

:Arkitex

Courier Quick Reference Guide

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

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

Agfa Graphics
Septestraat 27
B-2640 Mortsel, Belgium
Tel: (+) 32 3 444 2111

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CHAPTER 1

Introduction

Arkitex Courier is a file transmission system that, while it is designed to transmit, control, and track pages, focuses on individual files. These files may be layers of a page, or they may be other types of files such as ads or files containing plate components. Courier does provide a number of page-based interface features such as thumbnails and page approval; but Courier is file-based. Courier does not display any sheet-based interfaces.

Using various planning tools such as Arkitex Planner, Publication Builder, or AutoPlan, editorial sites can create publication plans and transmit them using Courier to single and multiple sites. These plans are in an XML format.

Through various views the status of each file transmission can be monitored. Available views include Tracking, Thumbnails, Details, Files, Destinations, and Queue View (within the Destinations view). Filtering is also available.

Tracking and details emphasize transmission rather than imaging. Soft Proof display is available in Printer Pair, Reader Pair, and Single View.

Arkitex Courier Documentation

All documentation may be found on the **Arkitex Workflow Products DVD**.

Getting Started

Click the **Documentation** button, and select **View Documentation** to display a complete listing of documentation in PDF format.

Related topics:

- Arkitex Courier Installation Guide
- Arkitex Courier System Administration Guide
- Arkitex Client Reference Guide (online help for the Courier Client)
- “Arkitex Planner” on page 59
- Arkitex Workflow Release Notes

CHAPTER 2

Client

This chapter explains the layout and features of Courier Client for all users.

Log In/Log Out

Once the Client has been installed, it can be activated by opening the Internet browser.

e.g., http://ArkitexCourier_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 and higher	• PC	Windows 95, 98, NT, 2000, 2003
FireFox 2.0	• PC	Windows 95, 98, XP, NT, 2000, 2003
Safari	• MAC	OS X 10.4

NOTE: Mac Users - Client screens use the Mac look-and-feel, including methods of multiple selection, and pop-up menus. On Macs, shift-click is used for multiple selection, and control-click is used to access pop-up menus.

How to Log In

At the Arkitex Client logon screen, enter your user login name and password assigned by the system administrator.

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

Login Errors

If a user login name is entered that is already being used in Client, an error message will be displayed. If this occurs, press the **OK** button, and close or log out of the Client that is using this user login name.

Logout Controls

Once successfully logged into Client, the login screen will update to the logout screen. A new window, Arkitex Client, will appear in the foreground.

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 Bar

The menu bar accesses **File**, **Edit**, **View**, **Tools**, **Actions**, and **Help** options.

The table describes the information in the Client Menu.

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

Table 2.1 Client Menu Options

Menu Option	Description
File	
Preferences	Opens the Set Preferences dialog box to configure Client and Courier functionality. (If Director was also purchased, a tab will appear to configure it.)
Logout	Logs out of Client.
Edit	
Copy	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	Removes the file to be pasted elsewhere, or simply be removed.
Paste	A dialog box appears allowing selection of the source page and destination page. 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	Causes all of the tracking icons to be highlighted.
View	
Tracking	Shows transmission status for all files to all destinations corresponding to the selected publication tree node.

