:Arkitex

Quick Reference Guide

AGFA *Agfa*

Agfa, the Agfa rhombus, and Arkitex are trademarks of Agfa-Gevaert N.V., or its affiliates.

Those names and product names not mentioned here are trademarks or registered trademarks of their respective owners.

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: (+) 32 3 444 2111

Document Part Number	Rev	Date	Pages	Text Changes
CG+0949170001	A	9 December 2003	All	Initial Release
CG+0949170001	B	25 August 2005	All	Add FP1 features
CG+0949170001	C	10 July 2006	All	SP1 for FP1
CG+0949170001	D	29 January 2007	All	5.0

Contents

Chapter 3   Tracking Capability 33

Chapter 5   Soft Proofs 57

Introduction

Overview

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

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 functionality 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.

Priorities   These may be applied to different publications ensuring print site control of those arriving from various locations. You can assign an automatic "hot" priority during an edition's time-critical production period. Different deadlines may be set for each page or separation. A warning is triggered on the Client Tracking screen if the time is reached before completion.

Shared Pages

Director has the ability to designate individual pages in a publication to be shared among editions. Section handling features are also available. Incoming pages may also be shared.

Hold Plates

Director allows you to specify the number of plates to produce per layer and can hold further production after that number is reached. The presses can start running, and the remaining duplicate plates can be produced later after the hold has been released. This is useful where late editorial changes are expected for a particular page.

Arkitex Foundation

Arkitex Foundation functionality is an entry-level version of Director. It provides a cost-effective, low priced point system that includes standard functionality. It can be upgraded to Director.

Features

Some features such as load balancing, priority control, and hardware/data redundancy are not included in Foundation, but may be available as options.

Arkitex Pair

Arkitex Pair provides Imposition functionality. It allows you to pair pages within an edition, controlling which pages are single pages, false pages, gutterless pages, and double page spreads. You can assign page numbers and page furniture as required.

Manual Changes

The following **Manual Changes** can be made during production:

- The expected incoming filename for each page within a pair

- The page number assigned to each page within a pair

- The template

- The color to be resubmitted

- The ignore status of each page within the pair

- Double Burn add or removal

■ Change pair type

Browser appearance and functionality will depend on which product licenses have been purchased.

Arkitex Client

Arkitex Client is the tool or application to view the current production status of publications at every event in the production sequence. At your request, this display can fluctuate between page and sheet viewing.

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

NOTE: Client is the tool used to monitor the status of pages/separations through production and/or view soft proofs.

Tree Structure

Provides the support of a wide variety of publication hierarchies that can utilize filtered and alternate views to provide tailored viewing of publications.

Soft Proof

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

Printing Proof

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.

On-Time Predictor

Tracks output capacity, compares this to the number of remaining images to output, and forewarns you of any potential deadline slippage.

Errors

Displays help identify the actual sheet/page/layer of the error for Publications, Editions, Zones, Sections and Sheets.

Barcode Readers

Used to feed the production status back to the Client, or feed back the status at various stages of output: when plates leave the processor or punch/bender, and when they are placed on the press. Detailed log messages are easily accessible.

Manual Changes

The following **Manual Changes** can be made during production:

- The expected incoming file name for each page within a pair

- The number of duplicate plates required

- The Hold value

- The Deadline Time

- The Hot Time

- The Ignore Status of each page

- Priority

- 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

- Content Approval

- Page Versions

- Hard Copy requests

- Splitting Multi-Page PDFs

- Ad Stitching

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.

Client Overview

This guide is grouped into the following chapters that explain the Client display and features available depending on the permissions assigned per your User Login.

■ **Client Basics** - Chapter 2 explains the basic user interfaces available to all users.

■ **Tracking** - Chapter 3 explains the features/layout available if you are assigned Tracking permission for an edition.

■ **Changing Capability** - Chapter 4 explains the features/layout and management controls available if you are assigned Tracking and Change permissions for an edition.

■ **Soft Proofs** - Chapter 5 explains the features/layout available if you are assigned Soft Proof permission for an edition.

■ **Approval** - Chapter 6 explains the features/layout available if you are assigned Approval permission for an edition.

■ **Unplanned** - Chapter 7 explains the features/layout and management controls available if you are assigned Unplanned access permission.

NOTE: This guide will reference the portion of production that is being monitored as an "edition" even though you might be viewing an entire press run, publication, or edition.

Client Basics

This chapter explains Logon/Logout, layout, and features of Client for all users. Customizable features of Director and Client are reviewed in the **Preferences** section of this chapter.

Log In/Log Out

To activate Client, open your supported browser.

e.g., http://Director_server

The following Internet browsers are supported:

Version	Platform	Operating System
IE 5.0	• PC	Windows 95, 98, NT, 2000
IE 5.5	• PC	Windows 95, 98, NT, 2000
IE 6.0	• PC	Windows 95, 98, NT, 2000, 2003
FireFox 2.0	• PC	Windows 95, 98, XP, NT, 2000, 2003
Safari	• MAC	OS X 10.3

NOTE: Mac Users - Client screens use the Mac look-and-feel, including methods of multiple selection, and pop-up menus. Use **shift-click** for multiple selections, and **control-click** to access shortcut menus.

Open the Client site, and the **Arkitex Client Login screen** will appear.

How to Log In

In the blank Username field, enter your assigned User Login name and Password. This name and password are assigned by your Director system administrator, and controls your access and editions you have permission to view.

Press the **Log In** button, and the **Arkitex Client dialog screen** appears.

Login Errors

If your user login name is already in use, an error message will display. If this occurs, press the **OK** button, and close or log out of Client. If the location of your

user login is unknown, report this to your system administrator, and ask them to close the connection from the Director platform.

Logout Controls

Once you are successfully logged into Client, the login screen will update to the **Log Out** screen. A new window, **Arkitex Client**, will appear in the foreground.

You may log out of Client at any time by pressing the **Log Out** button on the Logout screen, or by clicking on **File** > **Logout** from the menu bar.

Menu

The Client menu provides access to the basic **File**, **Edit**, **View**, **Tools**, **Actions**, **Reports**, and **Help** options.

