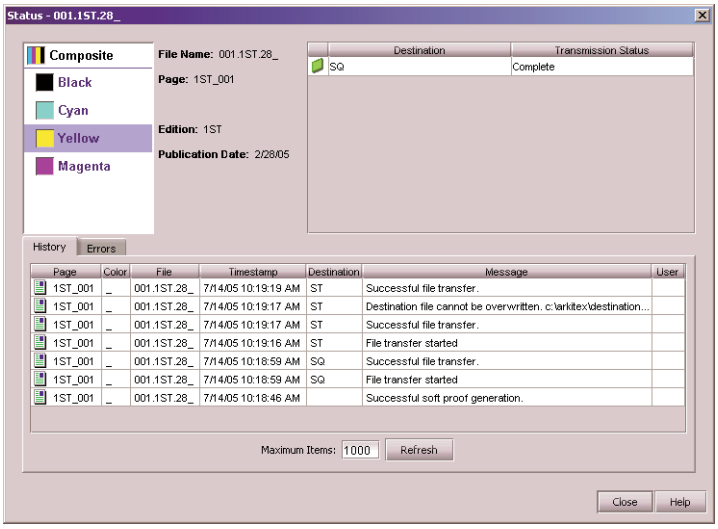
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

Status > History Tab

Shows a complete history for the selected file.



Composite shows CMYK.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

- **File Name** - Name of the file as a composite or a separation layer.
- **Page** - Page number of the file.
- **Edition** - Edition name
- **Publication Date** - Date of the publication.
- **Status Icon** - Indicates the status of the file.

- **Destination** - Destination short name.
- **Transmission Status** - Text definition of the color icon to the left of the Destination short name.

Light Gray - Not Expected.

White - Expected. File not yet arrived.

Light blue - Waiting to transmit.

Dark blue - Transmitting.

Green - Transmission complete.

Darker blue - Transmission canceled.

Red - Error.

Yellow - Hold.

- **Page** - Name of the page.
- **Color** - Color of the page (CMYK, or [-] for composite).
- **File** - Name of the file.
- **Timestamp** - Indicates when the event occurred.
- **Destination** - Site that received the file.
- **Message** - Status of action on the file (soft proof, approval, transmission).
- **User** - User who initiated the action.
- **Maximum Items** - The maximum number of line items that will display. There is no limit to the number of items that can be displayed.

Use to refresh the display.

Closes the dialog box.

Calls up context-sensitive help.

Related topics:

- "Status > Errors Tab" on page 551
- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
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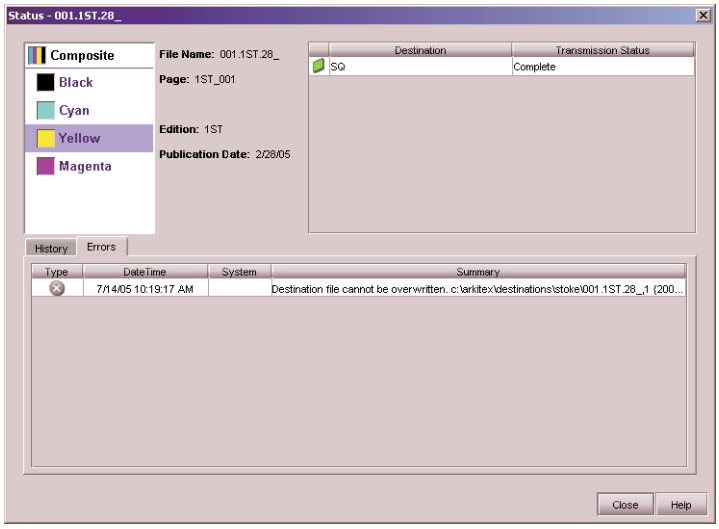
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Status > Errors Tab

Shows any errors encountered by the selected file.



Composite shows CMYK.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

- **File Name** - Name of the file as a composite or a separation layer.
- **Page** - Page number of the file.
- **Edition** - Edition name
- **Publication Date** - Date of the publication.
- **Status Icon** - Indicates the status of the file.

- **Destination** - Destination short name.
- **Transmission Status** - Text definition of the color icon to the left of the Destination short name.

Light Gray - Not Expected.

White - Expected. File not yet arrived.

Light blue - Waiting to transmit.

Dark blue - Transmitting.

Green - Transmission complete.

Darker blue - Transmission canceled.

Red - Error.

Yellow - Hold.

- **Type** - Warning (yellow triangle), or Alert error (red circle with an X).
- **Date Time** - Date and time of the error.
- **System** - Indicates which system received the error.
- **Summary** - Description of the error.

Close the current window.

Calls up context-sensitive help.

Related topics:

- “Status > History Tab” on page 548
- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537

- "View PDF" on page 544
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
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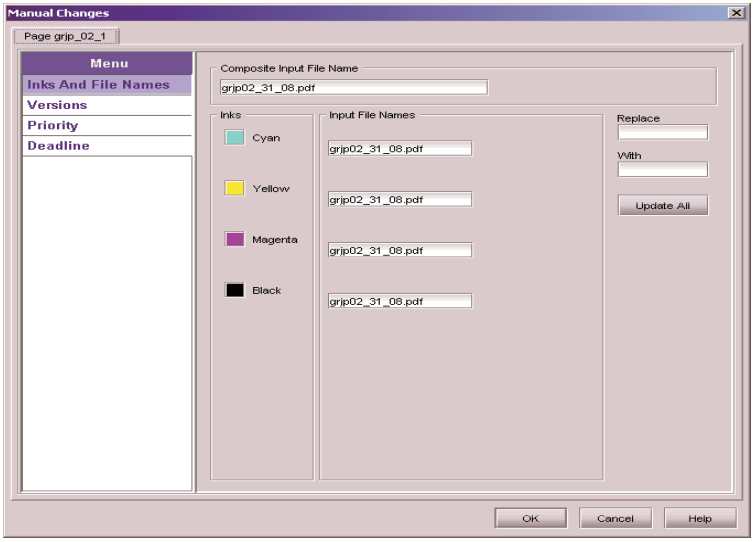
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Manual Changes

Select this option to open the Manual Changes dialog box.

The Manual Changes dialog box allows changing Inks And File Names, Versions, Priority, and Deadline.



Related topics:

- "Manual Changes > Inks And File Names" on page 555
- "Manual Changes > Versions" on page 558
- "Manual Changes > Priority" on page 559
- "Manual Changes > Deadline" on page 562
- "Manual Changes > Change Priority of Multiple Pages" on page 565
- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
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- "Unhold Page" on page 576
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- "Kill Page" on page 585
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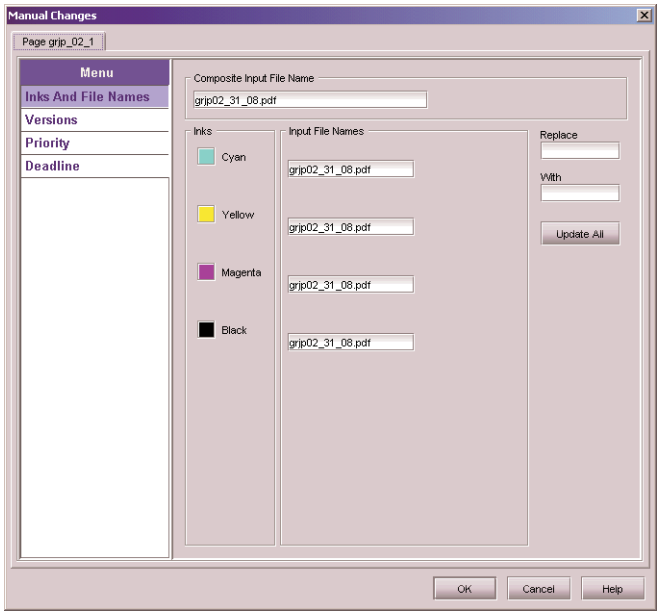
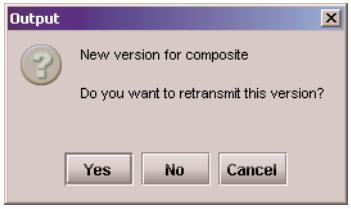
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Manual Changes > Inks And File Names

The names of the output files corresponding to each separation, as well as the composite, are shown.



- **Composite Input File Name** - If you are expecting the re-named page in separated form, enter the names for each expected file.



Yes	Retransmits this version, and closes the current window.
No	Cancels the change.
Cancel	Closes the Output dialog box.

- **Inks** - Displays the color of the layer(s).

Black.

Cyan.

Magenta.

Yellow.

- **Input File Name** - Is used to identify the name of each incoming file and can link that file to the relevant page's separation.

  In/out File Names can be changed per separation by typing in the relevant separation file name field.

Indicates the file is shared.

- **Double Burn Input File Names** - Is used to identify the name of each incoming double burn file name and can link that file to the relevant page's separation.
- **Replace** - Name of file to replace.
- **With** - Replacement file name.

Updates all items.

Used to accept changes and to continue.

Used to cancel changes and the close dialog box.

Calls up context-sensitive help.

Related topics:

- “Manual Changes > Versions” on page 558
- “Manual Changes > Priority” on page 559
- “Manual Changes > Deadline” on page 562
- “Manual Changes > Change Priority of Multiple Pages” on page 565
- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
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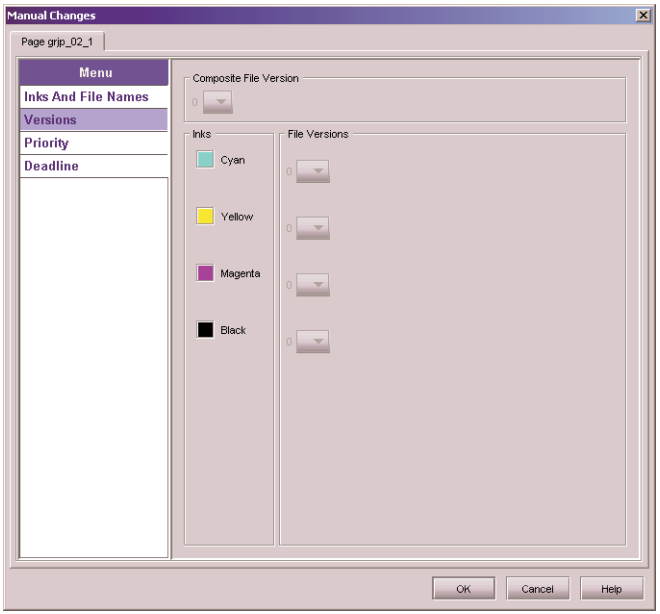
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

Manual Changes > Versions

Allows changing of the current version of the selected page layer. For each version manual Changes indicates the version number and the time and date the version arrived.



- **Composite File Version** - Versions of the composite.
- **Inks** - Adds or removes inks from a page.

Black.

Cyan.

Magenta.

Yellow.

- **File Versions** - Versions of the selected file.
- **Double Burn File Versions** - Versions of the double burn file.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

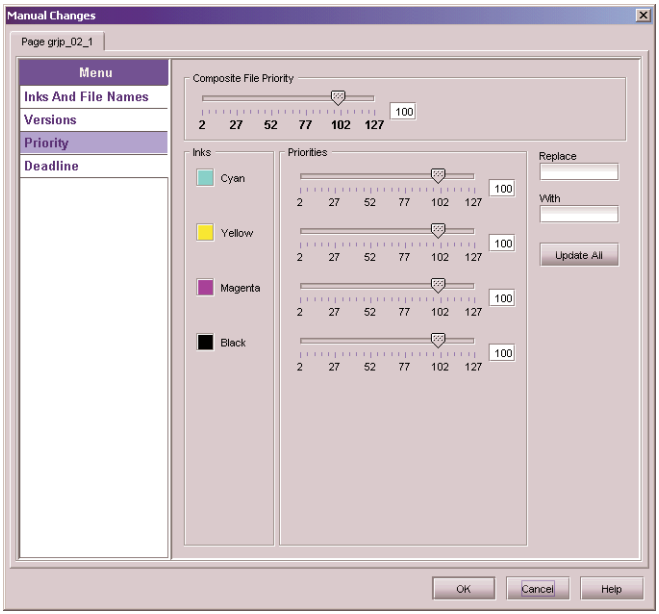
Calls up context-sensitive help.

Related topics:

- "Manual Changes > Inks And File Names" on page 555
- "Manual Changes > Priority" on page 559
- "Manual Changes > Deadline" on page 562
- "Manual Changes > Change Priority of Multiple Pages" on page 565
- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Manual Changes > Priority

The priority of each layer can take any value from 2 (lowest priority) to 127 (highest). To change priorities, you can use the number boxes, or the slider. If you want to modify all priority values in this dialog box at once, fill in the **Replace** and **With** edit boxes with the desired numbers, and click **Update All**.



- **Composite File Priority** - Priority of the composite. Range 2-127.
- **Inks** - Add or remove inks from page.
- **Priorities** - Priorities of individual layers. Range is 2-127.
- **Double Burn File Priority** - Priority of the double burn file. Range is 2-127.

Priority of Black layer.

Priority of Cyan layer.

Priority of Magenta layer.

Priority of Yellow layer.

- **Replace** - Enter a priority value to modify at once.
- **With** - Enter a value to replace **Priorities** at once.

Retransmits this version, and closes the current window.

Cancels the change.

Closes the Output dialog box.

Update All button - Updates all items.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

Calls up context-sensitive help.

Related topics:

- "Manual Changes > Inks And File Names" on page 555
- "Manual Changes > Versions" on page 558
- "Manual Changes > Deadline" on page 562
- "Manual Changes > Change Priority of Multiple Pages" on page 565
- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
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- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
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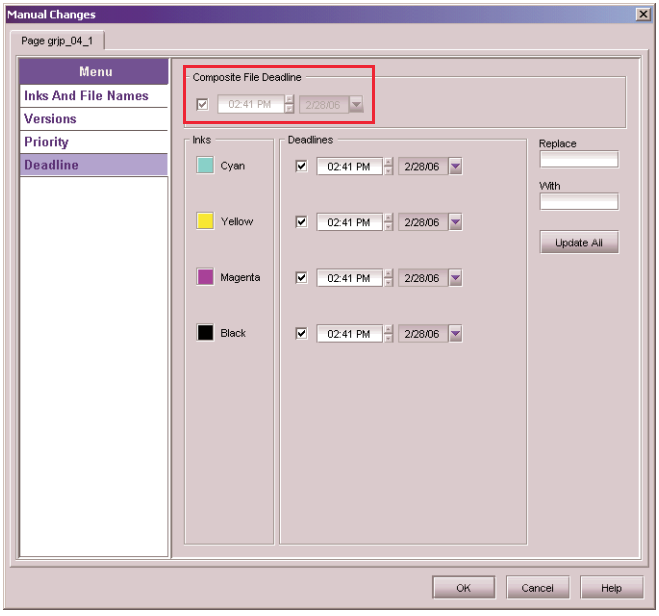
- "Unhold Page" on page 576

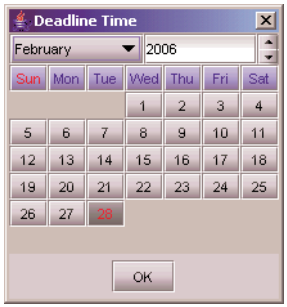
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Manual Changes > Deadline

Deadlines can be changed for a composite file or each file layer.



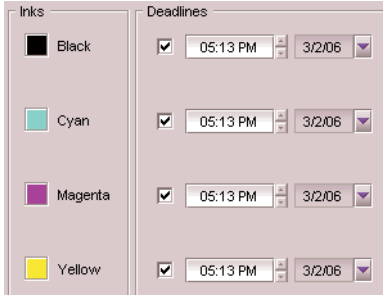
- **Composite File Deadline** - There is a checkbox for the Composite file. By clicking the checkbox, the **time** and **date** fields will highlight.
  - **Time** - By clicking in the **hour** part of the field and then clicking the scroll arrow, the hour will increment. By clicking in the **minute** part of the field and then clicking the scroll arrow, the minutes will increment.
  - **Date** - By clicking the dropdown arrow, the **Deadline Time** dialog box will display.



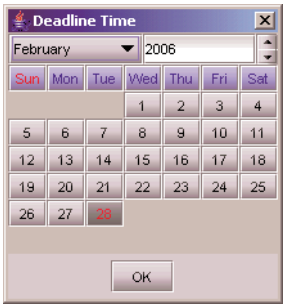
- **Month** - Click the dropdown arrow, and a list of months will display.
- **Year** - Click the up/down scroll arrows to change the year.
- **Day** - Click on a date to highlight it.

Used to accept the changes.

- **Inks Deadlines** - There is a checkbox for the Black, Cyan, Magenta, and Yellow ink layers in the file. By clicking the checkbox for that layer, the **time** and **date** fields will highlight.



  - **Time** - By clicking in the **hour** part of the field and then clicking the scroll arrow, the hour will increment. By clicking in the **minute** part of the field and then clicking the scroll arrow, the minutes will increment.
  - **Date** - By clicking the dropdown arrow, the **Deadline Time** dialog box will display.



- **Month** - Click the dropdown arrow, and a list of months will display.
- **Year** - Click the up/down scroll arrows to change the year.
- **Day** - Click on a date to highlight it.

Used to accept the changes.