Thumbnails	Shows thumbnails of files to be transmitted. Each thumbnail shows a soft proof of the page; and page number, composite and color information through a tooltip.
Details	Shows some of the same information as the tracking view; however, the Details view shows more focused information regarding each layer.
Files	Shows color-coded icons indicating the status of files. The colors used are configured under Preferences > Courier > Colors .
Destinations	Displays three-dimensional icons representing each configured site that receives transmission files. The color of the site icon determines its status.
Hide Shared Pages	Hides shared pages in the edition.
File Status Legend	Displays the Files Status Legend as a separate window when you are in either Tracking or Files view. The colors in the legend are the colors chosen using Preferences > Courier > Colors .
Increase Font Size	The size of the screen fonts will increase (+) 6 point sizes from whatever was set in WebViewLocales.xml (the file used to select the font for different languages).
Decrease Font Size	The size of the screen fonts will decrease (-) 6 point sizes from whatever was set in WebViewLocales.xml (the file used to select the font for different languages).
Refresh	Refreshes the screen display.
Tools	
Configuration...	Displays the Configuration dialog box to configure Destinations, Destination Groups, Input, Users, System, and Renaming Rules. This option is only available with system administrator permission.
View Clients...	Allows users with configuration permission to disconnect other users.
Soft Proof...	Displays the Soft Proof of this page (if the edition was configured to generate Soft Proofs, and the Soft Proof has 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.
Soft Proof Printer Pair...	Displays the first and last pages of an edition in a soft proof screen.
Soft Proof Reader Pair...	Displays two consecutive pages of an edition in a soft proof screen.
High Resolution Soft Proof...	Displays a high resolution soft proof of the file. This feature must be enabled for this option to appear.
View PDF...	View the source PDF file of the soft proof.

Status...	Shows general information (File Name, Publication Date, Edition Name, Page Number), Destinations (Destinations and Status), History (Page, Color, File, Timestamp, Destination, Message, and User), and Errors (Type, DateTime, System, and Summary).
Edition Status...	Displays the Edition Status (Edition Name, Files Received, Files Transmitted) using progress bars, ratios, numbers missing, and text labels.
History...	Displays the Edition History (Page, Color, File, Timestamp, Destination, Message, User), and System History (File, Timestamp, Action, Message, User).
Error Log...	Displays an Error Log (Type, DateTime, System, Summary) where errors can be acknowledged.
Message Board...	Displays a message board with In and Out tabs. Messages can also be printed and deleted.
Reset Cache	Use to clear the server pages cache. When you click this option, no visual indication is returned to the screen; but the cache is cleared.
Manual Purge...	Opens the Manual Purge dialog box. Publications, editions, express files, unplanned files, duplicate files, Courier and Director data files, Director Sites, system logs, and report data can be purged. You can reset/clear the Page Status for Courier and Director data files.
Automatic Purge...	Opens the Automatic Purge dialog box. Tasks can be scheduled hourly, daily, or weekly. Plans can be purged/reset; and can include Courier/Director data files, and Director sites. System Log, and Report Data older than a specified date can be deleted. You can also purge files based on meeting conditions. You can archive data files and backup logs.
Configure Alerts...	Opens the Configure Alerts dialog box where system events can be selected and an alert action can be chosen for that event. Alert configurations can be imported and exported.
Actions	
Manual Changes...	Activates the Manual Change dialog box. This includes Inks And File Names, Versions, and Priorities for composite/separation files, and double burn files.
Approve Page	Enabled if page approval is required for the edition.
Selected Pages	Approves all selected pages.
Selected Layers	Approves all selected layers.
Approve Advertising	Enabled if advertising approval is required for the edition.
Selected Pages	Approves all selected pages.
Selected Layers	Approves all selected layers.
Approve Editorial	Enabled if editorial approval is required for the edition.

Selected Pages	Approves all selected pages.
Selected Layers	Approve all selected layers.
Hold Page	Enabled if the user has Hold permission for the edition.
Selected Pages	Holds selected pages.
Selected Layers	Holds selected layers.
Unhold Page	Enabled if the user has Unhold permission for the edition.
Selected Pages	Unholds selected pages.
Selected Layers	Unholds selected layers.
Rename Output...	Rename Output allows you to add a prefix or suffix to a file or files if a print site system requires them.
Retransmit...	Retransmit a file.
Cancel Transmission...	Cancels transmission of the file.
Kill Page	
Selected Pages	Selected pages of an edition can be killed and purged from the Courier engine.
Selected Layers	Selected layers of a page can be killed and purged from the Courier engine.
Selected Versions	Selected versions of page can be killed and purged from the Courier engine.
Clear Page	Clears the selected page(s) or layer(s).
Selected Pages	Clears selected pages.
Selected Layers	Clears selected layers.
Close Edition	If an edition has been opened, it can be closed manually.
Opens Edition	If an Edition has been closed, it can be reopened manually.
Help	
About	Describes the build version of Client.
Help	Opens a Help dialog box.