When left-clicking on a **sheet** icon or a **page** icon in the toolbar, it will affect the display of options in the Client Menu.

NOTE: Items appear disabled if permissions are not granted for use.

Menu Option	Pages Icon selected	Sheets Icon selected	Description
File			
Preferences	N/A	N/A	Opens the Set Preferences dialog box to configure Client, Director, and/or Courier client functionality.
Logout	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	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	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	X	X	Enables the Tracking view.
Thumbnails	X	X	Enables the Thumbnails view.
Files	N/A	N/A	Enables the Files view.
Sheets	X	X	Enables the Sheets view.
Pages	X	X	Enables the Pages view.
Hide Shared Pages	X	X	With Pages view enabled, Shared Pages are hidden from display.
File Status Legend	X	X	With Files view enabled, displays a file legend showing how file icons will display for Expected, Arrived, Producer, On Hold, Error, 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	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.) Users without Soft Proof permission for the selected edition cannot access this option, and the Soft Proof menu items will be disabled.
High Resolution Soft Proof	X		Selecting this option opens a High Resolution soft proof.
View PDF	X	X	View the source PDF file of the soft proof.
Hard Proof			When selected, a high-resolution proof is requested.
Selected Colors...	X	X	Gives users a menu from which they select the colors to hard proof.
Composite	X	X	This option will only be present if the Hard Proof license was purchased.
Status	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 is an optional feature that must be installed by your system administrator. 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	N/A	N/A	Opens the Message Board. There is an In and Out box. Messages can be printed and/or deleted. This must be configured to display.

Actions			
Manual Changes...	X	X	Activates the **Manual Change** dialog box.
Approve Page	X		Enabled if page approval is required for the selected edition.
All Colors	X		Approves all colors of a page when Tracking/Thumbnails and Pages views are selected.
Selected Colors...	X		Gives users a menu from which they select the colors to approve when Tracking/Thumbnails and Pages views are selected.
Selected Pages			Approves selected pages in Files and Details views.
Selected Layers			Approves selected layers of a page in Files and Details views.
Approve Advertising	X		Enabled if page approval is required for the selected edition.
All Colors	X		Approves all layers of a page when Tracking/Thumbnails and Pages views are selected.
Selected Colors...	X		Gives users a menu from which they select the colors to approve when Tracking/Thumbnails and Pages views are selected.
Selected Pages			Approves advertising for selected pages in Files and Details views.
Selected Layers			Approves advertising for selected layers of a page in Files and Details views.
Approve Editorial	X		Enabled if page approval is required for the selected edition.
All Colors	X		Approves all layers of a page when Tracking/Thumbnails and Pages views are selected.

Selected Colors...	X		Gives users a menu from which they select the colors to approve when Tracking/Thumbnails and Pages views are selected.
Selected Pages			Approves editorials for selected pages in Files and Details views.
Selected Layers			Approves editorials for selected layers of a page in Files and Details views.
Approve Sheet		X	Enabled if sheet approval is required for the selected edition.
Selected Colors...		X	Gives users a menu from which they select the colors to approve.
All Colors		X	Approves all layers of a sheet.
Unhold Plate	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 users a menu from which they select the colors to unhold.
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. (Refer to "Damaged Plate Reason" on page 49.)

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.
All Colors		X	Selected to re-output all layers with a single request.
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.
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.

	Page	Plate	Description
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 users 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.
Clear Page	X		Similar to Clear Plate, except clears single page or page color.
Selected Colors...	X		Gives users 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.
Soft Proof Image...	X		The Soft Proof Image can be exported.
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	X	X	Acknowledges an error condition and clears the error indicator.
Reports			This is an optional feature that must be set up by your system administrator.
Daily	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.

Toolbar

Below the Menu bar is the toolbar. Permissions assigned to your logon will control which tools are available for use. If a tool is unavailable, it is grayed out.

Related topics: •

Client Window

Client is divided into three panes: the **Publication Tree**, the **Main Pane**, and the **Unplanned Pane**.

Navigation Tree Hide/Unhide

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

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

Publication Tree

In the left pane of the Client window is the Publication Tree. Each edition for which you have permission to **Track**, **Change**, or **View Soft Proofs** will appear.

Edition Color

The **Color** of the edition icon represents the overall edition status.

■ A **white** edition 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 Client toolbar if you have Tracking permission for that edition.

■ 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 its completion event before its deadline time. In the case of imposed editions, the red edition icon can also indicate that there are missing plate furniture files, such as barcode 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, therefore, has not completed all its pages at the completion event before its deadline time.

Main Pane

The Main Pane is the portion of the Client interface where the Production status of the publications are displayed in various formats.

The **Main Pane** is where the tracking or thumbnail icons for the selected edition are displayed. If you only have Tracking permission, you will see the tracking icons, and not the thumbnail icons. In contrast, if you only have Soft Proof permission, you will see thumbnail icons, and not the tracking icons.

It is the tracking facility based on tracking icons which provides you with an 'at-a-glance' visual status of the progress of production.

In the gray area beneath each icon is the number of the page. However, the numbers may also reflect a pair of pages, if paired.

Unprocessed Files Pane

The Unprocessed Files pane contains the Unplanned tab. Files can be sorted using filters and viewed in list and thumbnail views. Refer to "Unplanned Files" on page 69.

Status Bar

The **Status Bar** reports the time and date of the last automatic refresh of Client. It is located on the bottom of the Client window. If you have permission to access an edition, the Status bar additionally displays information related to the selected edition, e.g., Edition Name and Hot Time details (where relevant).

■ The publication product is displayed in the left corner.

■ The middle of the **Status Bar** displays the selected edition's **Hot Time Start** and **Stop** date and time (when applicable).

■ The right-hand side of the **Status Bar** displays the date and time of the last automatic screen refresh.

Preferences for Client

You can change the appearance of Client using **Preferences** located under **File** on the Client menu bar.

The **Set Preferences** dialog box will appear with two tab options under the Client tab: **General** and **Publication Tree**.

NOTE: If Courier was also purchased, a Courier tab will also display.

General Tab   The **General** tab display options are: Locale, Refresh Time, Soft Proof Options, Text Message Options, and Change Password.