Related topics:

- “Manual Changes > Inks And File Names” on page 555
- “Manual Changes > Versions” on page 558
- “Manual Changes > Priority” on page 559
- “Manual Changes > Change Priority of Multiple Pages” on page 565
- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
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- “Approve Editorials” on page 573
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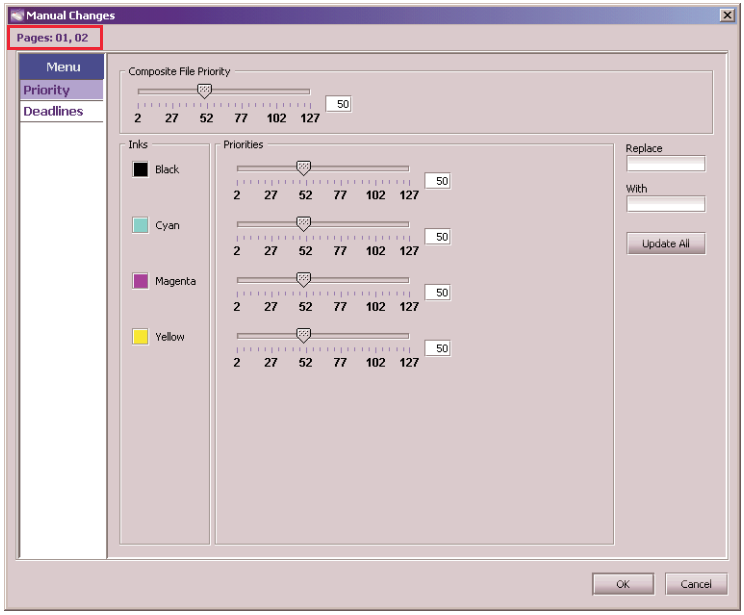
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593

- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Manual Changes > Change Priority of Multiple Pages

The priority for multiple pages can be changed by first selecting two or more pages, right clicking, and selecting **Manual Changes**. The pages will be identified at the top of the **Manual Changes** dialog box.



The priority of each layer can take any value from 2 (lowest priority) to 127 (highest). The priority value defaults to 63 if there are different priorities per page. To change priorities, you can use the number boxes, or the slider. If you want to modify all priority values in this dialog box at once, fill in the **Replace** and **With** edit boxes with the desired numbers, and click **Update All**.

- **Composite File Priority** - Priority of the composite. Range 2-127.
- **Inks** - Add or remove inks from page.
- **Priorities** - Priorities of individual layers. Range is 2-127.
- **Double Burn File Priority** - Priority of the double burn file. Range is 2-127.

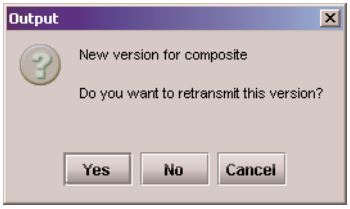
Priority of Black layer.

Priority of Cyan layer.

Priority of Magenta layer.

Priority of Yellow layer.

- **Replace** - Enter a priority value to modify at once.
- **With** - Enter a value to replace **Priorities** at once.



Yes — Retransmits this version, and closes the current window.

No — Cancels the change.

Cancel — Closes the Output dialog box.

Update All button - Updates all items.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

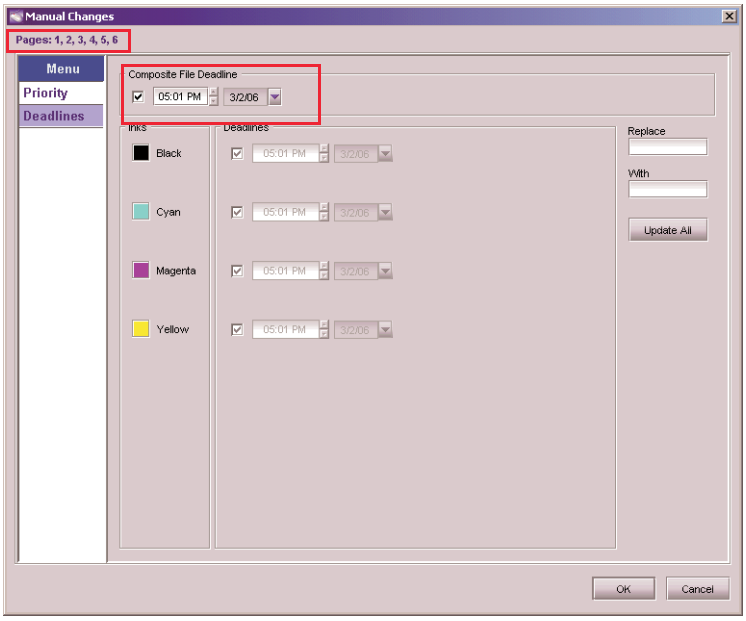
Calls up context-sensitive help.

Related topics:

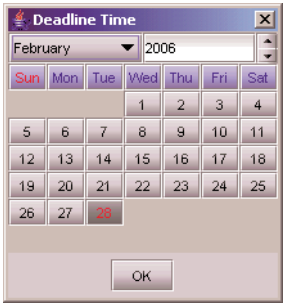
- "Manual Changes > Inks And File Names" on page 555
- "Manual Changes > Versions" on page 558
- "Manual Changes > Priority" on page 559
- "Manual Changes > Deadline" on page 562
- "Manual Changes > Change Deadline of Multiple Pages" on page 567
- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Manual Changes > Change Deadline of Multiple Pages

Deadlines can be changed for multiple files or layers in the files. After selecting the files, right click and select **Manual Changes.** The **Manual Changes** dialog box will display. The list of pages will appear at the top.



- **Composite File Deadline** - There is a checkbox for the Composite File deadline. By clicking the checkbox, the **time** and **date** fields will highlight.
  - **Time** - By clicking in the **hour** part of the field and then clicking the scroll arrow, the hour will increment. By clicking in the **minute** part of the field and then clicking the scroll arrow, the minutes will increment.
  - **Date** - By clicking the dropdown arrow, the **Deadline Time** dialog box will display.

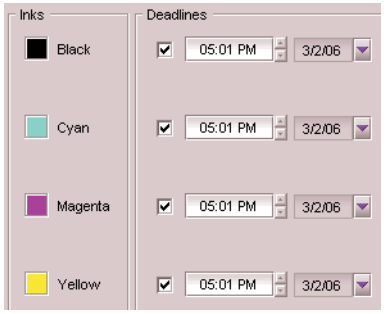


- **Month** - Click the dropdown arrow, and a list of months will display.
- **Year** - Click the up/down scroll arrows to change the year.

- **Day** - Click on a date to highlight it.

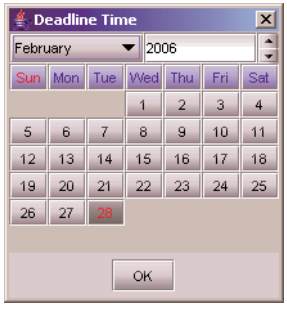
Used to accept the changes.

- **Inks Deadlines** - There is a checkbox for the Black, Cyan, Magenta, and Yellow ink layers in the files. By clicking the checkbox for that layer, the **time** and **date** fields will highlight.



  - **Time** - By clicking in the **hour** part of the field and then clicking the scroll arrow, the hour will increment. By clicking in the **minute** part of the field and then clicking the scroll arrow, the minutes will increment.

  - **Date** - By clicking the dropdown arrow, the **Deadline Time** dialog box will display.



- **Month** - Click the dropdown arrow, and a list of months will display.

- **Year** - Click the up/down scroll arrows to change the year.

- **Day** - Click on a date to highlight it.

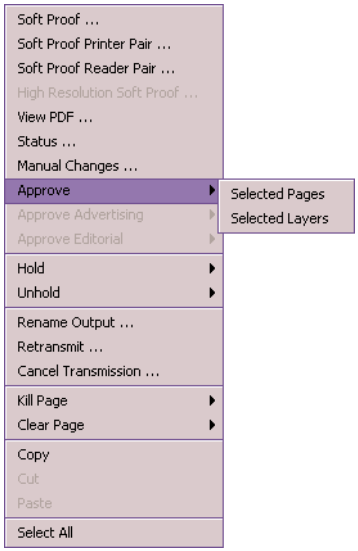
Used to accept the changes.

Related topics:

- "Manual Changes > Inks And File Names" on page 555
- "Manual Changes > Versions" on page 558
- "Manual Changes > Priority" on page 559
- "Manual Changes > Deadline" on page 562
- "Manual Changes > Change Priority of Multiple Pages" on page 565
- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Approve Page

All pages in a publication can be approved at once without filtering down to advertising or editorial approval.



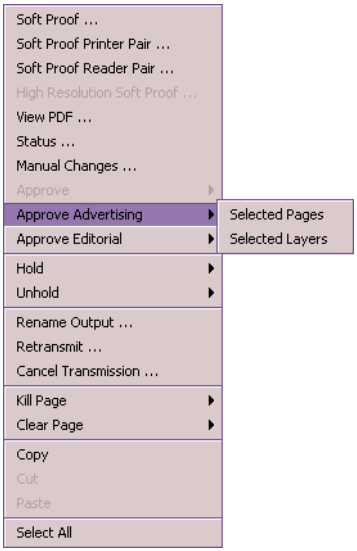
- **Selected Pages** - Approves all layers of a page at the same time.
- **Selected Layers** - Approves just a specific layer selected.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

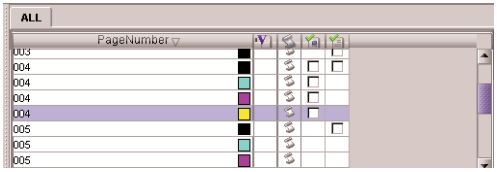
Approve Advertising

All advertising in a publication can be approved at the page or layer levels.



- **Selected Pages** - Approve advertising for the selected page.
- **Selected Layers** - Approve advertising for the selected layer.

In Tracking View you can also use the check box next to a file to approve it.



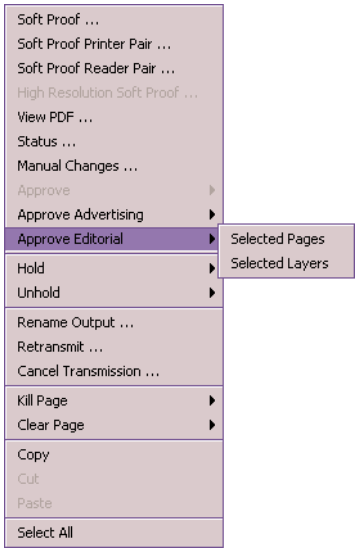
Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578

- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

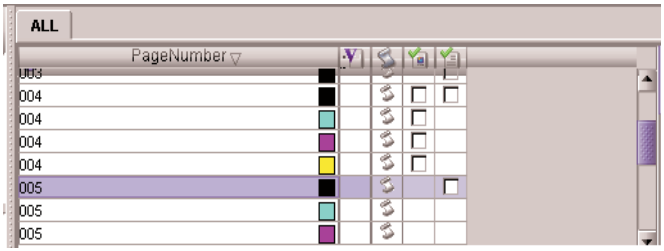
Approve Editorials

All editorials in a publication can be approved at the page or layer levels.



- **Selected Pages** - Approve editorials for the selected page.
- **Selected Layers** - Approve editorials for the selected layer.

In Tracking View you can also use the check box next to a file to approve it.

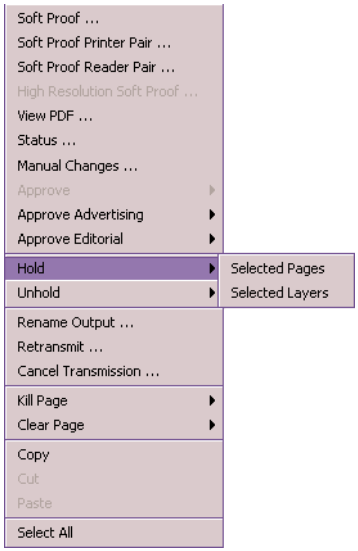


Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594
- “Select All” on page 600

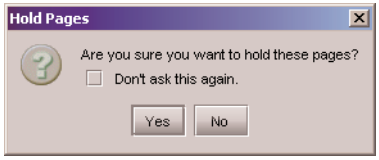
Hold Page

Allows the holding of the selected page(s) or layer(s).

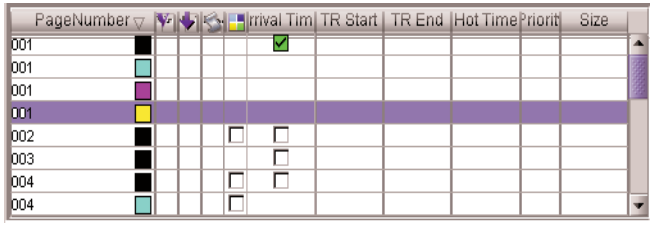


- **Selected Pages** - All layers of the page are held even though only a single layer is selected. This is done for convenience.
- **Selected Layers** - Certain layers of the page are held.

A dialog box will appear asking if you want to hold the selected pages or layers.



In Tracking View you can also use the check box next to a file to hold it.



NOTE: When a single layer of a color page is selected, and the **Hold > Pages** feature is selected, all layers of the page are held even though only a single layer was selected. This is done for your convenience.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
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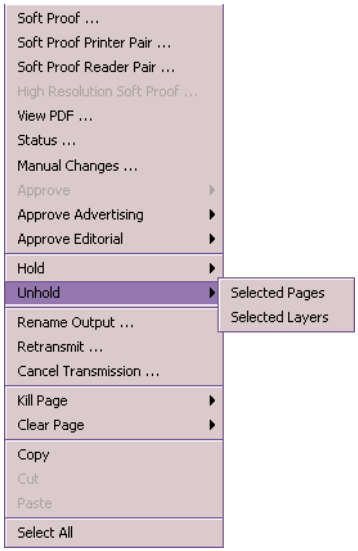
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

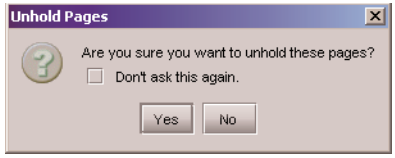
Unhold Page

Allows the unholding of a previously held page or layer.

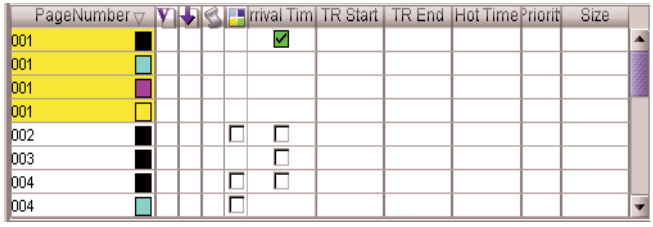


- **Selected Pages** - All layers of the page are unheld even though only a single layer is selected.
- **Selected Layers** - Selected layers are unheld.

A dialog box will appear asking if you want to hold the selected pages or layers.



In Tracking View you can also use the check box next to a file to unhold it.



By default, **Unhold** user rights are enabled as part of the changes-on-the-fly.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
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- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Rename Output

Rename Output allows you to add a prefix or suffix to a file or files if a print site system requires them.

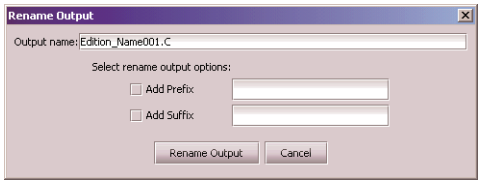
First select a file name or a group of files.

Selecting a Single File Name

1 Select a file name from the file list.

2 Right-click and select **Rename Output** from the shortcut list.

3 The **Rename Output** dialog box displays.



4 Edit the **Output name** is needed.

5 To add a prefix, check the **Add Prefix** box.

Enter the desired prefix.

6 To add a suffix, check the **Add Suffix** box.

Enter the desired suffix.

Click to apply the renaming options entered.

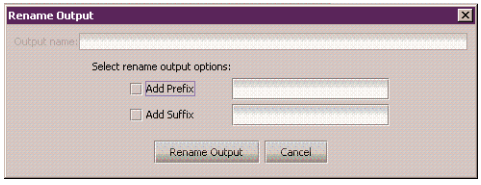
Click to cancel changes and close the **Rename Output** dialog box.

Selecting Multiple File Names

1 Select multiple file names from the file list.

2 Right-click and select **Rename Output** from the shortcut list.

3 The **Rename Output** dialog box displays.



NOTE: The **Output name** field will be grayed out. Only a prefix or suffix can be added when selecting multiple files.

4 To add a prefix, check the **Add Prefix** box.

Enter the desired prefix.

5 To add a suffix, check the **Add Suffix** box.

Enter the desired suffix.

Click to apply the renaming options entered.

Click to cancel changes and close the **Rename Output** dialog box.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
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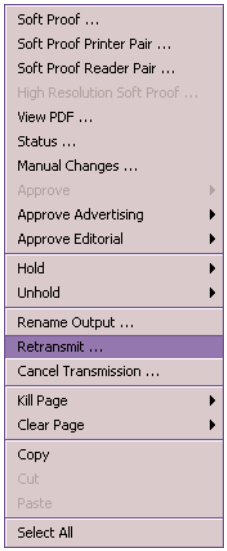
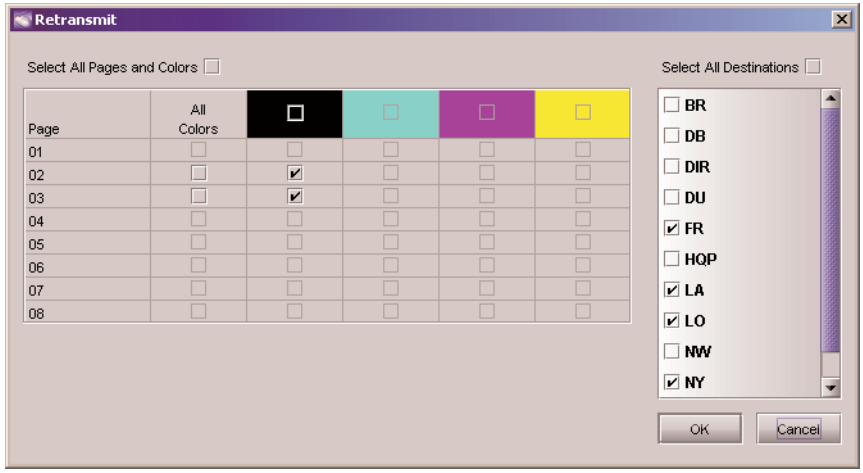
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Retransmit

Allows the retransmission of the selected layer(s) to any or all sites defined within Arkitex Courier.



A **Retransmit** dialog box will open to select the specific pages, layers, and destinations to receive the file.



- **Select All Pages and Colors** - Selects all available pages and colors.
- **Page** - Lists all pages selected in the Tracking, Details, Thumbnails, or Files screen.
- **All Colors** - Allows the selection of individual color layers to retransmit.

- **Color Check Boxes** - Used to select black, cyan, magenta, and/or yellow for the page.
- **Select All Destinations** - Allows the selection of which site to transmit the selected page layers. You can select from **Select All Destinations** whether or not they were originally planned.