Toolbar

The permissions assigned to the user login will control what is displayed in the Client toolbar. The toolbar will be populated with more information and extra controls when other permissions are assigned.

Tools available are: **Input**, **Errors**, **Alerts**, **Messages**, **Hot Time**, **View Tracking**, **View Thumbnails**, **View Details**, **View Files**, **View Destinations**, and **Show**.

Input This button is an animated icon showing that Courier is actively scanning input folders for new files. To stop scanning or resume scanning, click on the icon.

Errors This button turns red if any error occurs in Courier (such as reading MAXML plans, or generating soft proofs), if there is an error in transmitting to any destination. Clicking the button displays an Error Log. Once all errors are acknowledged, the button will be restored to green.

Alerts This button turns yellow if any alert occurs. Clicking the button displays an Alerts Log. Once all alerts are acknowledged, the button will be restored to green.

Messages Displays a message board with In and Out tabs. Messages can also be printed and deleted.

Hot Time This button appears gray when no Hot Time is set. It appears as a blue clock when a Hot Time has been set. During Hot Time, the icon appears as a flame and after the Hot Time, the icon appears as a red clock.

Multiple Hot Times The **Hot Time** button now has a multiple state if a destination is selected that has a different hot time than other destinations receiving the same publication. The **Hot Time** button will appear as multiple buttons (blue clock, flame, red clock) on the toolbar.

Tracking This button shows the status of transmissions to all destinations for all files corresponding to the selected publication tree node, including collapsible bars separating Editions, Sections, etc.

Thumbnails This button shows thumbnails of files to be transmitted. Each thumbnail shows a soft proof of the page; and page number, composite and color information through a tooltip.

If enabled in **Preferences > Courier > Display > Page Icon Options**, check boxes for approvals, the version number, and CMYK colors will display in the thumbnail.

Details This button shows some of the same information as Tracking; however, Details shows more focused information regarding each layer specific to a destination.

Files This button shows color-coded icons indicating the status of files. The colors used are configured under **Preferences > Courier > Display**.

View Destinations This button shows three-dimensional icons representing each configured site that receives transmission files. The color of the site icon determines its status.

Show The **Show** drop down is used to filter the Tracking, Thumbnails, Details, and File displays. It is not active in Destinations View.

- **All** - Shows all pages without filtering.
- **Not Arrived** - Indicates which pages have not arrived yet.
- **Awaiting Approval** - Shows pages waiting for approval.
- **Arrived And Awaiting Approval** - Shows pages that arrived and need approval.
- **Held** - Shows pages that are on hold.
- **Awaiting Transmission** - Shows pages waiting for transmission.
- **Transmitting** - Shows pages that are transmitting.
- **Not Complete** - Shows pages that are incomplete.

Server Pull-down Bar

At the top of the Publication Tree is the Server Pull-down bar, which allows selection of either Courier server(s), or one or more Director servers to monitor. The names of the Courier and Director servers are configurable and will appear in the order of configuration. Permissions will determine which servers and editions appear in the server button and navigation tree.

NOTE: Only a user with administrative permissions can configure Courier or Director servers.

Plans

The Plans node is used to track the basic status of plans to destinations. The Plans icon will always appear whether or not there are plans in the system. Only the Tracking Table, Details, and Files views will be available when the Plans node is selected.

Navigation Tree Hide/Unhide

You can hide the Publication Tree, Courier Express Pane, and the Unprocessed Files Pane by using the left/right arrows next to the Publication Tree, right above Courier Express, and right above the Unprocessed Files Pane.

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

Publication Tree

The Publication Tree is a flexible, user-defined hierarchy of press run time, publication day, publication name, edition name, zone name, and sections. The Publication Tree will display in different colors depending on the status of an edition. A status can include being on hold, having deferred approval, having a hot time assigned, etc.

Awaiting Approval Indicator

If a page is awaiting approval, this is indicated by an exclamation mark in the Edition tree. When the page is approved, the mark disappears. The indicator can

be enabled or disabled. Refer to “Show Indicator If Any Page Is Awaiting Approval” on page 23.