Locale

This option allows you to assign a language other than "English (United States)" to be used within Client.

Refresh Time

Range is 15-995 seconds.

Soft Proof Options

- Show Separations in Soft Proof - Displays 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.

NOTE: You can browse to the sound file location.

- **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.

Publication Tree Tab

Used to expand the tree for new editions, to sort editions, and to change the display of the Tree Hierarchy.

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

This option is used to customize what information will appear in the tree, and in the sort order of the tree. The Tree levels available are:

■ Press Run Time

■ Publication Day

■ Publication Name

■ Edition Name

■ Zone Name

■ Section Name

■ View Group Name

Contents/Variations

In the **Tree Hierarchy** dialog box, when the **Contents** box is checked, you will be able to view pages/sheets based on the page contents (advertising, editorial, classified) at each given level.

When the **Variations** box is checked, you will be able to view page variations (planned changes) at the given level.

Tree Preview

The Tree preview is determined by what is selected in the **Tree Hierarchy**. Use the **Move Up** or **Move Down** buttons to select the tree view order.

Display

These options affect views and panes.

- File Versions - Shows the current version only, or all versions of a file.

- Toolbar Buttons - Icons display, or icons and labels display in the toolbar.

- Background Color - A light, medium, or dark background can be selected for the main pane display.

Preferences for Director

The **Set Preferences** dialog box will appear with five tab options under the Director tab:

- General

- Publication Tree

- Page Icon

- Sheet Icon

- Display

- Colors

General Tab

Allows you to set prompting messages, manage ignored pages, and select soft proof resolution.

Ask Are You Sure For

Used to configure after which Change command an "Are you sure" warning prompt will be displayed (this is only relevant with Change permission).

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

- Unhold Plate

- Damaged Plate

- Additional Edition Copy

- Unhold Edition

- Clear Plate

- Paste

- Paste Multi-Page PDF To View Group

- Output File Name

- Delete Unplanned

Pressing **All** will enable all check boxes. Pressing **None** will disable (un-check) all the check boxes.

Sort Editions

This option determines the order in which the editions are displayed within the **Publication Tree**.

By Plan Order	Sorts editions by the order they were defined in Publication Builder.
Alphabetically	Sorts editions alphabetically from A-Z.
By Press Run Time	If no editions with By Press Run Time are displayed, definitions are sorted only by the activation order.
By Hot Time	Sorts editions by Hot Time, and then by the order the editions have been activated if some editions are not configured with Hot Times. (If no editions with Hot Times are displayed, editions are sorted only by the activation order.)

Show Ignored Pages

When checked ignored pages will display.

Soft Proof Resolution

This option sets the level of resolution for soft proofs: the lower the resolution, the smaller the file size, and the faster the soft proof displays.

NOTE: The **Medium** and **Low** options in the **Soft Proof Resolution** section will be disabled if these values have not been configured by your system administrator.

Publication Tree Tab

Checking **Show Indicator If Any Page Is Awaiting Approval** turns on an approval indicator showing pages need approval.

Page Icon Tab

The following page display configurations can be displayed (enabled if checked):

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

Sheet Icon Tab

The following sheet display configurations can be displayed (enabled if checked):

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 main window.
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 thumb-nails.

Display Tab

File Status Colors and Details View Columns can be customized.

Details View Columns

By selecting the checkbox next to the column name, that column will display when the **View Details** button is selected.

- Version

- Shared

- Page Approval

- Advertising Approval

- Editorial Approval

- Arrival Time

- Priority

- Event

- Sheet

- Template

- File type

- Status

NOTE: Use the **Check All** button to select all columns and the **Check None** button to deselect them.

Colors Tab

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

File Status Colors

The following options are available:

Expected	Used to change the color of Expected file icons in **Files View**. Also changes the icon color in the **File Status Legend** under **View** in the Client Menu.
Arrived	Used to change the color of Arrived file icons in **Files View**. Also changes the icon color in the **File 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 of the Tracking and Details views indicates the particular file is obsolete.
Restore Original Colors	Restores file icon colors back to default in the **Files View** and in the **File Status Legend**.

NOTE: Use the **Check All** button to select all columns and the **Check None** button to deselect them.

Save Settings

If you change any of the configuration settings, your new configuration will only be saved when you press the **OK** button and close the **Set Preferences** dialog box.

NOTE: This new configuration will be assigned to your user login name, and each time you login to Client, this personal configuration will be used.

Tracking Capability

This chapter explains the layout and features available if you have been assigned Tracking permission. Tracking provides an 'at-a-glance' visual status as the publication progresses through the planned workflow events.

Each of the tracking icons represents specific information relating to individual pages or sheets.

Menu

The Client menu is identical to the menu if you have Soft Proof only permissions.

Toolbar

The Client toolbar will be populated with more information and extra controls when other permissions are assigned.

Arkitex Producer Status Light

The Arkitex Producer status light appears green unless an error has occurred. The status light will turn red indicating an error in the following situations:

- Hardware error (Arkitex Grafix RIP or imager)

- PostScript error (discovered by Arkitex Grafix RIP)

NOTE: The Producer status light is only a visual status indicator. The problem cannot be resolved from the Client window.

System Error Status Light

The System Status Light is the Error alert button. This status light will turn red indicating an error in the following situations:

- When the **Soft Proof** button on the Arkitex Director and Page 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.

- 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.

Click the **Error** button 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: When the **Error** button is red on the Client window, this is only a warning to you. This problem cannot be rectified from the Client window.

Messages

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

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 Producer.

Hot Time Button

Defines a specific time regarded as the **TX time**. When an edition has a hot time defined, a **Hot Time** button appears on the Client toolbar at the single entity level of your publication. For example, if your publication has been defined to the Section level in its hierarchy tree, when a Section is viewed, only then will the **Hot Time** be displayed.

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

The **Hot Time** button appears in the toolbar and is enabled when an edition using a **Hot Time** is activated, and the edition has been selected in the **Publication Tree**.

The **Hot Time** button has three modes: **Before**, **During**, and **After**.

On/Off Button

Shows a traffic light with either a green or red light activated. If the green light is on, production starts for that publication as soon as files are received.