NOTE: Destination sites defined in the Production Plan appear as checked when the **Retransmit** dialog box opens. This allows you to easily identify which sites were originally planned.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

Calls up context-sensitive help.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
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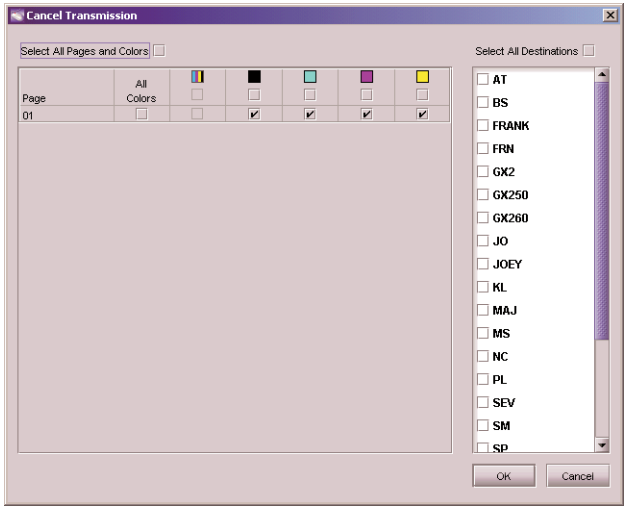
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Cancel Transmission

Allows cancellation of transmission of the selected layer(s) to any or all sites defined within Arkitex Courier.

A **Cancel Transmission** dialog box will open to select the specific pages, layers, and destinations to receive the file.



- **Select All Pages and Colors** - Selects all available pages and colors.
- **Page** - Lists all pages selected in the Tracking, Details, Thumbnails, or Files screen.
- **All Colors** - Allows the selection of individual color layers to retransmit.
- **Color Check Boxes** - Used to select black, cyan, magenta, and/or yellow for the page.
- **Select All Destinations** - Allows the selection of which site to transmit the selected page layers. You can select from **Select All Destinations** whether or not they were originally planned.

NOTE: Destination sites defined in the Production Plan appear as checked when the **Cancel Transmission** dialog box opens. This allows you to easily identify which sites were originally planned.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

Calls up context-sensitive help.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
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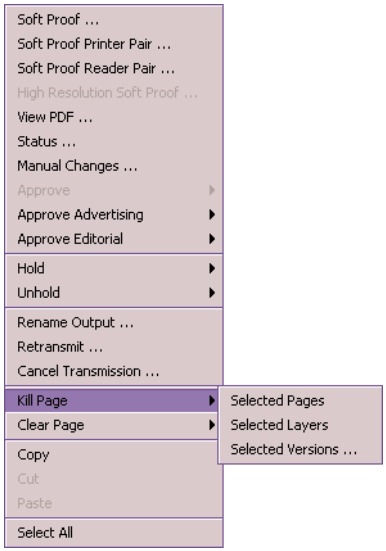
- "Kill Page" on page 585

- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

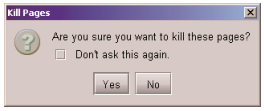
Kill Page

Kills the selected Page(s) or Layer(s) and removes them from Arkitex Courier. Either **Selected Pages**, **Selected Layers**, or **Selected Versions** can be killed.



When a page or layer is killed, it will display with a distinct icon in **Tracking**, **Thumbnails**, **Files**, and **Destinations** views.

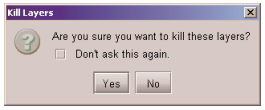
- **Selected Pages**



Select to kill the page.

Select to cancel your actions.

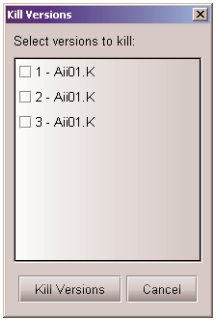
Selected Layers



Select to kill the layer.

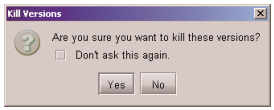
Select to cancel your actions.

Selected Versions



Select to kill the checked version(s).

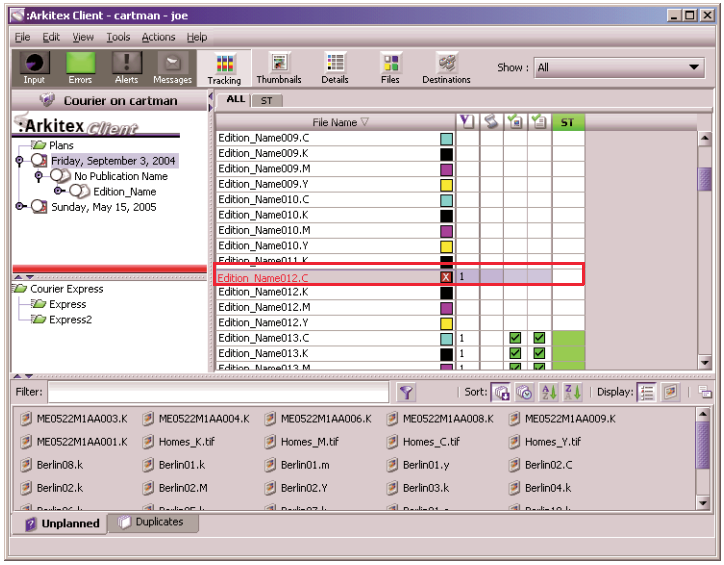
Select to cancel your actions.



Select to confirm.

Select to cancel your actions.

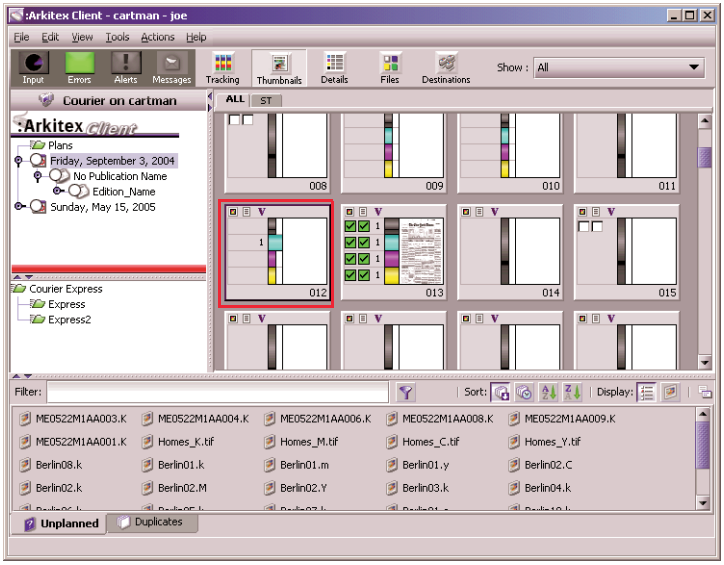
▷ Tracking View



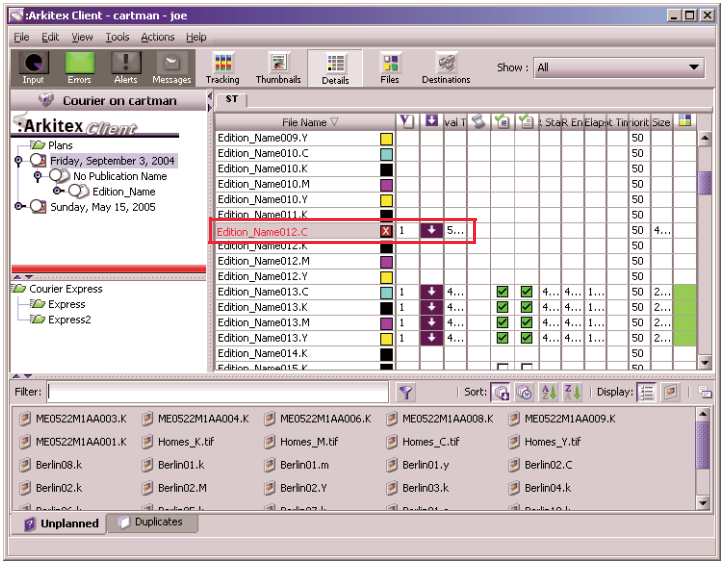
Indicates a previous version of a page or layer was killed.

Indicates transmission of the page or layer to the DD site was stopped.

▷ Thumbnails View



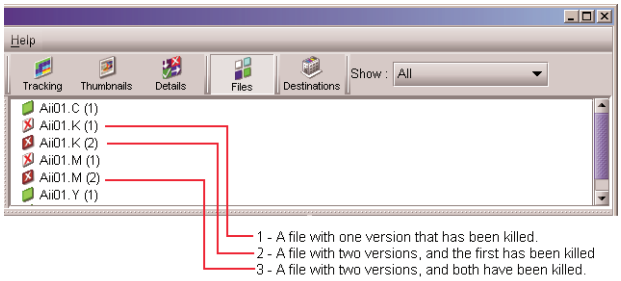
▷ Details View



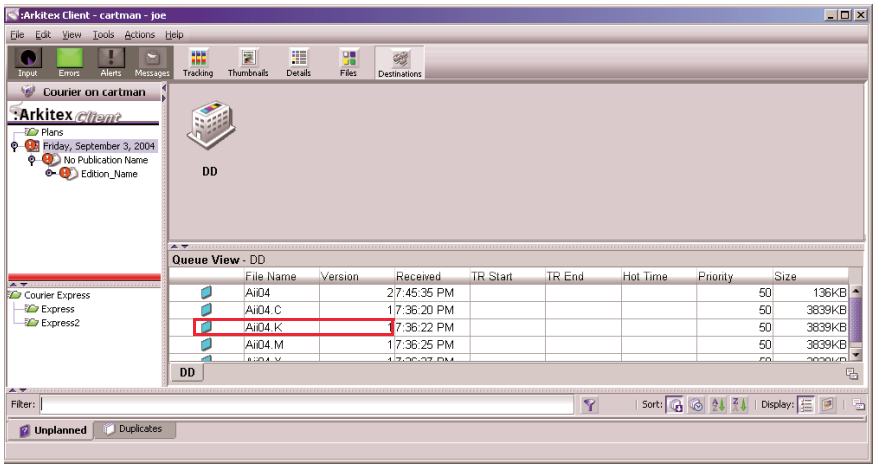
Indicates a previous version of a page or layer was killed.

Indicates transmission of the page or layer was stopped.

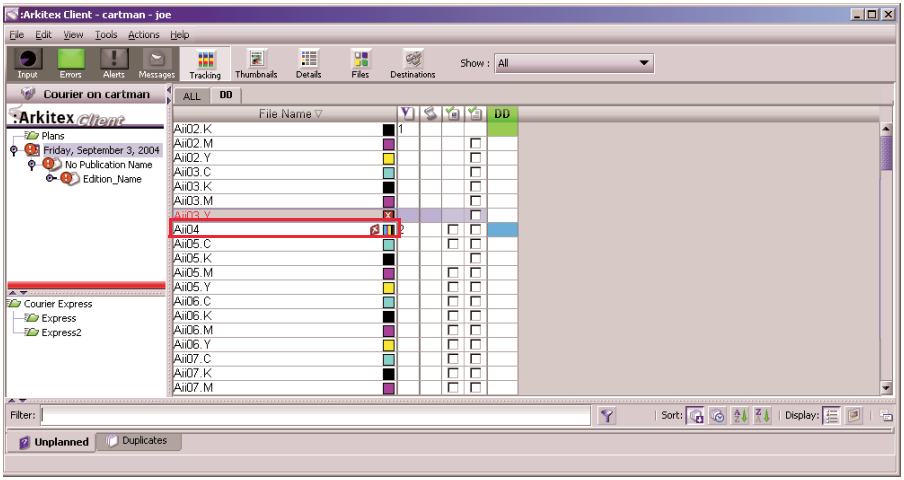
Files View



Destinations View



Multiple Killed Files



Indicates a page or layer with only one version was killed.

Indicates a previous version of a page or layer was killed.

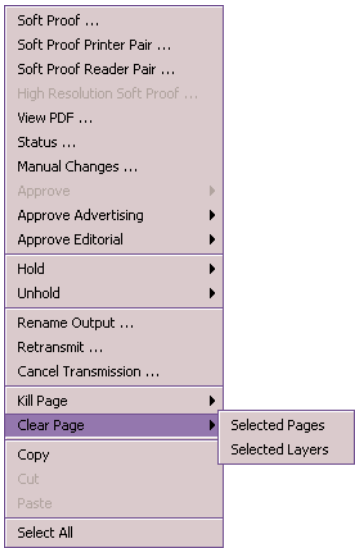
Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553
- “Approve Page” on page 570
- “Approve Advertising” on page 572
- “Approve Editorials” on page 573
- “Hold Page” on page 574
- “Unhold Page” on page 576
- “Rename Output” on page 578
- “Retransmit” on page 580
- “Cancel Transmission” on page 583
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593
- “Paste” on page 594

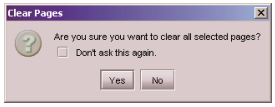
- "Select All" on page 600

Clear Page

Clears the selected Page(s) or Layer(s). Either **Selected Pages** or **Selected Layers** can be cleared.



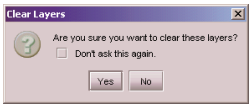
Selected Pages



Yes Select to clear the page.

No Select to cancel your actions.

Selected Layers



Yes — Select to clear the layer.

No — Select to cancel your actions.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
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- "Approve Page" on page 570
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- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Copy" on page 593
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Copy

Creates a copy of the selected page or file.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Cut" on page 593
- "Paste" on page 594
- "Select All" on page 600

Cut

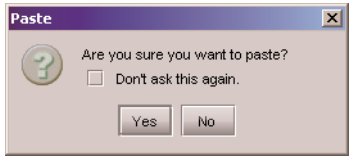
Cuts the selected page or file either for use by the Paste command.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Paste" on page 594
- "Select All" on page 600

Paste Pastes the page or file either Copied or Cut.

A dialog box appears asking if you want to paste.



Yes	Confirms paste.
No	Closes the Paste dialog box.

Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
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- "Approve Editorials" on page 573

- "Hold Page" on page 574
- "Unhold Page" on page 576
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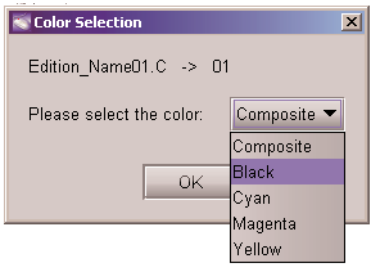
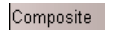
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Select All" on page 600

Composite Color Selection

If the file is a composite with multiple layers, the **Color Selection** dialog box will appear.

Select the desired layer from the drop down list.





Composite

Black layer.

Cyan layer.

Magenta layer.

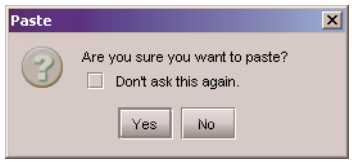
Yellow layer.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

▷ Confirm Paste

A dialog box will appear asking if you want to paste.



Confirms paste.

Closes the Paste dialog box.

Related topics:

- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
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- “Kill Page” on page 585
- “Clear Page” on page 591
- “Copy” on page 593
- “Cut” on page 593

- "Select All" on page 600

Pasting from Unplanned

If a file is pasted from the Unplanned window, depending upon the view you will have different pasting choices.

▷ Tracking, Details, Files Views

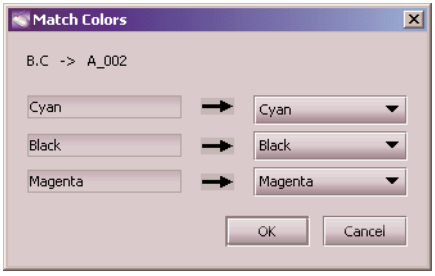
If the file is a composite and is being pasted onto a file displayed in Tracking, Details, or Files view, the following **Match Colors** dialog box will appear.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

▷ Thumbnails View

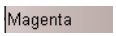
If the file is a composite and is being pasted onto a file displayed in Thumbnails view, the following **Match Colors** dialog box will appear.



Select the desired layer from the drop down list.

Black layer.

Cyan layer.



Magenta layer.

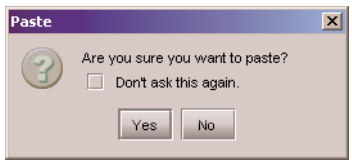
Yellow layer.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

▷ Confirm Paste

A dialog box will appear asking if you want to paste.



Confirms paste.

Closes the Paste dialog box.

Related topics:

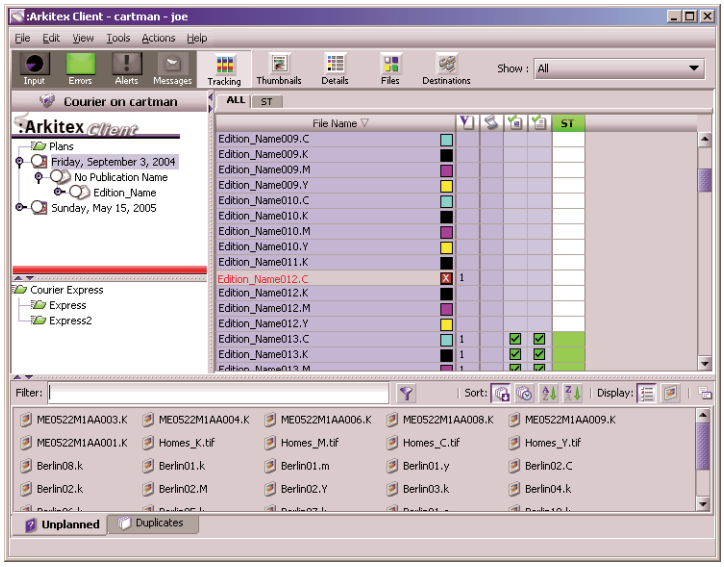
- “Soft Proof” on page 518
- “Soft Proof Printer Pair” on page 524
- “Soft Proof Reader Pair” on page 531
- “High Resolution Soft Proof” on page 537
- “View PDF” on page 544
- “Status” on page 546
- “Manual Changes” on page 553

- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593
- "Cut" on page 593
- "Select All" on page 600

Select All

Allows selection of all files.