Courier Express

Below the edition nodes are express in/out point nodes (Courier Express). The status of files not associated with editions, but that get their configuration from the input point, can be monitored.

By selecting an input point, files can be tracked in each of the five Main Pane views exactly as an edition node in the tree had been selected.

NOTE: The selection of an express node causes the Publication Tree node to be deselected, and vice versa.

Dynamic Updates

The Courier Express and the Main Pane will dynamically update as input points are:

- Added or deleted.
- New files arrive at the input points.
- The input points are purged.

If you double-click on an express file, the status dialog box appears. If you right click, the shortcut menu appears.

Unprocessed Files Pane

The view is dynamically updated as new unplanned or duplicate files arrive, or are removed from either the Unplanned or Duplicates tabs.

Main Pane

The Main Pane shows page thumbnails, status of transmissions to all destinations, selected destinations, or a summary of destination status for the selected tree node depending on the view button selected in the toolbar.

Expand/Collapse

Expand and collapse triangles are available for the Publication Tree, Express Tree, and the Unplanned panes.

■ Publication Tree

Clicking the right triangle expands the pane. Clicking the left triangle collapses the pane.

■ Express and Unplanned

Clicking the upward triangle expands the pane. Clicking the downward triangle collapses the pane.

You can also drag the dividing bars to the desired position to size the panes.

Status Bar

Located on the bottom of the Client window, the Status Bar reports the time and date of the last automatic refresh of Arkitex Client. When a user logs in with 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).

CHAPTER 3

Preferences

Customizable features of Courier and Client are reviewed in this chapter.

Preferences for Client

When logged into Client, the system will automatically check for a Client configuration assigned to your User Login name. If it does not find a configuration, it will use the default configuration.

To change the display of the Client Dialog, go to **File > Preferences** from the menu bar.

The **Set Preferences** dialog box will appear with two tab options under the Client tab:

- General
- Publication Tree
- Display

General Tab The General tab supplies the following configurations:

- Locale
- Refresh Time (seconds)
- Soft Proof Options
- Enable ICC Profiles
- Text Message Options
- Change Password

Locale

Use this option to assign a language other than “English (United States)” to be used within Client.

The **Set Preferences** dialog box drop down list box displays the standard languages provided with a standard Client installation.

Refresh Time (seconds)

The **Refresh Time** can be set from 5 to 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, **Enable ICC Profiles** is disabled.

- **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. 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.

Change Password

When pressed the **Change Password** dialog box opens to enter a new password.

Publication Tree Tab

Use this tab to expand the tree for new editions, to sort editions, and to change the display of the Tree Hierarchy. Options include:

- **Expand Tree For New Editions**
- **Show Indicator If Any Page Is Awaiting Approval**
- **Tree Hierarchy**
- **Tree Preview**

Expand Tree For New Editions

This option expands the tree to display new 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

The Tree Hierarchy controls what information will display in the tree, and in what sort order. The Tree levels available are:

- **Press Run Time** - Time and date of the press run(s).
- **Publication Day** - Day of the week and date of the publication(s).
- **Publication Name** - Name given to the publication(s).
- **Edition Name** - Name given to the edition(s).

- **Zone Name** - Name given to the zone(s).
- **Section Name** - Name given to the section(s).
- **View Group Name** - Name given to the group(s) defined in the publication plan.

► **Contents/Variations**

In the Tree Hierarchy dialog, when the **Contents** box is checked, pages based on content approval (advertising, editorial, classified) can be viewed at each given level.

When the **Variations** box is checked, page variations (planned changes) can be viewed at the given level.

Tree Preview

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

This dialog box previews the tree display as configured.

Display Tab

Use this tab to control File Versions, Toolbar Buttons, and Background Color. Options include:

File Versions

- **Show All Versions** - Displays all versions of the file.
- **Show Current Version Only** - Displays only the current file version.

Toolbar Buttons

- **Icons Only** - Displays icons only in the toolbar.
- **Icons and Text Labels** - Displays icons and text labels in the Client toolbar.

Background Color

- **Light** - Set the background color to light.
- **Medium** - Set the background color to medium.