The **On/Off** button appears on the toolbar at the single entity level of your publication. For example, if your publication has been defined to the Section level in its hierarchy tree, when a Section is being viewed, only then will the **On/Off** button will be displayed.

If the red light is on, production for that publication is stopped. Files may still be received, but are not forwarded to Producer for output. If Soft Proofs or Ink Presets are configured, Soft Proof or Ink Calculations will still be generated, even if an edition is stopped.

NOTE: Tracking permission alone does not allow you to stop or start production by clicking **On/Off**. You must also have Change permission for the selected edition.

Views

Six views are available to monitor production progress.

Sheets Button

Used to view the **Tracking** and **Thumbnails Views** at sheet level.

Pages Button

Used to view the **Tracking** and **Thumbnails Views** at page level.

Tracking Button

If you have Tracking and Soft Proof permission, select the **Tracking** button to change the display from thumbnail icons to tracking icons. You can toggle between the **Tracking View** and the **Soft Proof View**.

Thumbnails Button

If you have Tracking and Soft Proof permission, select the **Thumbnails** button to change the display from tracking icons to thumbnail icons. You can toggle between the **Tracking View** and the **Soft Proof View**.

Details Button

Used to display the Details View which provides more file information such as Version, Page Approval, Advertising Approval, Editorial Approval, Shared, Arrival Time, Priority, Event, Sheet, Template, File type, and Status.

Files Button

Used to view files for the selected edition.

Show Button

You can view the Client display by selecting the following filters:

- **All** - Displays all files.

- **Not Arrived** - Display pages (or sheets) where the data has not yet arrived (if in Sheet View, show sheets with pages that have not arrived).

- **Awaiting Approval** - Display pages (or sheets) that are awaiting approval.

- **Arrived And Awaiting Approval** - Displays pages (or sheets) that have arrived and need approval.

- **Not Complete** - Display pages (or sheets) that are missing a layer or component.

In addition, any events that were configured as part of the publication plan will display under the Files view.

Standard Events

Event icons represent pre-configured steps in your workflow. As you click on each event, the tracking icons display will change to reflect the status at each event.

If the Client toolbar is not wide enough to display all of the events in sequence, scroll arrows appear to allow you to scroll through them.

Client comes with two standard events: **Convert** and **Layout**.

Convert

Some editions require data conversion before hi-resolution output can be configured.

Color Conversion

Color bars along the left side of the icon indicate that a layer is expected. As each layer arrives, the appropriate bar partially fills with color. When conversion is complete, the right side of the icon displays bars filled with color.

Mono Conversion

A black bar along the left side of the icon indicates that a mono layer is expected. As the layer arrives, the bar partially fills in a shaded black. When conversion is complete, the right side of the icon displays in shaded black.

Layout Event

Is the imposition event, is always present in the event sequence even for non-imposed editions. The design of the tracking icons varies, depending on whether the event selected is before the imposition (pre-imposition), or after the imposition event (post-imposition). The **Layout** event tracking icons have the same design as pre-imposition event tracking icons.

Pre-Imposition Tracking Icons

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

NOTE: If you position the cursor over the pre-imposition tracking icon, you will see a tooltip showing the names of the files expected for the page 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, you must select a post-imposition event, such as Producer.

As files are received, 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). If the completion event for the page separation has been reached, the background behind the top number turns green.

If another file for the separation is received, an "unplanned resubmission" has occurred. The tracking icon reflects this by turning the background color of the bottom number light blue, and drawing a small arrow next to the separation that was resubmitted.

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

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

The **Layout** event tracking icons indicate any combination of:

■ One through seven separations for each page. A plate may consist of single pages, paired pages, 4-up, or 8-up.

■ 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 workflow.

■ **Variations** (planned changes to a page) displays as its own unique page and is identified by its own unique character in the page name.

■ An unplanned resubmission is indicated by a blue triangle next to the progress bar.

■ Planned resubmission:

  ☐ **Before output** - A red triangle is displayed next to the separation bar.

  ☐ **After 1st output** - The status color block fills in, but the red triangle is still displayed.

  ☐ **After 2nd output** - The triangle turns to dark gray.

■ The current version number will be displayed in the "page" view if multiple versions have been allowed for your edition.

There will be check boxes below the icon for indicating whether the separation has been approved. (These checks are there only if the edition requires approval.)

Shared Sheet/Page Icon

When publications are defined with multiple Editions/Zones, many of the pages are the same in each Edition/Zone (**Shared**) while the remainder of the pages change (**Changing**). A "Parent/Child" relationship is established between these Shared Sheets/Pages. Those Sheet/Pages that are the "children" are denoted with a "chain" icon located beneath the sheet/page thumbnail.

Double Burn Layer

When a double burn layer is expected, an indication appears to the right of the color layer that a double burn layer is expected. When the tooltip is displayed, the page will display showing all expected files, including the double burn file.

If the two double burn layers overlap when imposed, the publication in the Publication Tree will turn red. The appropriate edition and the view icons will turn red with the page icon to indicate an error.

Custom Events

Producer Event Button

When depressed, the tracking icons display will relate to whether or not page/separations have been sent by Director to Producer.

Post-Imposition Tracking Icons

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

■ The black numbers below each tracking icon represent the number of duplicate plates (copies) required for each separation at the selected event. When a resubmission is received, the counter under the relevant page/separation is shaded light blue.

■ If outputting to film, if the **Producer** and **RIP&FILM** events have been set, they will reflect one copy.

■ The colored band doubles in size when a separation arrives.

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

■ 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.

▷ **RIP&CTP**

If the **RIP&CTP** event button is depressed, the tracking icons display relates to whether or not the page/separations have been RIP'd and imaged. This is seen as a single event because Arkitex Grafix RIPs are driven by Producer and assumes RIPing completes at the same time as imaging – it is at that point a message is returned by Director indicating successful output.

▷ **ND&CTP**

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

▷ **Other Event Icons**

If another event is selected such as **ND&FILM**, the tracking icons display will relate to whether or not the page/separations have been completed by that event.

NOTE: Any other event icons represent a status in the workflow.

Publication Tree

When activated, the **Publication Tree** displays the edition.