Depending on the view, selects all tracking, thumbnail, details, or file icons in the main pane.



- To select consecutive File Names or Files, click the first item, press and hold down the **Shift** key, and then click the last item.
- To select File Names or Files that are not consecutive, press and hold down the **Ctrl** key, and then click on each item.
- **Right-click** on File Name or File, and then click **Select All**.

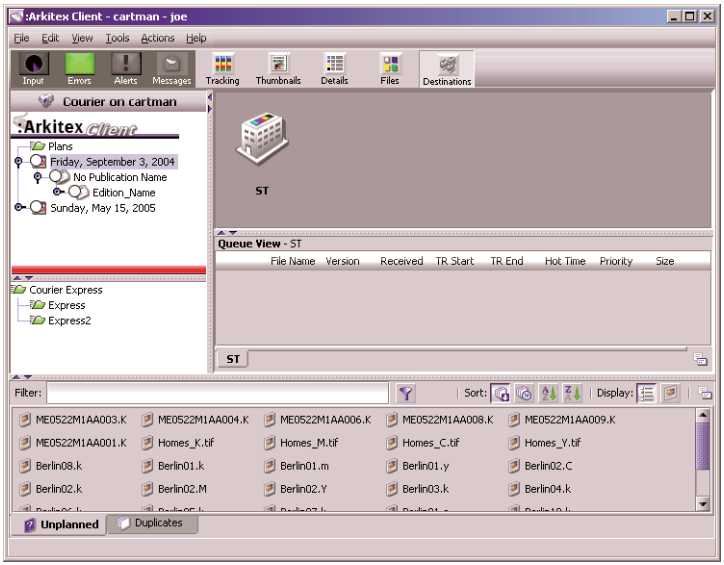
Related topics:

- "Soft Proof" on page 518
- "Soft Proof Printer Pair" on page 524
- "Soft Proof Reader Pair" on page 531
- "High Resolution Soft Proof" on page 537
- "View PDF" on page 544
- "Status" on page 546
- "Manual Changes" on page 553
- "Approve Page" on page 570
- "Approve Advertising" on page 572
- "Approve Editorials" on page 573
- "Hold Page" on page 574
- "Unhold Page" on page 576
- "Rename Output" on page 578
- "Retransmit" on page 580
- "Cancel Transmission" on page 583
- "Kill Page" on page 585
- "Clear Page" on page 591
- "Copy" on page 593

- "Cut" on page 593
- "Paste" on page 594

Destinations Shortcut Menu

This menu is available for all site icons displayed under Destinations View.



▷ **To display Destinations shortcut menu:**

Do one of the following:

Windows - Right-click on a site icon.

Unix - Right-click on a site icon.

Macintosh - Hold down Control while pressing the mouse button

▷ Hold

Holds a destination.

▷ Add to Queue View

Adds this destination to your Queue View as a tab, or deletes the tab.

The Queue View shows files awaiting transmission, transmitting, and files with transmission complete with the last time period

Unplanned Shortcut Menu

If unplanned files are received, they will display under the **Unplanned** tab in the **Unprocessed Files** pane. This menu appears when you right-click on a file.

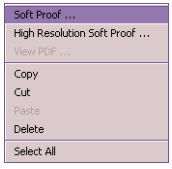
▷ To display Unplanned shortcut menu:

Do one of the following:

Windows - Right-click

Unix - Right-click

Macintosh - Hold down Control while pressing the mouse button

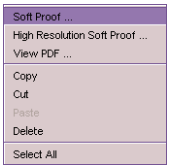


Related topics:

- “Soft Proof” on page 603
- “High Resolution Soft Proof” on page 609
- “View PDF” on page 609
- “Copy” on page 609
- “Cut” on page 610
- “Paste” on page 610
- “Delete” on page 611
- “Select All” on page 611

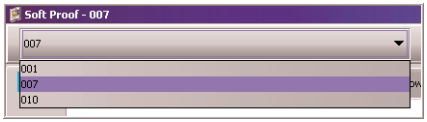
Soft Proof

Opens the Soft Proof window, and displays the Soft Proof of the selected file.



The Soft Proof dialog displays.

- Drop-down Soft Proof list allows you to view other Soft Proofs already generated for this edition.



- **Zoom marquee** - May be done by first clicking and then dragging to display a zoom marquee around the part of the image you want to magnify. Release the left mouse button.

NOTE: A zoom marquee is a box that defines an area of the soft proof.

The area inside the zoom marquee is displayed at a higher magnification. You can continue dragging over an area until you reach 1000%.

NOTE: The smaller the size of the zoom marquee, the greater the jump in magnification. The larger the size of the zoom marquee, the smaller the jump in magnification.

When a Soft Proof window is initially opened, you are shown the composite view of the page indicated.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

If the configuration allows, you may click on a separation button to change the Soft Proof from a composite to a separated view.

NOTE: If you cannot see any separation tabs, your web configuration has been configured to only display a composite view of Soft Proofs. Another cause may be that the Soft Proof resolution option in"Client Tab > General Tab" on page 259 may be set to **Medium** or **Low**. Separations are only available for high resolution Soft Proofs.

▷ Menu

Clicking on the Refresh button will revert the Soft Proof view back to the original (e.g., after it has been rotated or flipped), and will cause the view to be completely refreshed.

Fit To Window.

When clicked, adjusts the Soft Proof adjusts to full screen (100% zoom).

Shows percentage of graphic related to dialog box (manual entry range 5.000 to 1000.000).

Zoom In increases the Soft Proof size by 20% per click.

Zoom Out decreases the Soft Proof screen by 20% per click.

High Resolution Soft Proof.

▷ Opening a High Resolution Soft Proof from the Normal Soft Proof Screen

6 Select the region of interest.

NOTE: At this point the high resolution data will be combined to create the high resolution soft proof.

7 A new window opens to display this proof. While the data is being generated, a progress bar will display the status.

8 Once the high resolution soft proof is on the screen, you will be able to zoom in and out, and turn off selected layers.

9 Clicking **Close** will return you to the standard soft proof.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the right, which can be useful for viewing paired pages.

When clicked, allows you to rotate the Soft Proof in 90-degree increments to the left, which can be useful for viewing paired pages.

Mirror is primarily used when the production process includes a film output. When clicked, allows for wrong-reading separations.

When clicked, allows for wrong-reading separations to be flipped.

When clicked, allows for positive viewing of negative separations.

Clicking on the Densitometer button allows you to check the color density of the Soft Proof.

When the Densitometer button is clicked, the Densitometer RGB box shows the same color as currently covered by the cursor.

Clicking on the Print button will display the Print dialog box. Select the printer to which you wish to output this page.

NOTE: Although the print range option defaults to "All" pages, it will only print the selected page. The image which will be printed is the Soft Proof *.jpeg file, scaled to the paper size.

Clicking on Close exits the Soft Proof Window.

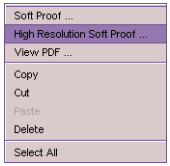
Related topics:

- "High Resolution Soft Proof" on page 609
- "View PDF" on page 609
- "Copy" on page 609
- "Cut" on page 610

- "Paste" on page 610
- "Delete" on page 611
- "Select All" on page 611

High Resolution Soft Proof

Displays a high resolution soft proof. Refer to "High Resolution Soft Proof" on page 537.

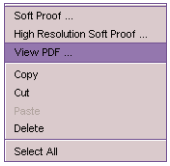


Related topics:

- "Soft Proof" on page 603
- "View PDF" on page 609
- "Copy" on page 609
- "Cut" on page 610
- "Paste" on page 610
- "Delete" on page 611
- "Select All" on page 611

View PDF

Displays the input PDF file.

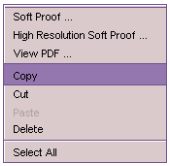


Related topics:

- "Soft Proof" on page 603
- "High Resolution Soft Proof" on page 609
- "Copy" on page 609
- "Cut" on page 610
- "Paste" on page 610
- "Delete" on page 611
- "Select All" on page 611

Copy

Makes a copy of the selected file.

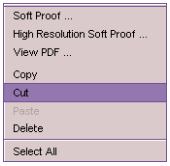


Related topics:

- “Soft Proof” on page 603
- “High Resolution Soft Proof” on page 609
- “View PDF” on page 609
- “Cut” on page 610
- “Paste” on page 610
- “Delete” on page 611
- “Select All” on page 611

Cut

Used to delete an individual file.



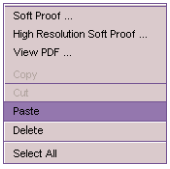
NOTE: Press F5 to refresh screen after deletion.

Related topics:

- “Soft Proof” on page 603
- “High Resolution Soft Proof” on page 609
- “View PDF” on page 609
- “Copy” on page 609
- “Paste” on page 610
- “Delete” on page 611
- “Select All” on page 611

Paste

Pastes a copy of the selected file into a new location.



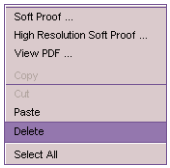
For pasting files from Unplanned into a planned edition, refer to "Pasting from Unplanned" on page 598.

Related topics:

- "Soft Proof" on page 603
- "High Resolution Soft Proof" on page 609
- "View PDF" on page 609
- "Copy" on page 609
- "Cut" on page 610
- "Delete" on page 611
- "Select All" on page 611

Delete

Deletes the selected file.

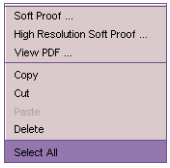


Related topics:

- "Soft Proof" on page 603
- "High Resolution Soft Proof" on page 609
- "View PDF" on page 609
- "Copy" on page 609
- "Cut" on page 610
- "Paste" on page 610
- "Select All" on page 611

Select All

Depending on the view, selects all tracking, thumbnail, details, or file icons in the main pane.



NOTE: You can also choose to drag and drop files into editions.

Related topics:

- "Soft Proof" on page 603
- "High Resolution Soft Proof" on page 609

- “View PDF” on page 609
- “Copy” on page 609
- “Cut” on page 610
- “Paste” on page 610

Duplicates Shortcut Menu

If duplicate files are received, they will display under the **Duplicates** tab in the **Unprocessed Files** pane. The **Duplicates** tab will turn a color. This menu appears when you right-click on a file.

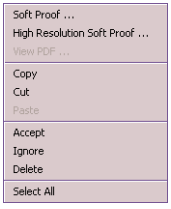
▷ **To display Duplicate shortcut menu:**

Do one of the following:

Windows - Right-click on a file.

Unix - Right-click on a file.

Macintosh - Hold down Control while pressing the mouse button

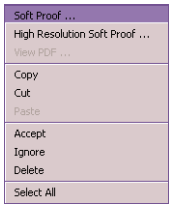


Related topics:

- “Soft Proof” on page 612
- “High Resolution Soft Proof” on page 613
- “View PDF” on page 613
- “Copy” on page 614
- “Cut” on page 614
- “Paste” on page 615
- “Accept” on page 615
- “Ignore” on page 616
- “Delete” on page 617
- “Select All” on page 617

Soft Proof

Opens the Soft Proof window, and displays the Soft Proof of the selected file.

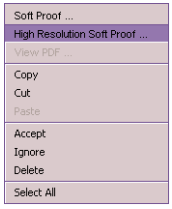


Related topics:

- "High Resolution Soft Proof" on page 613
- "View PDF" on page 613
- "Copy" on page 614
- "Cut" on page 614
- "Paste" on page 615
- "Accept" on page 615
- "Ignore" on page 616
- "Delete" on page 617
- "Select All" on page 617

High Resolution Soft Proof

Displays a high resolution soft proof.

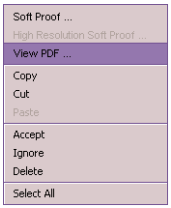


Related topics:

- "Soft Proof" on page 612
- "View PDF" on page 613
- "Copy" on page 614
- "Cut" on page 614
- "Paste" on page 615
- "Accept" on page 615
- "Ignore" on page 616
- "Delete" on page 617
- "Select All" on page 617

View PDF

Displays the input PDF file.

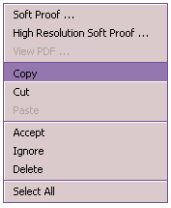


Related topics:

- “Soft Proof” on page 612
- “High Resolution Soft Proof” on page 613
- “Copy” on page 614
- “Cut” on page 614
- “Paste” on page 615
- “Accept” on page 615
- “Ignore” on page 616
- “Delete” on page 617
- “Select All” on page 617

Copy

Makes a copy of the selected file.

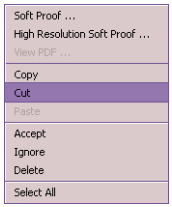


Related topics:

- “High Resolution Soft Proof” on page 613
- “View PDF” on page 613
- “Cut” on page 614
- “Paste” on page 615
- “Accept” on page 615
- “Ignore” on page 616
- “Delete” on page 617
- “Select All” on page 617

Cut

Used to delete an individual file.

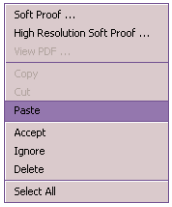


Related topics:

- "High Resolution Soft Proof" on page 613
- "View PDF" on page 613
- "Copy" on page 614
- "Paste" on page 615
- "Accept" on page 615
- "Ignore" on page 616
- "Delete" on page 617
- "Select All" on page 617

Paste

Pastes a copy of the selected file into a new location.

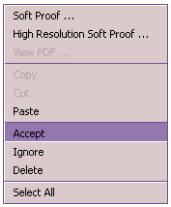


Related topics:

- "High Resolution Soft Proof" on page 613
- "View PDF" on page 613
- "Copy" on page 614
- "Cut" on page 614
- "Accept" on page 615
- "Ignore" on page 616
- "Delete" on page 617
- "Select All" on page 617

Accept

Accepts the duplicate file.



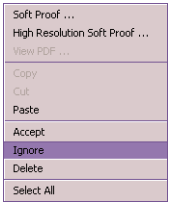
When a file is accepted, it will disappear from the display list.

Related topics:

- "Soft Proof" on page 612
- "High Resolution Soft Proof" on page 613
- "View PDF" on page 613
- "Copy" on page 614
- "Cut" on page 614
- "Paste" on page 615
- "Ignore" on page 616
- "Delete" on page 617
- "Select All" on page 617

Ignore

Used to change the file to an ignored state.



When a file is ignored, it will display in the display list with an ignore symbol.

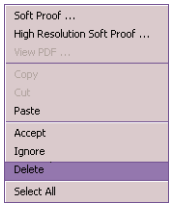
Related topics:

- "Soft Proof" on page 612
- "High Resolution Soft Proof" on page 613
- "View PDF" on page 613
- "Copy" on page 614

- “Cut” on page 614
- “Paste” on page 615
- “Accept” on page 615
- “Delete” on page 617
- “Select All” on page 617

Delete

Deletes the file.



When a file is deleted, it will disappear from the display list.

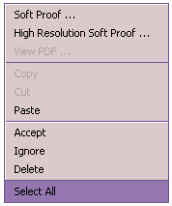
NOTE: Press F5 to refresh screen after deletion.

Related topics:

- “Soft Proof” on page 612
- “High Resolution Soft Proof” on page 613
- “View PDF” on page 613
- “Copy” on page 614
- “Cut” on page 614
- “Paste” on page 615
- “Accept” on page 615
- “Ignore” on page 616
- “Select All” on page 617

Select All

Depending on the view, selects all tracking, thumbnail, details, or file icons in the main pane.



NOTE: When there are no more files awaiting a decision, the **Duplicates** tab will no longer be highlighted.

NOTE: You can also choose to drag and drop files into editions.

Related topics:

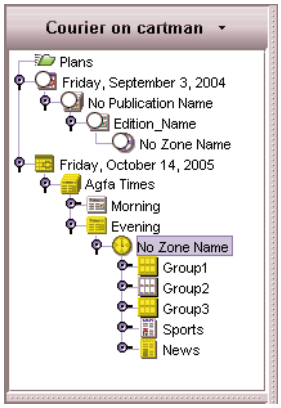
- "Soft Proof" on page 612
- "High Resolution Soft Proof" on page 613
- "View PDF" on page 613
- "Copy" on page 614
- "Cut" on page 614
- "Paste" on page 615
- "Accept" on page 615
- "Ignore" on page 616
- "Delete" on page 617

Publication Tree Status

The Publication Tree displays different icons for:

- Content
- Edition
- Publication
- Publications Day
- Section
- Variation
- View Group
- Zone

NOTE: The color of the icon indicates status.



NOTE: An icon can have a bi-color display indicating two status conditions.

▷ Content

	Content with a completed status.
	Content with a hold and completed status
	Content with a normal active status.
	Content with an error status.
	Content with a hold status.
	Content with a hold and error status.

Edition

Edition with a completed status.

Edition with a hold and completed status.

Edition with a normal active status.

Edition with an error status.

Edition with a hold status.

Edition with a hold and error status.

Edition with a close status.

Edition with an open status.

Edition needing approval.

Publication

Publication with a completed status.

Publication with a hold and completed status.

Publication with a normal active status.

Publication with an error status.

Publication with a hold status.

Publication with a hold and red status.

Publication needing approval.

Publication Day

Publication day with a completed status.

Publication day with a hold and completed status.

Publication day with a normal active status.

Publication day with an error status.

Publication day with a hold status.

Publication day with a hold and error status.

Section

Section with a completed status.

Section with a hold and completed status.

Section with a normal active status.

Section with an error status.

Section with a hold status.

Section with a hold and error status.

Variation

Variation with a completed status.

Variation with a hold and completed status.

Variation with a normal active status.

Variation with an error status.

Variation with a hold status.

Variation with a hold and error status.

View Group

View group with a completed status.

View group with a hold and completed status.

View group with a normal active status.

View group with an error status.

View group with a hold status.

View group with a hold and error status.

▷ Zone

Zone with a completed status.

Zone with a hold and completed status.

Zone with a normal active status.

Zone with an error status.

Zone with a hold status.

Zone with a hold and error status.

Zone with a close status.

Zone with an open status.

Zone needing approval.