- **Dark** - Set the background color to dark

Preferences for Courier

The Set Preferences dialog box has two tab options under the Courier tab:

- General
- Page Icon
- Display
- Colors

General Tab Use the General Tab to set prompting messages when certain options are used.

Ask Are You Sure For

The **Ask Are You Sure For** is 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.

- **Hold Page** - Asks before holding the selected page.
- **Unhold Page** - Asks before unholding the selected page.
- **Hold Edition** - Asks before holding the selected edition.
- **Unhold Edition** - Asks before unholding the selected edition.
- **Kill Page** - Asks before killing the selected page.
- **Paste** - Asks before pasting to an edition.
- **Delete** - Asks before deleting a file in the Unplanned Folder.

NOTE: Pressing the **All** button will check all the boxes. Pressing the **None** button will uncheck the boxes.

Sort Editions

This option controls the order in which the editions are displayed within the Arkitex Client Publication Tree.

By Plan Order	Sorts editions by the order they were defined in Publication Builder.
Alphabetically	Sorts editions alphabetically from A-Z.

Page Icon Options

Page Icon Options are used to add to the thumbnail display: a checkbox for Approval, Display Versions, and Display Expected Color in Thumbnails. All three options can be used at the same time.

Display Approval	Displays approval check boxes in the thumbnail icon.
Display Versions	Displays the version number in the thumbnail icon.
Display Expected Colors In Thumbnails	Displays expected colors in the thumbnail icon.

Display Tab

The Display tab controls the Tracking View ID and Page Icon Options.

Tracking View ID

The Tracking View ID is used to label the first column in the Tracking and Details Views. Only one option can be active at a time:

Page Number	Defines the tracking view ID as the page number.
Page Name	Defines the tracking view ID as the page name.
File Name	Defines the tracking view ID as the file name.

Output Name	Defines the tracking view ID as the output name.
--------------------	--

Tracking View Columns

Version	Displays a version column.
Pre Transmission Script Status	Displays a script status column.
Page Approval	Displays a page approval column.
Advertising Approval	Displays an advertising approval column.
Editorial Approval	Displays an editorial approval column.
Color (03)	Displays a column for the color part of a page.
Black (01)	Displays a column for the black part of a page.
All (04)	Displays a column for all colors.

Details View Columns

Version	Displays a version column.
Received	Displays a received column.
Arrival Time	Displays an arrival time column.
Pre Transmission Script Status	Displays a script status column.
Page Approval	Displays a page approval column.
Advertising Approval	Displays an advertising approval column.
Editorial Approval	Displays an editorial approval column.
Color (03)	Displays a column for the color part of a page.

Black (01)	Displays a column for the black part of a page.
All (04)	Displays a column for all colors.
TR Start	Displays a transmission start column.
TR End	Displays a transmission end column.
TR Elapsed	Displays a transmission elapsed column.
TR Retries	Displays a transmission retries column.
Hot Time	Displays a hot time column.
Priority	Displays a priority column.
Size	Displays a size column.
Status	Displays a status column.

Colors Tab

Use the Colors Tab to change colors of file types in Files View to show their status. The following options are available:

Tracking View Colors

Colors displayed in Tracking View, Details View, and Files View can be customized.

Table 3.1 Default Colors on a Clean System

Not Expected	Used to change the color of not expected files.
Expected	Used to change the color of expected files.
Waiting to Transmit	Used to change the color of files waiting to transmit.
Transmitting	Used to change the color of transmitting files.
Transmission Complete	Used to change the color of files where transmission is complete.

Transmission Canceled	Used to change the color of files where transmission was canceled.
Error	Used to change the color of errored files.
Hold	Used to change the color of files on hold.
Obsolete Files Background	Used to change the background color of Obsolete files.
Obsolete Files Text	Used to change the text color of Obsolete files.
Killed Files Background	Used to change the background color of killed files.
Killed Files Text	Used to change the text color of killed files.
Imaging Started	The defined imaging event has started.
Imaging Completed	The defined imaging event has completed.
Imaging Error	There was an error in the imaging event.
Director Complete	The defined completion event defined has occurred.