Related topics: •

Main Pane

The **Main Pane** is where tracking icons or thumbnail icons for the selected edition are displayed. If you only have Tracking permission, you will see tracking

icons, and not thumbnail icons. In contrast, if you only have only Soft Proof permission, you will only see thumbnail icons.

It is the tracking facility based on tracking icons which provides you with an 'at-a-glance' visual status of the progress of production.

In the gray area beneath each icon is the number of the page. However, the numbers may also reflect a pair of pages, if paired.

Ignore Plates

These are sheets which will not be output via Director, typically because the films or plates these sheets represent have already been output for another edition, and you do not want to output duplicate plates. These sheets appear with a large red 'X'.

Shortcut Menu

Right-click on a tracking icon in the Main Pane to bring up a shortcut menu containing **HardProof** (if licensed), **Status**, **Select All**, and **Unselect All**. The shortcut menu also contains other items that are disabled if you only have Tracking permission.

By selecting **HardProof**, you can request a high-resolution proof to be output. You can select Composite, which will output the composite; or Selected colors, which will output the colors you select.

Selecting **Status** opens the Page Status dialog, which is described in the section Page Status Dialog.

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

You can also select multiple tracking icons by clicking on one, and holding the **Ctrl** key down while clicking on another tracking icon. A range of tracking icons may be selected by clicking on the first one, and holding down the **Shift** key while clicking on the last tracking icon. You can cancel your tracking icon selections by choosing **Unselect All**.

Page Status Dialog

The **Page Status** dialog box is accessed by selecting either the Page Status or Sheet Status button and then double-clicking on a selected tracking icon.

The **Page Status** dialog box consists of: **Sheet Status** or **Page Status** (if in Page Mode), **Components**, **Sheet History**, **Edition History**, **System History**, and **Errors**.

Sheet Status

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 **Status** screen displays the following:

- **Page Name** – The **Page Name** may be the sheet name of the imposed sheet, the page number of an unimposed page, or the page name of an unimposed page with alphanumeric page names.

- **Resubmission Counter** - The **Status** screen displays a record of the resubmissions. Both the original number of plates requested (above each color), and the number of **Damaged Plates** requested (below each color) are displayed.

- The center panel of the **Status** screen displays tracking icons for all the events, including the **Layout** event, in the event sequence for this page.

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

Components Tab

When clicked, allows you to get detailed information for this page.

Sheet History Tab

When clicked, allows you to get detailed information as to what has happened at what time/date to this page. The number of line items that displays can be customized.

Edition History Tab

When clicked, allows you to get detailed information for the edition. The number of line items that displays can be customized.

System History Tab

When clicked, allows you to get detailed information for the system. The number of line items that displays can be customized.

Errors Tab

When clicked, allows you to get detailed information about errors.

Status Bar

The **Status Bar** is located on the bottom of the Client window.

■ The publication product is displayed in the left corner.

■ The middle displays the selected edition's **Hot Time Start** and **Stop** date and time (when applicable).

■ The right-hand side displays the date and time of the last automatic screen refresh.

CHAPTER 4

Changing Capability

If you have been assigned Change permission, you will see the same layout as a user assigned Tracking only permission. However, you are able to access additional functionality.

Menu

The Client menu is identical to the Soft Proof only permissions menu.

Toolbar

With Change permission enabled, the **Hot Time**, **On/Off**, **Sheets**, and **Pages** buttons are active.

Hot Time Button

If an edition uses a **Hot Time**, the **Hot Time** can be changed during production. To change, click on the **Hot Time** button to open the **Hot Time** dialog box.

You can change the **Hot Time Start** or **End**, apply the changes, and close the screen by pressing the **OK** button. Alternatively, you could close the **Hot Time** dialog box without applying any changes by clicking the **Cancel** button.

Any changes to the **Hot Time** date and time setting will be displayed in the **Status Bar**.

Related topics:
-

Sheets Button

You have the ability to perform **Manual Changes**, **Unhold Plates**, re-issue due to a **Damaged Plate**, **Clear Plates**, **Clear Errors**, and **Copy/Cut/Paste** on sheets.

Related topics:
-

Pages Button

You have the ability to perform **Manual Changes**, **Unhold Plates**, re-issue due to a **Damaged Plate**, **Clear Plates**, **Clear Errors**, and **Copy/Cut/Paste** on pages.

Related topics: • "Pages Button" on page 35

On/Off Button

You are able to start or stop production by clicking the **On/Off** button.

■ When the **On/Off** button is red, production for that edition is stopped. Files received for that edition are processed, and where required, are forwarded to Producer for output.

■ A red **On/Off** button indicates that production for that edition is stopped. Files may still be received, but are not forwarded to Producer for output. If the **Soft Proof** option is configured, soft proofs will still be generated even if an edition is stopped. If the **Ink Presets** option is configured, ink preset calculations will still be generated even if an edition is stopped.

■ When the **On/Off** button is clicked, a Waiting message dialog will appear.

NOTE: Whenever an edition has been stopped, the edition's icon in the **Publication Tree** turns yellow as a visual warning.

Related topics: • "On/Off Button" on page 35

Publication Tree

On first glance, the **Publication Tree** appears the same with or without Change permission. However, right-clicking on an edition reveals two new options: **Additional Edition Copy** and **Unhold Edition**.

Additional Edition Copy

If you have permission to apply Changes to an edition, you may add a single extra copy to every page by selecting the **Additional Edition Copy** option from the **Publication Tree** shortcut menu.

When an additional edition 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 disables these messages.

NOTE: If a varying number of copies have been assigned to sheets/pages within that entry, an additional copy will not be assigned.

Unhold Edition

You may **Unhold** all sheets/pages associated with that highlighted **Publication Tree** product. 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 Producer.

Selecting the **Yes** option removes the **hold** from all pages in the edition. To cancel the request and close this screen, press the **No** option.

When an **Unhold** is requested, a new screen will appear asking **Are you sure you want to unhold all sheets**. The **Don't ask this again** checkbox disables these messages.

NOTE: Warning prompts can be enabled or disabled via the **Set Preferences** screen. These types of warnings are for safety to prevent operator error.

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

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

Main Pane

The Main Pane appearance does not change with Change permission. The only change is the addition of change menu items on the tracking icon shortcut menu.