Related topics:
- “Plans Status” on page 624
- “Express Tree Status” on page 625

Plans Status

The Plans node only has one status, normal.

Plan with a normal active status.

Related topics:
- “Publication Tree Status” on page 618
- “Express Tree Status” on page 625

Express Tree Status

The Express Tree displays status icons for:

- Normal
- Disabled
- Hold

Express Tree with a normal active status.

Express Tree with a disabled status

Express Tree with a hold status.

Related topics:

- "Publication Tree Status" on page 618
- "Plans Status" on page 624

Configure Alerts

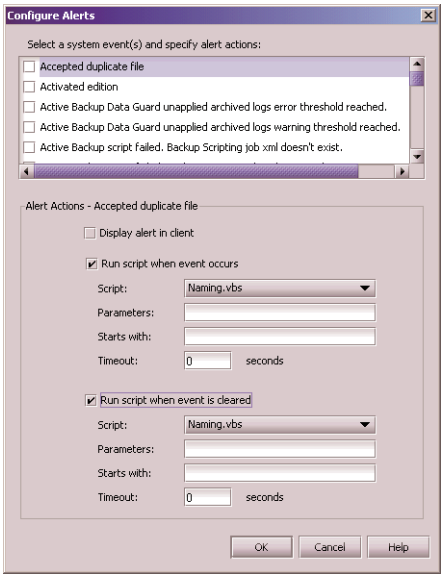
From a predefined list of events, you can choose those events that apply to your site. Whenever that event occurs, you can

- Display an alert light in the **Toolbar** through the **Alerts** button ("Show Alerts" on page 357).
- Choose to have a script run when the alert occurs and/or to clear the alert.

Any configuration is a global configuration affecting all users on that Courier server. All user can display the **Alerts** log by clicking the **Show Alerts** button.

NOTE: The **Configure Alerts** option will be grayed out if you do not have Configuration permission.

CAUTION: Only one event can be assigned to a script.



Alert Actions

- Select log messages for which Courier should generate an alert.
- Choose how Courier will indicate the alert.
  - Display the alert within the Client
  - Execute a script when the alert is generated, and/or a script when the alert is cleared.

The following list of filtered log messages are available for an alert:

- Accepted Duplicate File
- Activated Edition
- Advertising Content Approved
- Cannot Overwrite The Existing File (File)
- Cannot Overwrite The Existing File (Trans)
- Changed Hot Time
- Changed Priority
- Changed Version

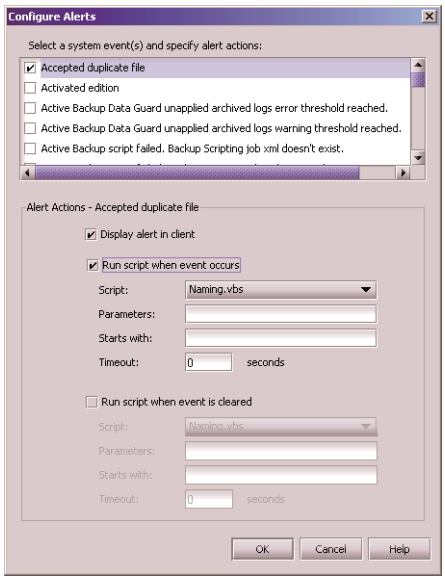
- Copy File Transmission Failed
- Create Xml Failed
- Delete Failed
- Deleted Duplicate File
- Destination Error
- Destination Group Not Found
- Destination OK
- Destination Ping Did Not Respond
- Destination Ping Succeeded
- Destination Site Is Not Responding
- Destination Warning
- Detected File
- Directory Already Exists
- Directory Creation Failed (File)
- Directory Creation Failed (Trans)
- Edition Closed
- Edition Complete
- Edition Opened
- Editorial Content Approved
- Expected File Name Changed
- Failing Destination Point Pings
- File Copy Failed
- File Creation Failed, No Data For Create Request
- File Creation Failed, Unexpected Attachment Format
- File Deletion Failed
- File Move Failed
- File Rename Failed
- File Transfer Started
- File Write Failed
- FTP Connect Error
- FTP Delete Error
- FTP Directory Change Error
- FTP Error
- FTP Get Error
- FTP Login Error
- FTP Move Error
- Ignored Duplicate File
- Ignored Resubmitted File
- Input and Output File Are The Same (File)
- Input and Output File Are The Same (Trans)
- Input File Doesn't Exist (File)
- Input File Doesn't Exist (Trans)
- Input Filename Is Invalid
- Input Initialization Error
- Input Point Access Error
- Invalid Destination Directory
- Invalid Job Parameters (Scripting)
- Invalid Job Parameters (SoftProof)
- Invalid Purge Path
- Invalid Transmission Job
- New Version
- No Arkitex Courier License
- No AutoPlan License Found

- No Destination Was Supplied
- Output Filename Is Invalid
- Page Approved
- Page Cleared
- Page Held
- Page Killed
- Page Unheld
- Page Unshared
- PDF Soft Proof Error
- Purged Edition
- Purged Publication
- Received Duplicate File*
- Received Express File
- Received File
- Received Unplanned File
- Renaming File Complete
- Renaming Rule Deleted File
- Reset Edition
- Retransmitting File
- Retransmitting Plan
- Script Error
- Script Not Found
- Script Success
- Script Timeout Error
- Skip Approval
- Soft Proof Completed
- Soft Proof Error
- Soft Proof Failed
- Stable File Move Error
- Stable Folder Creation Error
- Successful File Transfer
- Successful Soft Proof Generation
- Text Message Received
- TIFF Soft Proof Error
- Transmission Completed
- Transmission Failed
- Unable To Connect To Specified Host
- Unknown Destination
- Unknown FTP Error
- Unknown Ping Status
- Unskip Approval
- Unsupported Input File Type

NOTE: Received Duplicate File* - When this event occurs, another event occurs with it. This message is then deleted.

- **Display an alert light in toolbar** - When selected the **Show Alerts** button will turn yellow if an alert occurs. The **Show Alerts** button normally appears gray; you may click the button at any time to display the **Alerts** log.

- **Run script when event occurs** - You must check this box to configure the **Script**, **Parameters**, and **Starts with** options so that a script runs when an event occurs.



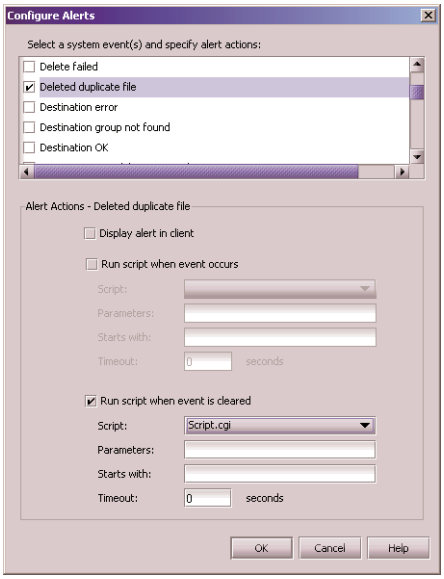
  - **Script** - A dropdown list will display any scripts that have been stored in the **ARKITEX_HOME\Courier\Scripting** directory on the Courier server. This includes system scripts and user defined scripts.

NOTE: The script may be true script file or it may be an executable and can be written in any language that can run on the selected platform.

CAUTION: **Naming.vbs** and **Script.cgi** are used by the system scripts and should not be used otherwise.

  - **Parameters** - Custom parameters to be passed to the script for execution.
  - **Starts With** - Designates the program type to run the script.
  - **Timeout: seconds** - Times out the script after the number of seconds set.

- **Run Script when Event is Cleared** - You must check this box to configure the the **Script**, **Parameters**, and **Starts with** options so that a script runs when an event is cleared.



- **Script** - A dropdown list will display any scripts that have been stored in the **ARKITEX_HOME\Courier\Scripting** directory on the Courier server. This includes system scripts and user defined scripts.

NOTE: The script may be true script file or it may be an executable and can be written in any language that can run on the selected platform.

CAUTION: **Naming.vbs** and **Script.cgi** are used by the system scripts and should not be used otherwise.

- **Parameters** - Custom parameters to be passed to the script for execution.
- **Starts With** - Designates the program type to run the script.
- **Timeout: seconds** - Times out the script after the number of seconds set.

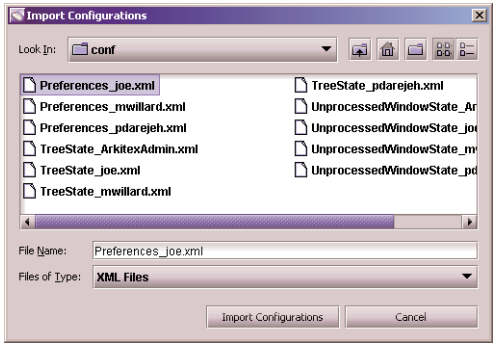
Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

Calls up context-sensitive help.

Import Configuration

You can import configuration files into the Courier system. From the **Tools** menu, select **Import Configuration**. The Import Configurations dialog opens.



▷ Toolbar

- **Look In** - Opens a drop-down list box, and allows you to select a folder from your system or from **My Network Places**.

Up one level - Moves you up one folder in the hierarchy.

Desktop - Displays the windows desktop. By default the desktop displays objects that containing the local storage devices and available network shares.

Create New Folder - Creates a new folder in this location or appends data to an existing folder.

List - Provides a list view of files.

Details - Displays a list of files along with detailed information including file type, size, type, date the file was last modified or saved, and attribute. (Read only).

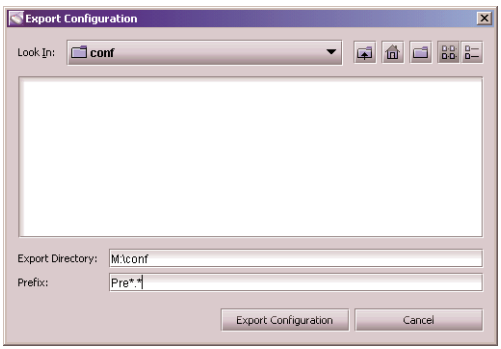
- **File Name** - Name of the external configuration file to use.
- **Files of Type** - Shows only files with the selected extension.

Used to accept changes and to continue.

Used to cancel changes and close dialog box.

Export Configuration

You can export configuration files from the Courier system. From the **Tools** menu, select **Export Configuration**. The Export Configurations dialog opens.



▷ Toolbar

- **Look In** - Opens a drop-down list box, and allows you to select a folder from your system or from **My Network Places**.

Up one level - Moves you up one folder in the hierarchy.

Desktop - Displays the windows desktop. By default the desktop displays objects that containing the local storage devices and available network shares.

Create New Folder - Creates a new folder in this location or appends data to an existing folder.

List - Provides a list view of files.

Details - Displays a list of files along with detailed information including file type, size, type, date the file was last modified or saved, and attribute. (Read only).

- **Export Directory** - Shows the path selected from the look in drop-down.
- **Prefix** - Prepends a prefix to configuration files to prevent file overwriting if files are exported.

Used to backup a configuration file to a location defined by you.

Used to cancel changes and close the dialog box.

CHAPTER 15

Courier-Menu Commands

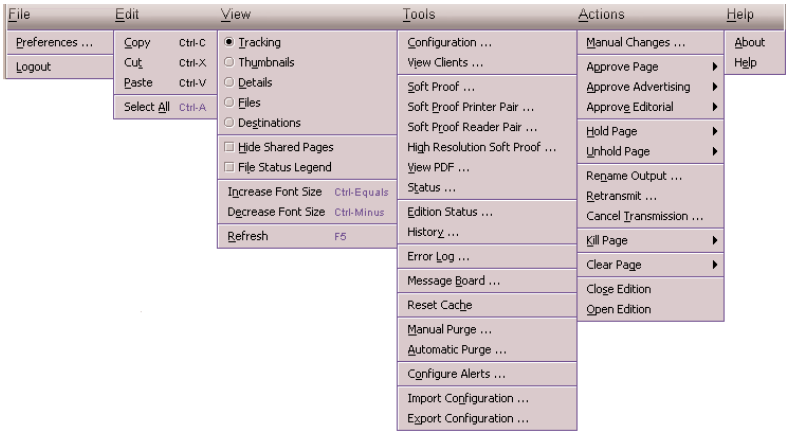
- "Menu Commands" on page 635
  - "File" on page 636
  - "Edit" on page 637
  - "View" on page 637
  - "Tools" on page 638
  - "Actions" on page 639
  - "Help" on page 640

Menu Commands

Commands are grouped in menus. Some commands carry out action immediately; others display a dialog box so that you can select options.

Dropdown Menu

Each of the options under **File**, **Edit**, **View**, **Tools**, **Actions**, and **Help** are described in this section.



Related topics:

- "File" on page 636
- "Edit" on page 637
- "View" on page 637
- "Tools" on page 638
- "Actions" on page 639
- "Help" on page 640

File

Menu Name	Submenus	Description
File		
	Preferences...	"Set Preferences" on page 258
	Logout	When pressed puts you in the Log In screen

Related topics:

- "Edit" on page 637
- "View" on page 637
- "Tools" on page 638
- "Actions" on page 639
- "Help" on page 640

▷ Edit

Menu Name	Submenus
Edit	
	"Copy" on page 593
	"Cut" on page 593
	"Paste" on page 594
	"Select All" on page 600

Related topics:

- "File" on page 636
- "View" on page 637
- "Tools" on page 638
- "Actions" on page 639
- "Help" on page 640

▷ View

Menu Name	Submenu
View	
	"View Tracking Table Button" on page 367
	"View Thumbnails Button" on page 391
	"View Details Button" on page 411
	"View Files Button" on page 430
	"View Destinations Button" on page 450
	"Hide Shared Pages" on page 640
	"File Status Legend" on page 641

Menu Name	Submenu
	"Increase Font Size" on page 641
	"Decrease Font Size" on page 641
Refresh F5	

Related topics:

- "File" on page 636
- "Edit" on page 637
- "Tools" on page 638
- "Actions" on page 639
- "Help" on page 640

Tools

Menu Name	Submenu
Tools	
	"Configuration" on page 274
	"View Clients" on page 642
	"Soft Proof" on page 518
	"Soft Proof Printer Pair" on page 524
	"Soft Proof Reader Pair" on page 531
	"High Resolution Soft Proof" on page 537
	"View PDF" on page 544
	"Status" on page 546
	"Edition Status" on page 643
	"History" on page 645
	"Error Log" on page 647

Menu Name	Submenu
	"Reset Cache" on page 649
	"Message Board" on page 359
	"Manual Purge" on page 649
	"Automatic Purge" on page 651
	"Configure Alerts" on page 625
	"Import Configuration" on page 631
	"Export Configuration" on page 632

Related topics:

- "File" on page 636
- "Edit" on page 637
- "View" on page 637
- "Actions" on page 639
- "Help" on page 640

▷ Actions

Menu Name	Description
Actions	
	"Manual Changes" on page 553
	"Approve Page" on page 570
	"Approve Advertising" on page 572
	"Approve Editorials" on page 573
	"Hold Page" on page 574
	"Unhold Page" on page 576

Menu Name	Description
	"Rename Output" on page 578
	"Retransmit" on page 580
	"Cancel Transmission" on page 583
	"Kill Page" on page 585
	"Clear Page" on page 591
	"Close Edition" on page 513
	"Open Edition" on page 514

Related topics:

- "File" on page 636
- "Edit" on page 637
- "View" on page 637
- "Tools" on page 638
- "Help" on page 640

▷ Help

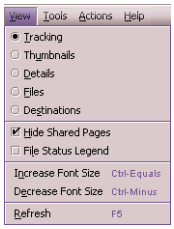
Menu Name	Submenu
About	
Context-Sensitive Help	

Related topics:

- "File" on page 636
- "Edit" on page 637
- "View" on page 637
- "Tools" on page 638
- "Actions" on page 639

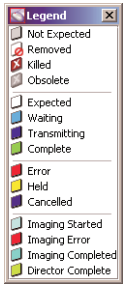
Hide Shared Pages

Checking this option hides shared pages in the edition.



File Status Legend

Checking this option displays the **Files Status Legend** as a separate window when you are in either **Tracking** or **Files** View.



The colors in the legend are the colors chosen using **Preferences** (refer to "Courier Tab > Display Tab" on page 267).

Increase Font Size

The font size of the display can be increased. You can either use this option under **View**, or use **Ctrl+Equals (=)**.

NOTE: The font size can be increased (+) 6 point sizes from whatever was set in **WebViewLocales.xml**. Refer to Localization in the Courier System Administration Guide.

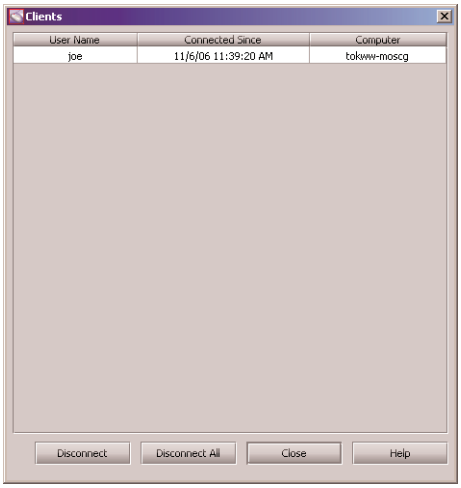
Decrease Font Size

The font size of the display can be decreased. You can either use this option under **View**, or use **Ctrl+Minus (-)**.

NOTE: The font size can be decreased (-) 6 point sizes from whatever was set in **WebViewLocales.xml**. Refer to Localization in the Courier System Administration Guide.

View Clients

Allows users with configuration permission to disconnect other users. The following dialog box appears:



- **User Name** - Lists users logged onto the Courier server.
- **Connected Since** - Shows the date and time a user connected to the server.
- **Computer** - Name of the user computers.

Disconnect — Used to disconnect a single user.

The disconnected user will see the following message display:

Disconnect All — Used to disconnect all users.

Close — Used to cancel changes and close the dialog box.