Choose Color Buttons

When a **Choose Color** button is pressed, a dialog box opens displaying **Swatches**, **HSB**, and **RGB** options, along with color pallet and preview.

► **Swatches**

These are color patches. Click on a color to place it in the **Recent** color table.

► **HSB**

HSB stands for Hue, Saturation, Brightness (a color model). You can enter RGB values or use the slider to select the color.

► **RGB**

RGB stands for Red-Green-Blue (a color model based on additive color primaries). You can enter RGB values or use the slider to select the color.

► **Recent**

Colors from the palette in their order of selection are displayed. By clicking on a color in the **Recent** palette, this will become the **Preview** color.

► **Preview**

The **Preview** changes as different colors are selected.

► **Restore Original Colors**

Colors can be restored to the system defaults.

Save Settings

If any of the configuration settings are changed, the new configuration will be saved when the **OK** button is pressed, closing the **Set Preferences** dialog box.

NOTE: This new configuration will be assigned to the user login name, and each time a logon occurs, this personal configuration will be used.

Configuration

This chapter briefly describes configuration of the Courier Server.

Configuration

All system configuration is permission-based and is accomplished through the browser-based Client application. Configuration can take place on a running system, and any changes made do not require restarting the server, or any server subsystems, for changes to take effect.

Configure Server Using the **Tools > Configuration** server menu, a Courier server can be selected for configuration. Full configuration data can be imported or exported in an XML format for backup, transfers, configurations, and support purposes.

If a new configuration is received, the Courier engine will update its database and perform any changes and/or additional transmissions required. This update is dynamic.

NOTE: Only with administrator permission will the **Tools > Configuration** option be available.

Related topics: For additional information on **Configuration**, refer to the **Courier System Administration Guide**, or the Online help.

CHAPTER 5

Views

This chapter describes the **Tracking**, **Thumbnails**, **Details**, **Files**, **Destinations**, **Queue View**, **Plans**, **Courier Express**, and **Unplanned Files Pane** views.

Tracking

The status of transmissions to all destinations is displayed for all files corresponding to the selected publication tree node.

Group Tabs

A tab will appear for every group configured to receive transmitted files. Select a tab to see files just for that group. A tab called **All** shows all groups.

Column Headings

The column headings are: **Page Number**, **File Name** or **Page Name**; **Version**; **Script Status**; **Advertising Approval**; **Editorial Approval**; and **Destination** columns for configured sites.

NOTE: The first column could show **Page Number**, **File Name**, or **Page Name** if one was chosen under “[Tracking View ID](#)” on page 26. Only one can be turned on at a time.

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). The colors used are configured under “[Colors Tab](#)” on page 28.

Late Black

Late Black allows the early release of color elements and late release of black elements of composite pages, and has instructions sent to Director print sites. If a plan arrives with late black, columns will display for **Color (03)**, **Black (01)**, and **All Colors (04)**.

Deferred Approval

Deferred Approval allows pages requiring approval to be sent to the print site as soon as possible while allowing a later approval message to release the page for imaging. The user interface displays by using blue in both the tree and in the approval columns.

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.

Navigating

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

Status Dialog Box

Double-clicking on a file displays the **Status** dialog box, which displays the following:

- **General** - File Name, Page, Edition, Publication Date, and Output Name
- **Destinations** - Destination and Transmission Status
- **History tab** - Page, Color, File, Timestamp, Destination, Message, and User
- **Errors tab** - Type, DateTime, System, and Summary

Errors

If the site is on hold, the column heading and **Destination** tab will turn yellow. If the site has an error, the column heading and **Destination** tab will turn red. If the site is functioning correctly, the column heading will be green.

Maximum Items

The maximum number of line items that will display. There is no limit to the number of items that can be displayed.

- **Refresh** - Clicking this button refreshes the display.

Thumbnails

Thumbnails displays a miniature black and white or color soft proof of the page (if available), and page number.

If a page is expected in color, vertical color bars will appear to the left of the softproof in the thumbnail.

If a page is expected in black and white, vertical black and gray bars will appear to the left of the softproof.