Right-clicking on a tracking icon in the main pane reveals the main area where you can make changes to the relevant page and edition.

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

Soft Proof

If you were assigned Soft Proof permission for an edition, view the soft proof by selecting **Soft Proof**.

NOTE: The edition has to be configured to generate soft proofs, and the soft proof must already have been generated.

High Resolution Soft Proof

This option is available when selecting Pages and Tracking and 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.

View PDF

This option is available when selecting Pages and Tracking. This option opens the source PDF if available.

HardProof

The **HardProof** menu item allows you to request high-resolution hard proofs.

Status

The **Status** menu item is disabled if multiple tracking icons have been selected. If only one tracking icon was selected, the Status menu item displays the Page Status dialog box.

Manual Changes

Selecting **Manual Changes** activates the **Manual Changes** dialog box.

Unhold Plate

You may **Unhold All Colors** of a sheet (or sheets) at once, or choose **Selected Colors**.

If you choose **Selected Colors**, a dialog box opens allowing you to check the color layer box under the layer you wish to unhold.

If this option has not previously been disabled at the **Set Preferences** screen, the optional Unhold Plate safety message will appear. Press **Yes** to unhold the selected plate/s, and **No** to cancel the unhold plate request.

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.

You may select which layer(s) to image, and the total number of damaged plates requested by increasing or decreasing the 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.

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. 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.

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

You must choose whether output should be directed to the same imager, or re-directed.

▷ **Damaged Plate Reason**

If enabled, you can specify a **Reason** for the damaged plate. Select the available reasons from a dropdown list. This feature is available for **All Colors** and **Selected Colors**.

Force Imposition

If you want to force a plate or film to be made, even though one or more of the page layer files has not been received, select **Force imposition**.

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

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

Clear Plate

Clear Plate may be applied to all separations or selected colors of a sheet, or multiple sheets.

Clearing separations will remove from the tracking display all information that the files have been submitted. The counters and thermometers are 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.

Clear Page

If you right-click on an individual page instead of the entire sheet, the **Clear Page** menu item will be enabled. This menu item is disabled if multiple tracking icons have been selected. **Clear Page** may be applied to all separations or selected colors of a page.

The **Clear Plate** option has its own Clear Plate safety message (unless disabled), to ensure the request for a Clear Plate was not accidental.

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.

Page Style

If the sheet houses paired pages (2up or 4up), the **Page Style** menu item is enabled. If the sheet contains a standard pair, you can convert the "pair' of pages to a double-truck (panorama). If the sheet contains a double-truck, you can convert the page to a standard pair.

Copy/Cut/Paste

The **Copy** option allows you to copy one or more layers of this page to the same, or another edition. These menu items are disabled if multiple tracking icons have been selected.

If you choose **Paste**, a dialog box appears allowing you to select the source page and the destination page (if more that 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 the **Copy** function would copy both layers, and paste both layers.

If you **Paste** two layers to a tracking icon that has only one layer defined, only the appropriate layer is copied.

NOTE: It is also possible to drag layers that have already arrived and drop them into a tracking icon on the same or another edition. Click and hold the icon, and drag it on top of the second tracking icon in the same edition. Alternatively, drag it into the sidebar to open another edition. Keep the mouse button pressed until this edition's tracking icons are displayed, and then drag onto the required tracking icon.

Cut behaves like the **Copy** function; but instead of copying a page, it removes the separation/plate to be pasted elsewhere, or to be simply removed.

Manual Changes

The **Manual Changes** dialog box is accessed through the **Tools** menu, or by right-clicking on an individual page or sheet. This feature allows you to make on-the-fly changes that will override the settings previously configured in the original publication plan.

> **CAUTION:** These parameters reflect what has previously been defined in the *.**pmd** file. They may be changed whether production has begun or not. More care is required if production has started as you would need to be aware of which pages have already been received.

Press **OK** to apply any changes and close the **Manual Changes** dialog box. No changes are made until the **OK** button is pressed. Press **Cancel** to close the **Manual Changes** dialog box without applying any changes.

Ignore Plate

Checking the **Ignore Plate** dialog box allows you to convert the selected sheet to an **Ignore Plate**. Ignore Plates are sheets that will not be output via Director and Pair typically because the films or plates these sheets represent have already been output for another edition.

> **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.

Inks and Filenames

If the **Inks and Filenames** button is selected, the names of the output files corresponding to each separation, as well as the composite, are shown. To be able to change inks and filenames, click on the Page tab for that page.

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.

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 typing the number in the relevant box.

The **Hold After** 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, 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 value, or typed directly into the relevant Hold after box.

Barcode

If enabled, the **Barcode** button will be available. Selecting this button allows you to change barcode names.

There is a handy search-and-replace tool available to modify all barcode names in this screen at once. Simply fill in the **Replace** and **With** edit boxes with the desired characters, and click on **Update All**.

Extra Info

In some installations, the **Extra Info** field is used to pass along information about separations to other software programs. The **Extra Info** button, if enabled, allows you to manually change these values. If you want to modify all Extra Info values in this screen at once, fill in the **Replace** and **With** edit boxes with the desired characters, and click on **Update All**.

Template

For imposed publications, the **Template** button allows you to change which template file (*.**pmt**) will be used to impose the 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. If you want 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**.

Deadline Time

If there is no deadline time set, it is indicated by the unchecked **Deadline Time** box. You can add a deadline to this sheet by checking the **Deadline Time** box and the boxes next to the layers for desired deadlines.

■ 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 redundant by setting it to a time later than the end of the known production cycle.

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

Event Sequence

A different event sequence can be selected to redirect the sheet's output. To change an event sequence, select a new one from the drop-down list.

Page Tab

The **Page Tab** displays **Inks And Files Names** and **Versions** for composites and separations.

Inks And File Names

▷ **Composite Input File Name**

The file name for the composite is displayed here. The file name does not have an extension like the separation layers.

▷ **Inks**

The **Inks** section displays the color assigned to represent each separation in the Client browser and, if desired, add or change colors.

Clicking on the **Arrow** button next to an ink reveals the available inks assigned to this edition. Clicking on an individual ink selects that color.