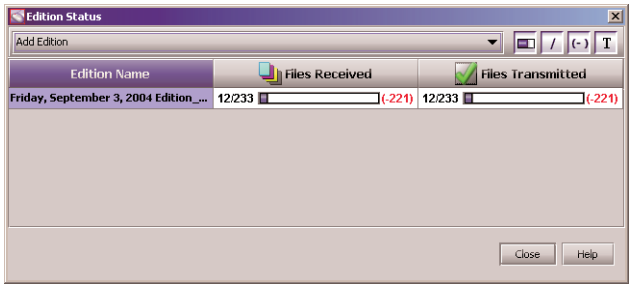
Help — Opens context-sensitive help.

Related topics:

- "Users" on page 305

Edition Status

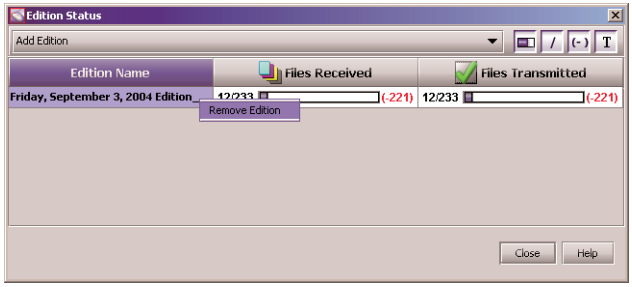
Provides an at-a-glance overview of the status of one or more editions.



Used to add an edition to monitor. Click on Add Edition, and select the edition you would like to monitor.

▷ Remove Edition from the Display

1 Right-click on the edition.



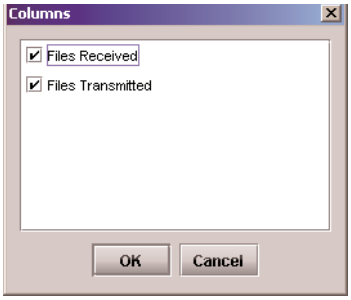
2 Select **Remove Edition**.

NOTE: This stops monitoring Edition Status for this edition, but does not remove the edition.

▷ To Hide Information In One of the Columns

1 Right-click on **Edition Name**, **Files Received**, or **Files Transmitted** to bring up the **Columns...** button.

2 Click on the **Columns...** button to bring up the **Columns** dialog box.



- **Files Received** - When unchecked the **File Received** column is no longer displayed.
- **Files Transmitted** - When unchecked the **Files Transmitted** column is no longer displayed.

▷ Edition Status Cell

Each cell in the Edition Status table is made up of three parts:

- On the left is the ratio of actual vs. expected. (In this example, actual is 0 and expected is 8.)
- The middle part is a progress bar that fills in as the ratio increases.
- On the right is the number remaining.

▷ To hide:

Click on the buttons in the Edition Status toolbar using left mouse button

Display Progress Bar

Display Ratios

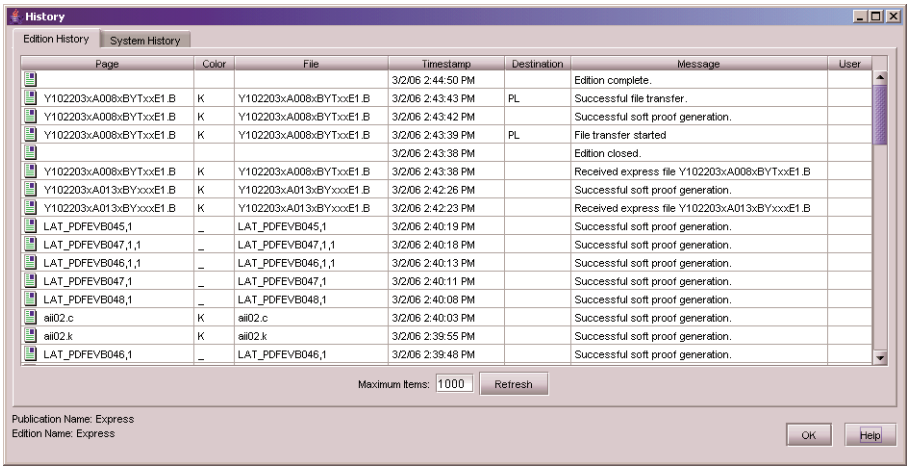
Display Numbers Missing

Display Text Labels

Closes the current window.

Calls up context-sensitive help.

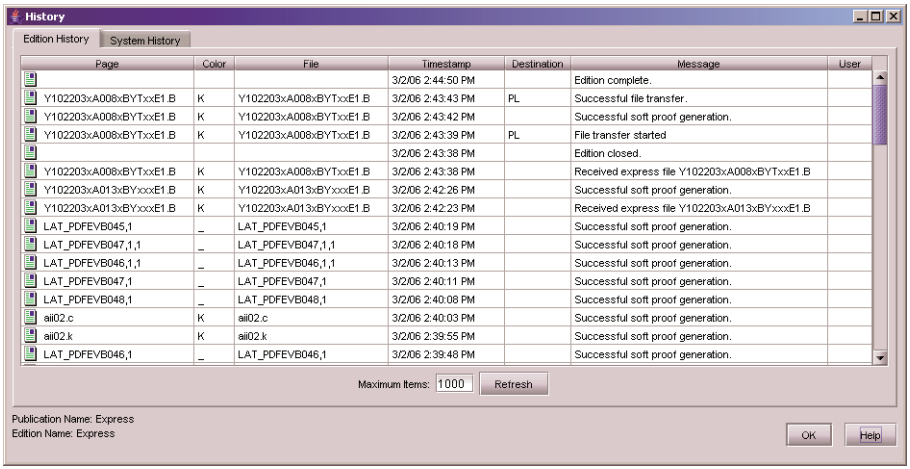
History



Related topics:

- "Edition History Tab" on page 646
- "System History Tab" on page 647

Edition History Tab



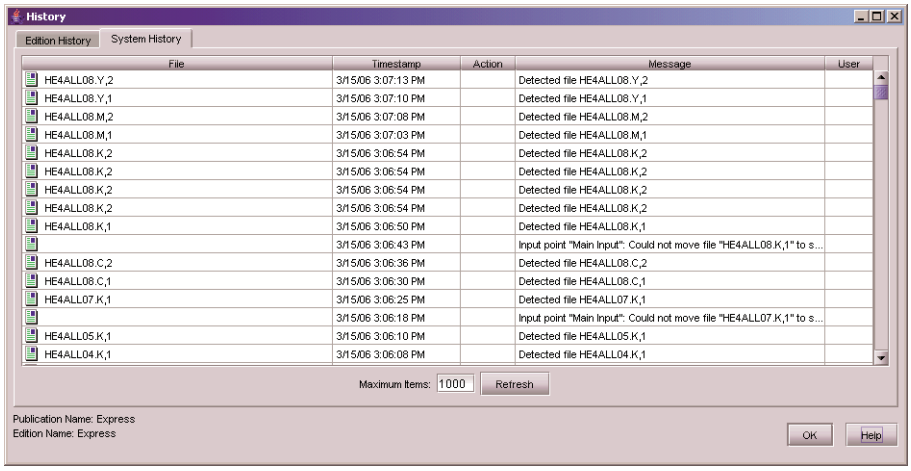
- **Page** - The page number of the edition.
- **Color** - The color of the page layer.
- **File** - Indicates the file name (if any) to which the event relates.
- **Timestamp** - Indicates when the event occurred.
- **Destination** - Indicates the receive site.
- **Message** - A message related to the event.
- **User** - Indicates the user causing the action (for example: a damaged plate or sheet approval).
- **Maximum Items** - The maximum number of line items that will display. There is no limit to the number of items that can be displayed.

Use to refresh the display.

Related topics:

- “System History Tab” on page 647

System History Tab



- **File** - Indicates the file name (if any) to which the event relates.
- **Timestamp** - Indicates when the event occurred.
- **Action** - Indicates the specific action that has occurred.
- **Message** - A message related to the event.
- **User** - Indicates the user causing the action (for example: a damaged plate or sheet approval).
- **Maximum Items** - The maximum number of line items that will display. There is no limit to the number of items that can be displayed.

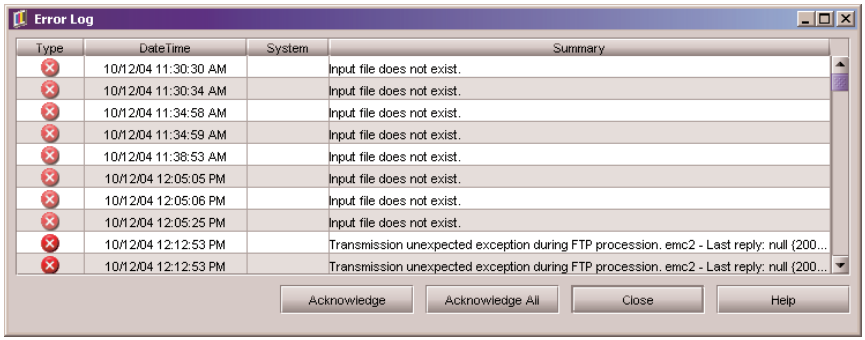
Use to refresh the display.

Related topics:

- "Edition History Tab" on page 646

Error Log

Logged by Arkitex Courier when an error or warning occurs.



Warning.

Alert.

- **Type** - Type of message (warning error).
- **Date Time** - Date and time of the error or warning.
- **System** - Indicates which system is generating the warning or error.
- **Summary** - Short error message.

Acknowledge the error.

Acknowledge all errors.

Closes the current window.

Calls up context-sensitive help.

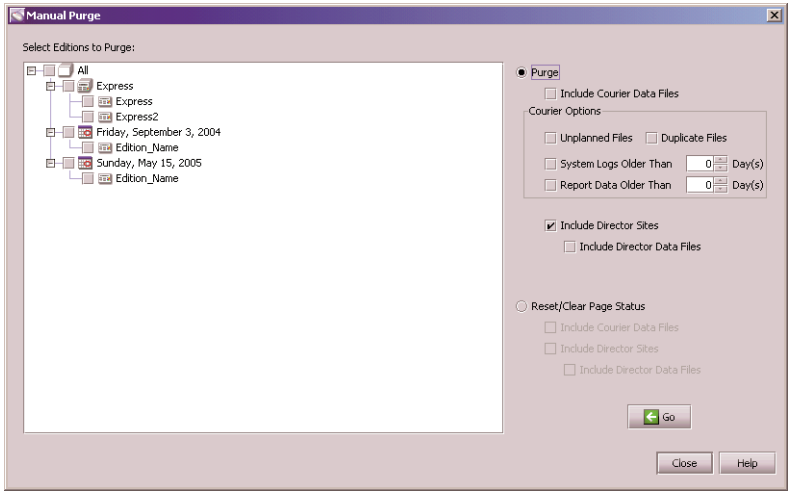
Reset Cache

Use **Reset Cache** to clear the server pages cache. When you click this option, no visual indication is returned to the screen; but the cache is cleared.

Manual Purge

Offers you a way to clean up your system by:

- Purging plans
- Purging related data
- Purging other data from the Courier system



- **Select Editions To Purge** - Identifies which planned publication date, publication, or edition to purge, and if files in Unplanned and entries in System Log should be purged.
- **Purge Options**

NOTE: When this option is selected, the **Reset/Clear** Option is disabled.

  - **Include Courier Data Files** - Indicates if the purge should also purge page and soft proof files related to the selected plans.

- **Courier Options**
  - **Unplanned Files / Duplicate Files** - Files in the Unplanned pane can be purged.
  - **System Log Settings** - You can specify how old entries in the system log need to be in order to be purged.
  - **Report Data** - You can specify how old entries in Report Data need to be in order to be purged.

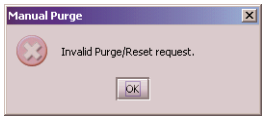
    Older Than Day(s) can be set from 1 to 365 days, and specifies how old entries need to be in order to be purged.
- **Include Director Sites** - Director sites that are associated with the Courier site(s) are included.
  - **Include Director Data Files** - Director Data Files will be purged.
- **Reset/Clear Page Status**

NOTE: When this option is selected, the **Purge** Option is disabled.

  - **Include Courier Data Files** - Purge page and soft proof files related to the selected plans.
  - **Include Director Sites** - Director sites that are associated with the Courier site(s) are included.
  - **Include Director Data Files** - Director Data Files will be purged.

Used to send the request to Purge, or Reset/Clear selected items.

If you have not checked an edition from the list, this message will display:



When Go is pressed and there are no problems with the request, this message displays:

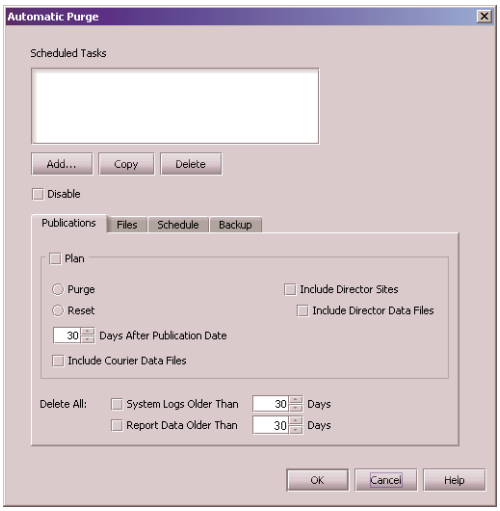
Related topics:

- "Automatic Purge" on page 651

Automatic Purge

Within the Automatic Purge, you can create one or more scheduled rules defining what purge and when to purge them.

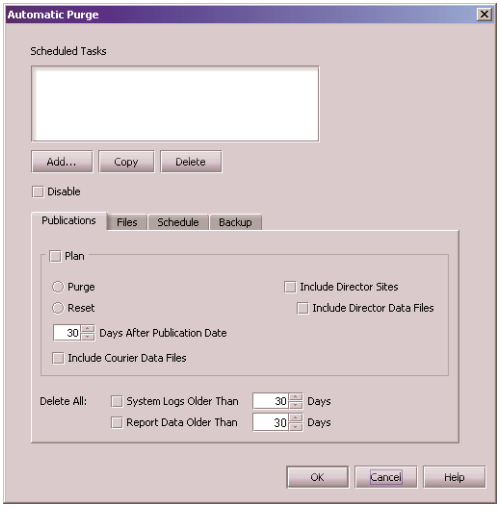
For each rule you can indicate if the Automatic Purge is for Publications and Publication related data, other files, the Scheduled for the task, and if files and logs are backed up before purging.



Related topics:

- "Automatic Purge > Publications Tab" on page 652
- "Automatic Purge > Files Tab" on page 654
- "Automatic Purge > Schedule Tab" on page 656
- "Automatic Purge > Backup Tab" on page 658

Automatic Purge > Publications Tab

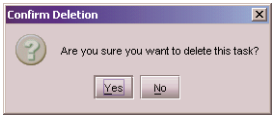


- **Scheduled Tasks** - Displays scheduled tasks.

Adds a scheduled task.

Adds a copy of a scheduled task.

Confirms task deletion.



- **Plan** - Indicates if this rule purges and plan related data.
  - **Purge** - Indicates if the rule purges the plan.
  - **Reset** - Indicates if the rule resets the plan.
  - **Days after Publication Date** - Indicates how long after publication the plan is purged or reset. Range is **1 - 365** days.
- **Include Courier Data Files** - Indicates if the data files associated with the selected items are to be deleted or not.

NOTE: If any Courier Express items are selected, the data in those folders is deleted regardless of the state of the **Include Courier Data Files** checkbox.

- **Include Director Sites** - Indicates a purge message should be sent to Director sites. If checked then purge messages are sent to all Director sites that received that plan and that have the **Integrate with Director** setting turned on. (Refer to "Director Tab" on page 287)

NOTE: This purge message causes the Director site to purge the publication and all publication related data independent of the status of the **Include Courier Data Files** checkbox.

  - **Include Director Data Files** - Indicates if the data files associated with this plan should be deleted from the Director system..

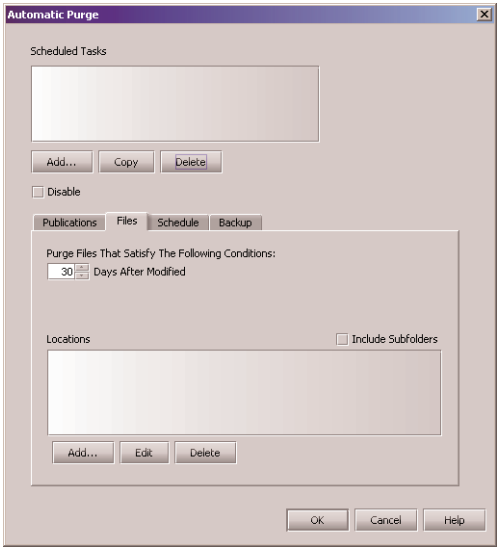
NOTE: This last check-box requires an update to the MAXML and the purge message sent to Director.

- **Delete All** - Deletes event histories and system logs.
  - **System Logs Older Than** - Indicates if system logs are to be purged and how old the logs must be before the purge takes place. Range is **1-365** days.
  - **Report Data Older Than** - Indicates if report data is to be purged and how old the data must be before the purge takes place. Range is **1-365** days.

Related topics:

- "Automatic Purge > Files Tab" on page 654
- "Automatic Purge > Schedule Tab" on page 656
- "Automatic Purge > Backup Tab" on page 658

Automatic Purge > Files Tab



- **Purge Files That Satisfy The Following Conditions** - Sets criteria to purge files.
- **Days After Modified**- Defines how many old files must be before they are purged. Range is **1-365**.

- **Include Subfolders** - Indicates if files within folders found with the **Locations** should also be purged.

NOTE: Locations supports the wildcards: * (zero or more characters), and **?** (any single character).

- **Locations** - Are assumed to be directories and not files.

NOTE: The location **C:\folder.txt** means that all files in a folder called **folders.tx**t on the **C** drive will purge.

Adds a folder location to purge.

Opens the selected folder path.