If a page is ignored, the thumbnail will display with a large red X.

Group Tabs A tab will appear for every group configured to receive transmitted files. Select a tab to see files just for that group. A tab called **All** shows all groups.

Optional Display The following items may also be displayed on the thumbnail if enabled in “Colors Tab” on page 28:

- **Display Approval** (these display as check boxes).
- **Display Versions** (this displays as a V).
- **Display Expected colors In Thumbnails** (these display as colored vertical bars).
- **Late Black** (These display as check boxes for Color (03), Black (01), and All Colors (04)).

Tooltip Display The following items are displayed by resting the mouse pointer on a thumbnail:

- Page
- Composite
- Separation Layer(s)

Soft Proof Window Double-clicking on a thumbnail displays the Soft Proof window.

NOTE: If layers are approved, the Composite and Separations views will display with approval checkboxes. These are visual markers only. If a layer has not yet been approved, the layer will display in a solid color.

Details

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

Destination Tabs

A tab will appear for every destination configured to receive transmitted files. Select a tab to see files just for that destination.

Errors

If the site is on hold, the **Destination** tab will turn yellow. If the site has an error, the **Destination** tab will turn red.

Column Headings

The column headings are: **Page Number**, **File Name** or **Page Name**; **Version**; **Received**; **Arrival Time**; **Pre Transmission Script Status**; **Advertising Approval**; **Editorial Approval**; **TR Start**; **TR End**; **TR Elapsed**; **TR Retries**; **Hot Time**; **Priority**; **Size**; and **Status**.

NOTE: The first column could show Page Number, File Name, or Page Name if one was chosen under “[Tracking View ID](#)” on page 26. Only one can be turned on at a time.

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). The colors used are configured under “[Colors Tab](#)” on page 28.

Late Black If a plan arrives with late black, columns will display for **Color (03)**, **Black (01)**, and **All Colors (04)**.

Deferred Approval The user interface displays by using blue in the approval columns.

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 (see “Status Dialog Box” on page 34).

Files

Files shows color-coded icons indicating file status. The colors used are configured under “Colors Tab” on page 28.

If a file is ignored, a small, red circle will appear in the file icon.

Status Dialog Box Double-clicking on a file displays the **Status** dialog box (see “Status Dialog Box” on page 34).

Destinations

Destinations displays three-dimensional icons representing each configured site that receives transmission files. The color of the site icon determines its status:

- **Idle** (Gray) - The site is present and accessible, but no files are being sent.
- **Transmission in Progress** (Animated) - The icon animates to indicate files are currently being sent to the site.

- **Hold** (Yellow) - All transmission to the site is on hold.
- **Error** (Red) - There is an error at the site.

Queue View

Queue View allows monitoring of files transmitted to receiving sites. By clicking on a **Destination** tab, the view for that site is displayed.

Column Headings

The column headings are: **File** **Expected Color**; **Page Number**, **Page Number**, **File Name**; **Version**; **Received**; **TR Start**; **TR End**; **Hot Time**; **Priority**; and **Size**.

NOTE: The first column could show File Name or Page Name if one or the other was chosen under “[Tracking View ID](#)” on [page 26](#). Only one can be turned on at a time.

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 first 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.

Errors

If the site is on hold, the **Destination** tab will turn yellow. If the site has an error, the **Destination** tab will turn red.

Float/Dock Queue View

Queue View is docked underneath the site icons. The view can be floated by clicking the **Float Queue View** button at the bottom right corner of the screen. Click the **Dock Queue View** button to dock the display.

Plans

The **Plans** node is used to track the basic status of plans to destinations. The Plans icon will always appear whether or not there are plans in the system. Only the **Tracking**, **Details**, and **Files** views will be available when the **Plans** node is selected.

Tracking The **All** tab is located at the beginning of the view and displays all groups. Individual group tabs will also display and are used for filtering plans for that group.