NOTE: Remember to change the incoming filename and any barcode expected with a new separation identifier.

▷ **Input File Names**

The **Input File Names** section is used to identify the name of each incoming file so that it can be linked to the relevant page's separation.

- The checked boxes next to their file names identify the enabled separations. Checking the box adds color to the page and to the sheet, if color is not already on this sheet.

- File names can be changed per separation by typing in the relevant **Input 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**.

- The current version number, the number of versions expected, and the date and time each version arrived can be changed.

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

▷ **Replace With**

Enter the file name for the separation to replace. Select **Update All**, and the new file name will replace the old name in the **Input File Names** field. To replace a file, the file check box must be enabled.

Versions

A file can have multiple versions.

▷ **Composite File Version**

The **Composite 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 drop down box will display the date and time the file was received. Other versions can be selected using the drop down arrow.

▷ **Inks**

Available inks are displayed with the ink name and a color box. The defaults are CMYK.

▷ **File Versions**

Next to the ink name is a drop down box. If there is no version, the number is 0. If another version exists, the number increments to that version, and the drop down box will display the date and time the file was received. Other versions can be selected using the drop down arrow.

Multiple Icons

To select multiple icons to change, select the **Tracking** and **Sheet Views**, and then select the sheets. 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.

The **Manual Changes** dialog box displays fewer options:

- "Copies And Hold" on page 51
- "Template" on page 52
- "Priority" on page 52
- "Deadline Time" on page 53
- "Event Sequence" on page 53

Double Burn Input File Names

If your edition is expecting double burns, you can add or remove double-burn layers and change the double-burn layer file name by clicking on the **Page Tab**, and selecting **Inks And File Names**.

Composite Output File Name

If you are expecting the renamed page in separated form, enter the names for each expected file.

If you are expecting a composite page, enter the changes for each individual layer, and enter the input file name in the **Composite Input file name** field.

Status Bar

The **Status Bar** is located on the bottom of the Client window.

Soft Proofs

This chapter explains the features available if you have been assigned Soft Proofs only permission to view selected editions.

Menu

When the **Soft Proof** option has been configured, depressing the **Thumbnails** button enables the incoming pages' soft proofs to be viewed.

If you are assigned Soft Proof only permission, you will see a few minor changes in the window display. The Client menu will only display options under **File**, **View**, and **Help**.

NOTE: Only with Tracking permission for the selected edition can you access the options under **Edit**.

Toolbar

If you have Soft Proof only permission, you will see the **Tracking** and **Thumbnails** buttons in the Client toolbar; however, the **Tracking** button will be disabled.

If you have permission to track this edition as well as view soft proofs, the **Tracking** button will be enabled; and the two buttons could be used to switch between tracking and thumbnail icons.

Publication Tree

The **Publication Tree** will behave the same way with Soft Proof only permission, or with Tracking only permission.

Main Pane

The key functionality for Soft Proof only permission for an edition can be found here.

Thumbnails

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

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.

It shows only whether the plate separation files have been received.

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

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.

Alternatively, the Soft Proof menu can also be opened by double-clicking on a thumbnail icon in the main pane that has a soft proof generated.

Details

Some of the same information as **Tracking** is displayed; however, **Details** shows more focused information regarding each layer specific to a destination.

Layer Colors

If a page is a composite, a small box with four colors will display. If a page is a separation layer, it will display a small box in that layer's color (cyan, magenta, black, or yellow).

Ignored Pages

If a page is ignored, a small, red circle with a diagonal line will appear before the layer color.

Tracking View Colors

The Group columns could display in color if the file is in a specific state (i.e., on hold, or in error).

Navigating

Clicking the left or right, up or down arrows on the keyboard moves the cursor through the cells in the table.

Sorting

Information in the first column can be sorted by clicking the column heading.

Clicking once sorts in descending order, clicking a second time sorts in ascending order. Clicking a third time sorts by printer pair. You can also click the column heading while holding the **Ctrl** key to sort by printer pair.

Status Dialog Box

Double-clicking on a file displays the **Status** dialog box. You can check the Page Status, Sheet Status, Components, Sheet History, Edition History, System History, and Errors.

Soft Proof Window

By double-clicking on a thumbnail, you can see the page identifying information entered into the blue title bar at the top of the screen.

You can view other soft proofs already generated by clicking on the **Page** button, and selecting the page you wish to view from the list.

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

You can click on a color separation tab to change the soft proof view from a composite view to a separated view.

NOTE: Separation Tabs are only available for high-resolution soft proofs.

Soft Proof Toolbar

The toolbar available in the Soft Proof window has buttons that can be used to alter the view of the soft proof image.

Refresh

The **Refresh** button will revert the soft proof view back to its original display (e.g., before it was rotated or flipped).

Hand Tool

The Hand tool is used to grab the image and shift it in the direction the mouse is moved.

Zoom

When a soft proof is first viewed, by default the zoom factor will be 100%, as shown in the Zoom icon.

- In the **Zoom** box, the current viewing size is displayed. The soft proof can be resized by typing a number into the **Zoom** field.

- Icons can be used to zoom the soft proof in units of 20%. Clicking on the **Zoom In** icon (+) increases the soft proof size; clicking on the **Zoom Out** icon (-) decreases the soft proof size.

- You can also use the left button on your mouse to draw a rectangular area on the soft proof, which will zoom in that area for display.

Fit to Window

The soft proof can be adjusted to fit the window's width and height.

Full Scale

The soft proof can be adjusted to scale the display to 100%.

High Resolution Soft Proof

Opens a High Resolution Soft Proof from the Normal Soft Proof Screen.

Rotate

The **Rotate Right** and **Rotate Left** icons are used to rotate the soft proof in 90-degree increments.

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

Flip and Negate

The three right-most icons (**Flip**, **Mirror**, and **Negate**) are primarily for use when the production process includes a film output. These icons allow wrong-reading separations to be 'flipped', and positive viewing of negative separations.

Ink Preset

Ink Densities are automatically calculated for files outputting for the edition. 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.

The calculation file was previously created using Ink Setup and linking the file to a plan in Publication Builder.

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

Densitometer

The color density of the soft proof can be checked by clicking on the **Densitometer** button.