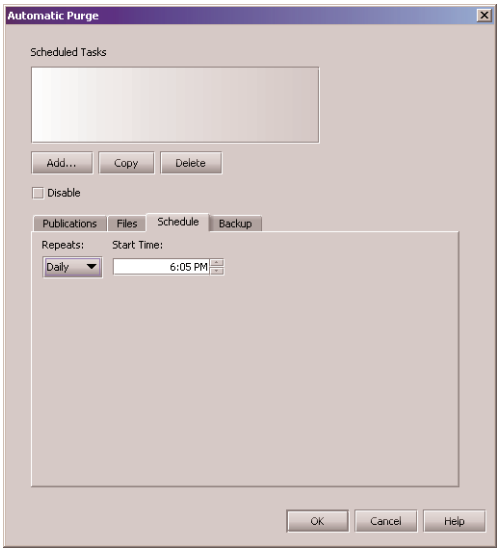
Deletes the selected folder.

Related topics:

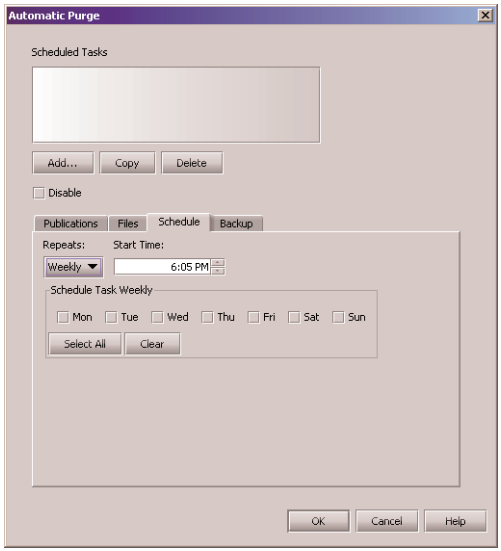
- "Automatic Purge > Publications Tab" on page 652
- "Automatic Purge > Schedule Tab" on page 656
- "Automatic Purge > Backup Tab" on page 658

Automatic Purge > Schedule Tab

Defines when the named purge is to execute.



- **Repeats** - Indicates how often the rule executes.
  - **Daily** - This setting defines the time, each day, when the purge takes place.
  - **Hourly** - This setting defines the time of day to start the purge and how frequently to execute the purge. The frequency can be 1, 2, 3, 4, 6 8, and 12 hours.
  - **Weekly** - Defines what time of day to execute the purge and which days to execute the purge.



- **Start Time** - Time to start the scheduled task.

NOTE: For all schedules that include a **Start Time** this time indicates when the specific rule is first executed. For example if the **Start Time** is 5:02 PM and the current time is **9:00 PM**, a Daily rule will not execute until the following day, and an Hourly rule will not start until the next **2:47 PM**.

Used to select all days of the week.

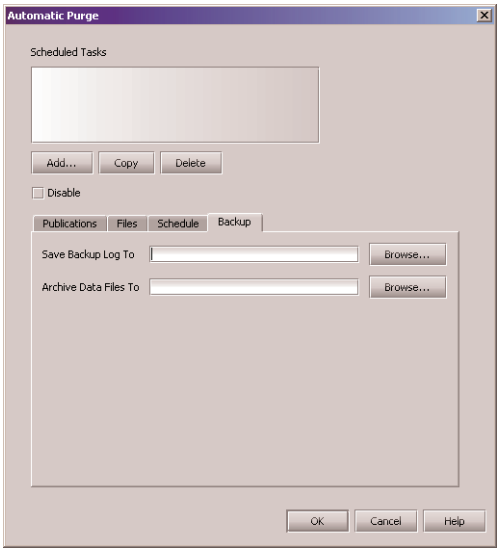
Used to clear the checkboxes.

Related topics:

- "Automatic Purge > Publications Tab" on page 652
- "Automatic Purge > Files Tab" on page 654
- "Automatic Purge > Backup Tab" on page 658

Automatic Purge > Backup Tab

Defines if files should be backed up.



- **Save Backup Log To** - Indicates if a backup log, indicating which file were purged, is to be created, and where to write the log.
- **Archive Data Files To** - Indicates if data files are written to another location before purging.

Used to accept changes and to continue.

Used to cancel changes and close the dialog box.

Calls up context-sensitive help.

Related topics:

- "Automatic Purge > Publications Tab" on page 652
- "Automatic Purge > Files Tab" on page 654
- "Automatic Purge > Schedule Tab" on page 656
- "Manual Purge" on page 649

Late Black

Late Black allows the early release of color elements and late release of black elements of composite pages within Courier, and has instructions sent to Director print sites.

Print sites can produce the necessary plates as soon as possible and reduce the bottleneck of last minute plate making that occurs as a deadline nears.

There are three release options for each color page, and the user determines how the system releases the appropriate file upon approval. Three approval check boxes replace the normal page approval process for every page.

- Color (03)
- Black (01)
- All (04)

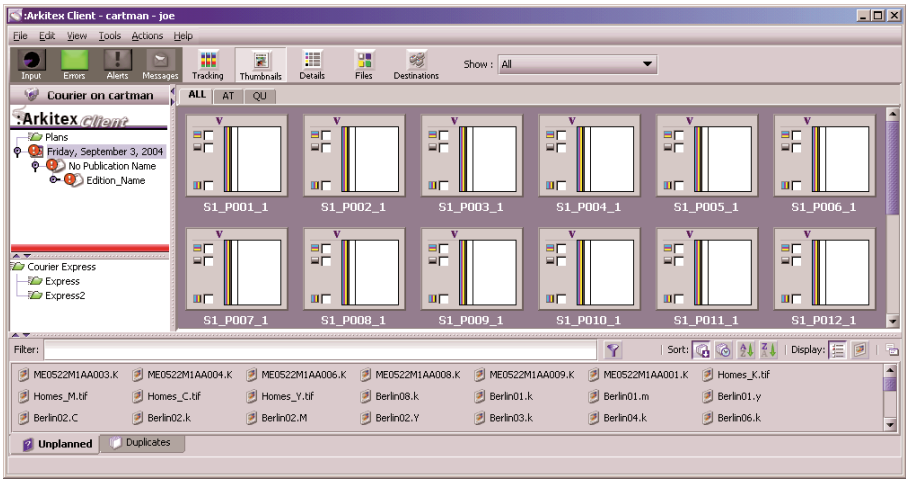
NOTE: Late Black must be included in the publication plan.

Arkitex Planner and AutoPlan creates the publication plan so Courier can recognize Late Black.

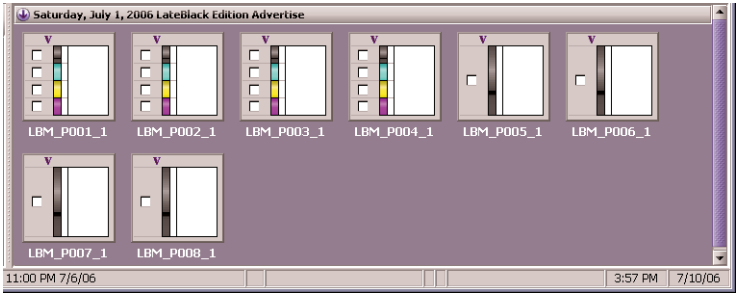
- Complete and ready for output > User approves All (04)
- Color (03) ready for output, but black (01) is not > User approves color (03) and will expect new version of page with the black (01).
- Black (01) ready for output, but color (03) is not > User approves black (01) and will expect new version of page with the color (03).

▷ Views

- **Thumbnails View Courier** - Late Black will have check boxes for **Color (03)**, **Black (01)**, and **All (04)**.



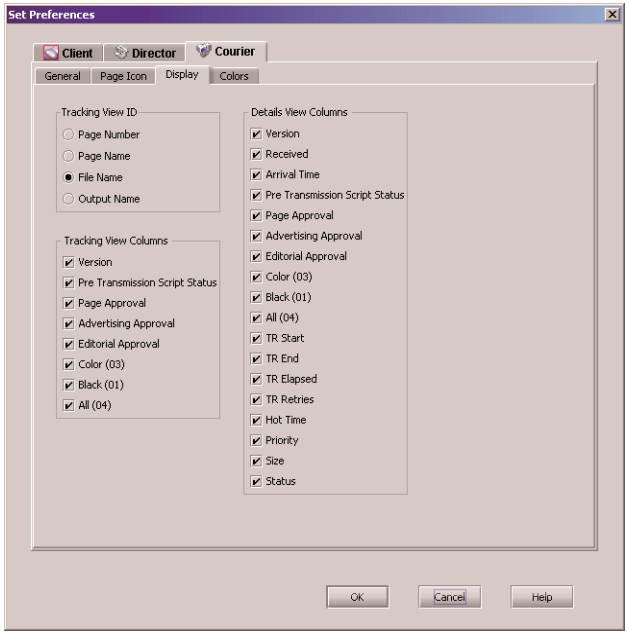
- **Thumbnails/Page View Director** - Late Black will appear as a normal approval.



- **Tracking/Pages View Director** - Late Black will appear as a normal approval.

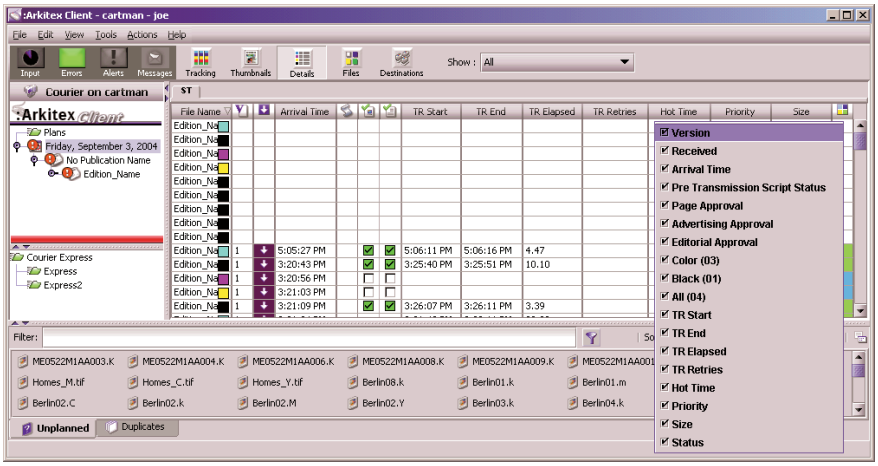
Column Selection

You can select which columns in Courier and Director Details view to display (and hide). This selection will initially be made in **File > Preferences > Courier > Display**, and by the direct method.

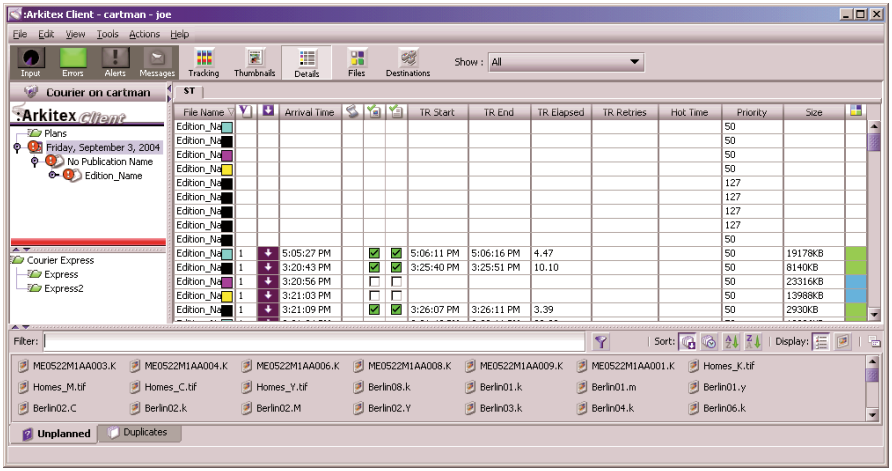


Direct Method

The direct method allows the user to right-click on any column heading to display a menu of all columns (except for the File Name column, which cannot be hidden).



This menu allows users to display (indicated with a check-mark next to the column heading), and hide columns.



Columns will display by default in this order:

- File Name

- File colors
- Version
- Arrival Icon
- Arrival Time
- Script Icon
- Approval columns (standard approval, or late black approval)
- All remaining columns in current order
- Status column

The status column shows Transmitted as soon as a version of the page is sent (even if that page was sent as 03 and is still awaiting 01).

In Courier and Director the softproof (and thumbnail) will show the latest (or current) version of the PDF regardless of which layers have been released.

The first version of a color composite page arrives.
The number "1" indicates current version number.

KEY: : COLOR (03) | : BLACK (01) | : ALL (04)

The user knows the color (03) part of the page is complete and will approve the color (03) for output by checking the COLOR (03) check box.

NOTE: Approving (03) will disable the "ALL (04)" approval check box, letting the user know at a glance that this page is a 'late black' and to expect another version to follow with the BLACK (01).

Version 2 of the page arrives with the complete or updated black text (01) The number "2" is now displayed as the most current received version number.

The approval check boxes reset and a "1" appears in the version column next to the color (03). The "1" represents the most recent approved and output page version for color (03).

The user approves the Black (01) for output, completing that page for output.

After the completed page has been approved and output, a new third version of the page is unexpectedly received.

The user approves this latest version as 'ALL (04)'.

NOTE: At any time the color (03) could also be changed on a page in addition to an expected "Late Black" or a complete page. It could arrive before, with or even after the Late Black (01), and follow the same behavior described in the "Late Black/Early Color" example. The same applies for subsequent, unexpected additional changes in the Black (01).

Deferred Approval

Deferred Approval allows pages requiring approval in Courier to be sent to the print site as soon as possible while allowing a later approval message to release the page for imaging.

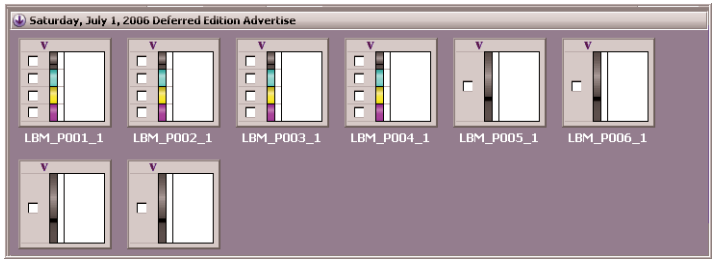
Deferred Approval is a publication-based setting in both Courier and Director. It will only work with destination sites where the **Integrate with Director** setting is On (refer to "Director Tab" on page 287).

When Deferred Approval is turned on in Courier, it will cause the Courier system to transmit pages to the print site as soon as it is ready (based on Courier hot time/priority/hold settings).

NOTE: Courier will not remove the page approval setting from the plan, but leave it in so that the page approval setting is used in both Courier and Director.

When the page is approved in Courier, the Courier system will send a page approved message to all Director sites that received the file.

At the Director site, the page approval setting will keep the page from imaging when it arrives. Director users will be aware that page approval is required by the display of the page approval check box in the page icon.



Later, when the page approval message arrives from Courier, the page will be approved in Director, and will then image using any Director settings (hot time/priority/hold).

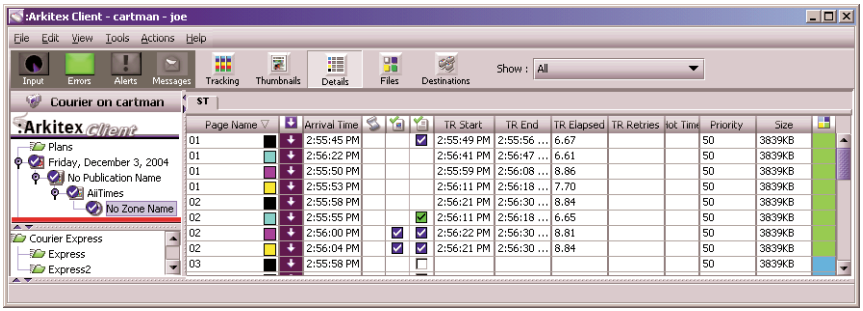
- **Page Approval**

At the Director sites, the page approval feature will still be available for those permitted users. This allows an override where local users can approve pages.

- **Display**

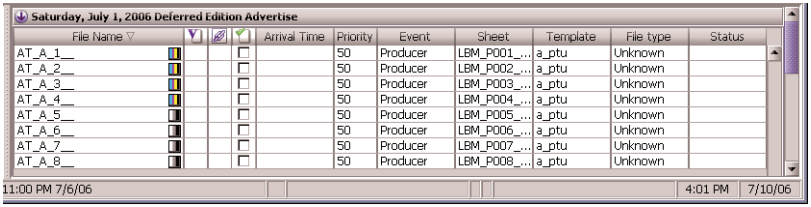
The user interface displays by using blue in both the tree, and in the approval columns (the color associated with the default transmitted color as background to approval area to distinguish the deferred from normal approval).

  - **Details View Courier** - The Deferred Approval column will have blue check boxes.



NOTE: The RGB value of the blue is Red: 50, Green: 50, Blue: 255.

- **Details View Director** - The Publication Tree will display in blue. The Page Approval column will appear as normal.



File Cleared from Courier

If the file is cleared (removed) from the Courier system before approval, it must be removed from the Director sites as well. A message will be sent to the Director system that will remove the file.

File Version Change

If a user in Courier changes the current version of a file, a message will be sent to Director; and Director will also change the version. This change of version will be logged (for logviewer), and entered into the Error screen as a warning.

Approved Pages in Director

If pages are approved in Director, this will not be communicated back to Courier. If a page is approved in Director (and an approval message is later sent from Courier), the Director engine will log the approval was received, but was not required.

APPENDIX

A

Glossary

This glossary defines many of the terms used in this document with which you may not be familiar.

Categories of Print Sites While at their core, print sites may be the same (a press prints newspapers that go to a mailroom, are bundled, and transported to readers) they can be characterized differently based on their ownership, and the amount of control the Editorial Site has over the Print Site. It may be possible that a print site is owned by the newspaper, but we would still categorize the printer as a Contract Printer based on the amount of the printer's control.

Contract Printer A Contract Printer is a press site that prints a particular product under contract. This contract may identify rules to the contract printer, such as the time a particular product must be complete. However, there may be many factors that the printer controls, such as the imposition of the printed product and press configuration.

Contract Printers may print a number of competing products and other types of print jobs, and a key feature of a contract printer is their control level.

Contract Printers are often told the structure of a printed product via a page plan, but they control how the actual product is printed. This control will have an impact on such things as imposition and number of plates required.

Destination Site Is an eventual destination for a file. This is typically a press site, but it may be another type of site (such as a NewsStand).

Destination Group Is a name combination of Destination Sites. A Group may consist of one or more Destination Sites, and may also include other Destination Groups,

Double Burn Refers to the merging of two identical resolution bitmaps into a single bitmap for imaging. An example is taking an ad stack bitmap and an editorial bitmap and combining then into a single bitmap.

The act of double-burning is a Print site activity.

Editorial Site Is where page plans and page data originate.

File Is an object that Arkitex Courier transmits to one or more Destination Sites. A file may be a plan, a composite page (such as a PDF file), or a single layer of a page.

File Processing Based on the type of Input (described in the section Titled "Input" in more details) and the type of file (either a plan file, a page layer, or other type of file), Courier will process the file differently.

For a Standard Input, each arriving file that is not a plan is

compared to all products in the tracking database that arrived in the same Input.

> **NOTE:** Accepting plans and files into the same folder and assigning permissions to those folders allows Courier to accept plans and files from different customers, while maintaining the ability to provide security of accessing only specific files and tracking information.

If the file matches an expected file, then that file is transmitted to the destinations found in the plan with all of the priorities and Hot Times in the plan.

If the file does not match an expected file name, then the file is processed as an Unplanned file. This causes the creation of a soft proof to help identify the file.

For Courier Express Inputs, each file is transmitted to the Destinations defined for the Express Input with the defined priority. Courier tracks the transmission of this file; however, this tracking is not relative to any plan.

Hot Time Three times (before, during, and after) during each a publication can have a different transmission priority.

Layer Is a single color for a page, such as the Cyan layer of Page 1.

Layer Approval Status The approval status of all layers of each color on the sheet. For example when all of the Cyan layers of all pages on the sheet are approved then the Cyan Layer Approval Status is true.

Kill Is to cancel any planned transmission of the file and to remove it from the Arkitex Courier system. Kills are typically done either when a page is being updated. with more current information, or when a serious error is found in an existing page.

Page Is an actual page that readers see printed in the newspaper. The page consists of one or more layers.

Page Approval Status The approval state of all layers of all pages on a sheet. When all layers of all pages are approved, then the Page Approval Status is true and vice-versa.

Page Plan Describes the page contents of an edition. This includes the total number of pages, the page type (tabloid, broadsheet), number of sections, number of pages in each section, and page colors.

Ping A utility that determines whether a specific IP address is accessible. It works by sending a packet to the specified address and waiting for a reply.

Ping is used by Arkitex Courier to make sure a remote system is accessible over the network.

Plan Processing If the Input is a standard input, and the file is a MAXML plan, the Courier will first read the plan and load it into the tracking database. This plan defines for one or more Products the expected files, file names, and destination sites (optional), among other information.

Once the plan is loaded into the database this plan is then transmitted to all destinations included inside the plan to prepare those destinations for processing files.

For Courier Express Inputs, the only action Courier takes is to transmit the file to the Destinations defined for the Express Input with the defined priority. No other plan processing takes place for an Express Input.

Priority Adds to a Page Plan the press specific information, such as plate imposition, plate location, number of plates necessary, and press start time.

Press Plan Adds to a Page Plan the press specific information, such as plate imposition, plate location, number of plates necessary, and press start time.

Printer's Pair Tow pages that print side-by-side on a web (i.e., pages 1 and 12).

Primary Destination Is the main server for a given destination.

Print Site Is where the press resides and where the press plan originates.

Product Is the generic term for a specific newspaper. A Product includes a Publication Date, A Publication Date, A Publication Name (such as the *The News* or the *Chronicle*), an Edition Name (such as *Daily*), and optionally, a Zone Name (such as *North* or *South*).

Remote Print Site A Remote Print Site differs from a Contract Print Site by the fact that the Remote site is owned by the newspaper. Because of this ownership, the print site often does not make independent decisions regarding the imposition of a product.

The type of printer used by a Courier customer will have an impact on the type of plans the Editorial Site is able to deliver.

Reader's Rule Two pages that appear side-by-side to the reader (i.e., pages 2 and 3).

Renaming Rule Combines a method for recognizing and subsequently modifying file names in order to fit into publication's expected naming structure.

Renaming may take place upon input or upon transmission to Destination Sites.

Script Is a "program" that adds functionality to the Courier system. Scripts may be complete, executable programs (written in a complied language such as C or C++) or a script (written in VBScript or Perl). Supported languages vary by server platform.

Scripts may not have a user interface.

Secondary Destination Is a "backup" site where files are sent if the Primary Destination is not available.

Shared Layer Is one which is used within many editions of publications. These may be printed at one or at many sites.

Page layers that will be double-burned, such as a common editorial layer, may be shared across products even though that layer will be double-burned with differing files.

Shared Page/File Layer Is one that appears in multiple Products either at the same print site or at multiple print sites. It should only be considered shared if it appears identically in each Product.

Transmission Plan Adds Destination Groups and transmission schedules to a Page Plan.

Transmission System Sends files from one site to one or more destination sites.

Universal Client There is a single, browser-based Client for Arkitex Courier, Director, Foundation, and Pair. This Client has a single login screen so, regardless of the number of actual servers you access, you can only login once.

Since there is a single Client and a single login to the system, the Client displays the appropriate type of information (transmission information, or imaging information) based on the type of server you select.

The Client is also used for System Configuration (described below), which is allowed based on user permissions.

Once you have logged into the Client, they are presented with the main Client screen. From this screen you can select from a variety of different views.

These views (described in greater detail below) are:

Tracking: displays tracking details for a selected product to all of the sites to which that product is sent.

Details: displays more detailed information regarding the transmission of a product to a single site.

Destinations: displays the status of each destination site, and a "queue" view of files being sent to, and those files waiting to be sent to that site.

Files: displays a list of files in the selected Product, and the current status of those files.

Soft Proofs: displays soft proof thumbnails, version number, and approval status for the selected Product.

You are able to filter each of the selected views, except for the Destinations view. Filtering allows you to narrow the selected files. The filter options are:

- All files in the selected Product.
- Files in the selected Products not yet received into the system.
- Files in the selected Product waiting for approval.
- Files in the selected Product waiting for transmission.
- Files in the selected Product currently transmitting.
- Files in the selected Product not yet complete.

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Approval Icons

Ad approval in Tracking or Details view

Approved.

Approved disabled.

Approved disabled.

Approved.

Deferred approval.

Editorial approval in Tracking or Details view.

No approval needed.

Publication needs approval.

Edition needs approval.

Publication name needs approval.

Zone needs approval.

No approval needed.

Not selected.

Not selected disabled.

Page approval in Tracking or Details view.

Script status.

Tab check mark.

Version number in Tracking or Details view.

Advertising approval in Thumbnails view.

Editorial approval in Thumbnails view.

Page or separation layer version in Thumbnails view.

Arkitex Console Icons

Publication Builder.

Engine.

:Arkitex Client.

Plate Builder.

Ink Setup.

Activate.

Link Template.

Manual Purge.

- **Page Number** - Shows all pages in the selected product.

Composite shows CMYK.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Shows the expected color for that page.

Killed page or layer.

Indicates a previous version of a page or layer was killed.

Indicates transmission of the page or layer was stopped.

- **Tracking**

Version Number - Shows the version number of each page layer.

Pre Transmission Script Status- Shows the run status of each layer if scripts are to be run.

Advertising Approval - Shows the approval status.

Destination shows the status of the destination.

White- file not yet arrived. This color is a default color and can be changed.

Light blue - Waiting for transmit. This color is a default color and can be changed.

Darker blue - Transmitting. This color is a default color and can be changed.

Green - Transmission complete. This color is a default color and can be changed.

Yellow - Hold. his color is a default color and can be changed.

Dark gray - Not expected. This color is a default color and can be changed.

Shows an ignored page.

Client Configuration Icons

:Arkitex Client icon.

Chasing arrows.

Check.

Configure application.

Courier not selected.

Courier site.

Director not selected.

Director selected.

Error.

Client Details Icons

Edition icon.

Sheet Icon.

Page Icon.

Arkitex Producer alert indicator.

Hot Time button.

PreProcess button.

On/Off button. When green, the selected edition is in production.

On/Off button. When red, the selected edition is stopped.

View Tracking Histograms.

View Thumbnails.

View Sheets.

View Pages.

View Files.

Tracking Icon.

Thumbnail icon.

Close button.

Refresh button.

Client Soft Proof Icons

Densitometer.

Print Icon.

Use to decrease zoom.

Used to increase zoom.

High Resolution soft proof.

Fit to window.

Fit to 100%.

Hand tool icon.

Right rotation icon.

Left rotation icon.

Flip icon.

Mirror icon.

Negative icon.

Export Soft Proof icon.

High Resolution Rotate icon.

Config Icons

Destination.

Destination groups.

Error.

Input.

Renaming rules.

System.

Users.

Cursors Icons

Densitometer cursor.

Destination Icons

Destination.

Destination disable.

Destination error.

Destination group.

Destination held.

Destination idle.

Destination transmitting.

Destination warning.

Edition Icons

Checked all products.

Checked edition.

Checked express folder.

Checked publications.

Checked publications day.

Checked system logs.

Checked unplanned.

Content green.

Content normal.

Content red.

Content yellow.

Content Yellow/Green.

Edition green.

Deferred edition.

Edition green/yellow.

Edition normal.

Edition red.

Edition red/yellow.

Edition yellow.

Express.

Expressed disabled.

Express held.

Plans green or normal.

Preprocess closed.

Press run day green.

Press run green/yellow.

Press run normal.

Press run red.

Press run day red/yellow

Press run day yellow.

Publication day green.

Publication day green/yellow.

Publication day normal.

Publication day red.

Publication day red/yellow.

Publication day yellow.

Publication green.

Publication yellow.

Publication green/yellow.

Publication deferred.

Section closed.

Section green.

Section green/yellow.

Section normal.

Section open.

Section red.

Section red/yellow.

Section deferred.

Unchecked all products.

Unchecked edition.

Unchecked express folder.

Unchecked publications.

Unchecked publication day.

Unchecked unplanned.

Unplanned normal.

Unplanned red.

Variations green.

Variations green/yellow

Variations normal.

Variations red.

Variations yellow.

Variations yellow/red.

View group green.

View group green/yellow.

View group normal.

View group red.

View group red/yellow.

View group yellow.

Zone green.

Zone green yellow.

Zone normal.

Zone red.

Zone red/yellow.

Zone yellow.

Zone deferred.

Error Icons

Acknowledged error.

Acknowledged warning.

Error.

Warning.

When clicked, opens an Alerts list that shows the system generating the alert, the alert time/date, and message. Is grayed out when the **Messages** button is active.

When clicked, opens a Message board. Is grayed out when the **Alerts** button is active.

Event Icons

Advert.

Apogee.

Approved.

Apscom.

Apscom.

Arrow.

Barcode.

Check.

Convert.

Custom.

Double burn.

Flat PS.

Flight check.

Gap arrow.

Ian.

Layout.

Left arrow.

OMAN.

Page.

PagePair.

Pictures.

Press.

Press 2.

Processor 1.

Processor 2.

Processor 3.

Right arrow.

RIP and CTP.

RIP and film.

RIP to Lan.

Text.

TIFF to EPS.

XMIT 1.

XMIT 2.

XMIT PRM.

File View Icons

Expected.

File error.

File status.

Held.

Ignored.

Killed.

Successful transmission.

Transmission.

Waiting for transmission.

Shows an ignored page.

History Icons

Overview Icons

Jump to the Next topic in sequence.

Jump to the Previous topic in sequence.

Print a topic (for Windows users only).

Pair Icons

Advertising.

Black arrow.

Blue arrow.

Dirty.

Editorial.

Partially shared.

Red arrow.

Shared.

Unshared.

Version.

Purge Icons

Purge close.

Purge help.

Purge.

Purge reset.

Reports icons

Close.

Drop.

Left.

Publication day normal.

Right.

Show calendar.

Script Icons

Pre text script canceled.

Pre text script expected.

Pre text script failure.

Pre text script successful.

Script status.

Status Icons

Composite status.

Status Buttons

Courier plans being transmitted.

Green.

Green half.

Green red.

Red.

Red green.

Red.

Displays when a manual change is made to a sheet.

Toolbar Icons

Add edition up.

Approval down.

Close up.

Composite.

Configure.

Courier destinations.

Courier details.

Courier thumbnails.

Courier tracking.

Deadline warning.

Densitometer RGB up.

Densitometer up.

Fast track.

File list view.

Fit both up.

Fit height up.

Fit width up.

Flip up.

Full scale up.

High Resolution soft proof.

Hot time after.

Hot time before.

Hot time during.

After Multiple Hot Times - When more than one hot time has been set, and the deadline has passed, for multiple editions in a publication.

During Multiple Hot Times - When more than one hot time has been set but not yet executed, for multiple editions in a publication.

Multiple Hot Times Set - When more than one hot time has been set for multiple editions in a publication.

Ink presets up.

Input scan disabled

Input scan enabled.

Mirror up.

Missing up.

Negate up.

Pages.

Pin up.

Parameters.

Preprocess close.

Preprocess open.

Print up.

Process bar up.

Proofer up.

Ration up.

Refresh up.

Remove edition over.

Remove edition up.

Revert over.

Rotate left up.

Rotate right up.

Separator.

Server config up.

Server.

Sheets.

Softproof.

Text up.

Tracking.

Traffic light.

Traffic light green.

Traffic light red.

Zoom in up.

Zoom out up.

Transmission Icons

Approved.

Composite color.

Killed.

Received.

Received header.

Transmission error.

Transmission sent.

Transmission header.

Unplanned Icons

Approved.

Dock.

Error.

Received.

Transmission sent.

Undock.

Unplanned file.

Unplanned Icon View.

Unplanned list view selected.

Unplanned soft proof available.

You can quickly accomplish tasks you perform frequently by using shortcut keys one or more keys you press on the keyboard to complete a task.

Notes:

[1] Shortcut keys used for Courier only.

[2] Shortcut keys used for Director only.

To	Press	To	Press
About	Alt+H+A		
Actions	Alt+A		
Approve Advertising	Alt+A+A	Selected Pages Selected Layers	+P +L
Approve Editorial	Alt+A+E	Selected Pages Selected Layers	+P +L
Approve Page	Alt+A+P	Selected Pages Selected Layers	+P +L

Approve Sheet[2]	Alt+A+S[2]		
Automatic Purge[1]	Alt+T+A[1]		
Clear Error[2]	Alt+A+C[2]		
Clear Page[2]	Alt+A+G[2]		
Clear Plate[2]	Alt+A+T[2]		
Configure Alerts[1]	Alt+T+R[1]		
Configuration[1]	Alt+T+C[1]		
Context-Sensitive Help	Al+H+E		
Copy	Alt+E+C Ctrl+C		
Cut	Alt+E+T Ctrl+X		
Daily[2]	Alt+R+D[2]		
Damaged Plate[2]	Alt+A+D[2]		
Destinations[1]	Alt+V+S[1]		
Details[1]	Alt+V+D[1]		
Edit	Alt+E		
Edition Status	Alt+T+E		
Error Log	Alt+T+L		
File	Alt+F		
File Status Legend[2]	Alt+V+L[2]		
Files	Alt+V+F		
Force Imposition[2]	Alt+A+F[2]		
Hard Proof[2]	Alt+T+H[2]		
Help	Alt+H		
Hide Shared Pages[2]	Alt+V+H[2]		
High Resolution Soft Proof[1]	Alt+T+H[1]		
History	Alt+T+Y		
Hold Page[1]	Alt+A+H[1]	Selected Pages Selected Layers	+P +L
Kill Page[1]	Alt+A+K[1]	Selected Pages Selected Layers Selected Versions	+P +L +V

Logout	Alt+F+L		
Manual Changes	Alt+A+M		
Manual Purge[1]	Alt+T+M[1]		
Ontime Predictor[2]	Alt+T+O[2]		
Output Pages[2]	Alt+A+O[2]		
Page Style[2]	Alt+A+Y[2]		
Pages	Alt+V+P		
Paste	Alt+E+P Ctrl+V		
Preferences	Alt+F+P		
Refresh	Alt+V+R F5		
Regenerate Soft Proof[2]	Alt+A+R[2]		
Reports	Alt+R		
Reports Daily[2]	Alt+R+D[2]		
Reset Cache[1]	Alt+T+H[1]		
Retransmit[1]	Alt+A+R[1]		
Select All	Alt+E+A Ctrl+A		
Sheets[2]	Alt+V+S[2]		
Soft Proof	Alt+T+S		
Soft Proof Printer Pair[1]	Alt+T+P[1]		
Soft Reader Pair[1]	Alt+T+R[1]		
Status	Alt+T+T		
Thumbnails	Alt+V+U		
Tools	Alt+T		
Tracking	Alt+V+T		
Unhold Page[1]	Alt+A+U[1]	Selected Pages Selected Layers	+P +L
Unhold Plate[2]	Alt+A+U[2]		
View Clients[1]	Alt+T+I[1]		
View PDF	Alt+T+V		
View	Alt+V		
Increase Font Size	Ctrl+E		
Decrease Font Size	Ctrl+M		

Alt+F+P. On the **Set Preferences** dialog box, select the **Courier** tab > **Display** tab. Select **Page Choose Color** button.[1,2]

▷ Not Expected Color dialog box

Alt+S	Swatches
Alt+H	HSB
Alt+G	RGB
Alt+R	Reset

Alt+T+C. On the **Configuration** dialog box, select any of the following:

- **Destination** > **Import** button.[1]
- **Destination Groups** > **Import** button.[1]
- **Input** > **Import** button.[1]
- **Users** > **Import** button.[1]
- **System** > **Import** button.[1]
- **Renaming Rules** > **Import** button.[1]

▷ Import Configuration dialog box

Alt+I	Look In
Alt+N	File Name
Alt+T	Files of Type

Alt+T+C. On the **Configuration** dialog box, select any of the following:

- **Destination** > **Export** button.[1]
- **Destination Groups** > **Export** button.[1]
- **Input** > **Export** button.[1]

- **Users** > **Export** button.[1]
- **System** > **Export** button.[1]
- **Renaming Rules** > **Export** button.[1]

▷ Export Configuration dialog box

Alt+I	Look In