The cursor will now look similar to the **Densitometer** icon. As you move the cursor over the soft proof, the color values of the soft proof will be displayed as numbers on the separation tabs.

Densitometer RGB

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

Approve

Approval can be given for **Advertising** and **Editorial**. You can approve **All Colors** or **Selected Colors**.

Export Soft Proof Image

Export Soft Proof. Opens the Save dialog box for exporting soft proof images. Refer to "Soft Proof Export" on page 182.

Print

Clicking the **Print** icon button will display the print dialog.

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 that will be printed is the soft proof .jpg file, scaled to the paper size. If this image is not at high-enough resolution for your requirements, then you can use the **HardProof** button to request a high-resolution printout.

Close

Clicking on **Close** will close the Client Soft Proof window.

HardProof

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

NOTE: This option will appear on the toolbar if you have HardCopy permission.

Status Bar

The **Status Bar** displays the same information with soft proof only permission as it would with Tracking only permission, except it does not show **Hot Times**.

Approval

This chapter explains the features available if you have been assigned permission to approve the plates/pages in the edition.

With Approval permission, a single page or multiple pages may be approved at a time. A single page can be approved without approving the entire sheet.

■ Multiple page approval requires two approvals per page based on the page content.

■ Content Approval permissions include Editorial, Advertising, or both.

■ 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.

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 is 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 is 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.

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

Tooltips

Information on the sheet is displayed. If a sheet is missing approvals, an N/A will display next to the layer ID in the Tooltip.

Menu

The Client menu is identical to the Soft Proof only permissions menu.

Toolbar

The Client toolbar will be populated with more information and extra controls when other permissions are assigned.

Publication Tree

The edition icons in the **Publication Tree** will appear slightly different if you have Approval permission, and the edition is set up as requiring approval.

- A circle is drawn in an edition icon for an edition requiring approval, but whose plates have not yet all been approved.

- Once every plate in the edition has been approved, a green check mark is filled in the circle.

Approve Sheets

The **Publication Tree** right-click shortcut menu has an **Approve Sheets** menu item.

Selecting this menu item approves every sheet in the edition, regardless of whether or not the files have been received. So an edition can be pre-approved.

Approve Pages

If approval is based on page content (**Advertising**, **Editorial**, or both), the **Publication Tree** will appear with a circle drawn within an edition icon for each content requiring approval.

Once every page has been approved, a green check mark is filled in the circle.

NOTE: Once an edition or plate has been approved, you cannot "un-approve" it. The only way to clear a plate's approval is to clear the plate (which can only be done if you have Change permission).

Main Pane

The Main Pane is slightly changed with Approval permission.

Thumbnails

If an edition requiring approval is selected, the thumbnails will display check boxes below each separation requiring approval. By clicking on the empty boxes, you can approve individual separations.

■ The check box turns into a display-only green check indicating that the layer is approved and cannot be "un-approved".

■ The **Approval** check box is grayed out when the page is a shared page, and it is not the sharing page. Once the **Sharing Page** is approved, then all subsequent shared pages will also be approved.

NOTE: Thumbnails can be displayed for **Sheets** or **Pages**, and **Approval** check boxes will display.

Details

If an edition requiring approval is selected, a Page approval column will display with a check box for each separation requiring approval. By clicking on the empty boxes, you can approve individual separations.

- The check box turns into a display-only green check indicating that the page is approved and cannot be "un-approved."

- The **Approval** check box is grayed out when the page is a shared page, and it is not the sharing page. Once the **Sharing Page** is approved, then all subsequent shared pages will also be approved.

Shortcut Menu

By right-clicking a thumbnail in the **Sheets View**, a shortcut menu appears with the **Approve** option. **Sheet Approval** may be selected for **All Colors**, or **Selected Colors**.

Soft Proof

By selecting **Soft Proof** from the shortcut menu, the soft proof displays. **Approve** is available on the toolbar for: **All Colors**, or **Selected Colors**.

Content Approval is available for Advertising and Editorial for **All Colors**, or **Selected Colors**.

NOTE: If **Edition Versions** are defined, and approval is required, as each version of a file arrives, each sheet/page's approval status will be reset to "not approved."

Deferred Approval

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.

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).

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**

In Director and Courier the user interface displays using blue in the Publication Tree. In Courier the approval columns will display with blue checkboxes. In Director 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.

Unplanned Files

This chapter explains the features/layout and management controls available if you have been assigned permission to access Unplanned. Unplanned is where pages show up when their file names do not match any predefined edition file name patterns.

If you are assigned permission to track editions, you would also be assigned permission to access the Unplanned folder.

> **CAUTION:** If pages arrive for which no edition instructions have been received, they can be said to be unexpected. They are therefore routed to Unplanned.

NOTE: The information on this window is the same as in the chapter "Soft Proofs" on page 57, except no **Separation Tabs** are available.

Unplanned Files

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

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.

- 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.

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

Sorting, Filtering, and Deleting Files

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

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

- **Apply Filter** - 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. Sorts by first in.

- **Last in** - Sorts by 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** - Displays files in a list view.

- **Thumbnail display** - Displays files in thumbnail view.

- **Float Unplanned** - Floats the Unplanned pane.

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.

High Resolution Soft Proof

Opens a high resolution soft proof.

View PDF

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

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.

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.

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.

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.

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.

Copy / Cut / Paste

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

Copy

Right-click on the relevant tracking or thumbnail icon. Select Copy from the popup menu. Select the edition for the page. 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. Select Paste from the popup menu displayed when right-clicking with the mouse.

Or click on the tracking or thumbnail icon. Drag it on top of the relevant edition, and wait for the edition pages to be displayed. Continue dragging to the appropriate tracking icon, and then release the mouse button to drop (paste) the file.

If pasted onto a sheet with more than one color, the Image and Color Selection dialog box appears asking for a color selection.

Cut

To delete an individual file, right-click on the tracking or thumbnail icon, and select Cut from the popup menu.

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.

NOTE: Dragging-and-dropping unplanned files into editions is only allowed when you have Change permission for that edition.

Delete

You can delete a file from Unplanned. When you click Delete, a prompt will display asking if you are sure.

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.