Column Headings

- **Page Number, File Name, or Page Name** shows all pages in the plan.
- **Version** shows the version of the plan.
- **Script Status** shows the status of scripts if they are run. An icon resembling a scroll in different colors represents the run status:
 - **Expected** (white).
 - **Successful** (green).
 - **Failure** (red).
 - **Canceled** (red with a cross).
- **Destination Columns** show the configured destinations that will receive the plan.

Details **Destination** tabs are located at the beginning of the view and display transmission destinations.

Column Headings

- **Page Number, File Name, or Page Name** shows all pages in the plan.
- **Version** shows the version of the plan.
- **Received** shows that the plan was received.

- **Arrival Time** shows the time the file arrived.
- **Pre Transmission Script Status** shows the status of scripts if they are run. An icon resembling a scroll in different colors represents the run status:
 - **Expected** (white).
 - **Successful** (green).
 - **Failure** (red).
 - **Canceled** (red with a cross).
- **TR Start** shows the time transmission started.
- **TR End** shows the time transmission ended.
- **TR Elapsed** shows the time elapsed in transmission.
- **TR Retries** shows the number of transmission retried.
- **Hot Time** shows the hot time if set.
- **Priority** shows the file's priority.
- **Size** shows the file size.

Files Only color-coded icons and file names display.

Errors If the site is on hold, the column heading will turn yellow. If the site has an error, the column heading will turn red. If the site is functioning correctly, the column heading will be green.

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. Sorting is either in descending or ascending order.

Courier Express

The Main Pane will display different information depending on the view chosen.

Tracking The Main Pane displays columns: **Group Tabs**; **Page Name**, **File Name**, or **Page Number**; **Version**; **Script Status**; **Transmitted**; and **Destination** columns for configured sites.

Thumbnails The Main Pane displays with group tabs and thumbnails.

NOTE: The thumbnails could also show **Display Approval**, **Display Version**, and **Display Expected Colors in Thumbnails** if one or more were chosen under “[Colors Tab](#)” on page 28.

Details The Main Pane displays columns: **Page Name**, **File Name**, or **Page Number**; **Version**; **Received**; **Arrival Time**; **Pre Transmission Script Status**; **TR Start**; **TR End**; **TR Elapsed**; **TR Retries**; **Hot Time**; **Priority**; and **Size**.

Files The Main Pane displays file names.

Destinations **Destinations** displays three-dimensional icons representing each configured site that receives transmission files.

Queue View

Queue View column headings are: **File Expected Color**; **Page Number**, **Page Number**, **File Name**; **Version**; **Received**; **TR Start**; **TR End**; **Hot Time**; **Priority**; and **Size**.

NOTE: The first column could show File Name or Page Name if one or the other was chosen under “[Tracking View ID](#)” on page 26. Only one can be turned on at a time.

Unprocessed Files Pane

Unprocessed files consist of unplanned files and duplicate files. The **Unprocessed Files** pane contains two tabs: **Unplanned** and **Duplicates**.

Filtering

A filtering and sorting toolbar appears at the top of the Unprocessed Files window.

- **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 or Duplicates into filtered mode. In filtered mode the button turns purple. Found files will display with a purple outline.
- **First In** - Sorts by first files in. This is the default value.
- **Last In** - Sorts by last files in.
- **Alpha Ascending** - When in List view, files are sorted vertically first.
- **Alpha Descending** - When in List view, files are sorted vertically first.
- **List View** - Displays a list of files. This is the default view.
- **Thumbnail View** - Displays thumbnails of files.
- **Float Unplanned** - Float Unplanned or Duplicates. The Unprocessed Files pane by default is docked. It can also float as a separate window in the Main Pane.

Unplanned and Duplicates

The view is dynamically updated as new unplanned or duplicate files arrive, or are removed from the **Unplanned** tab.

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

CHAPTER 6

Shortcut Menus

The following chapter describes shortcut menus. Shortcut menus are available for **Plans**, **Publication Tree**, **Courier Express**, **Main Pane**, **Destinations**, and **Unprocessed Files Pane**.

Plans

After the **Plans** node on the Publication Tree is selected, right-click on a plan in the main pane to display the shortcut menu. The options are **Retransmit** and **Cancel Transmission**.

Retransmit Allows the retransmission of the selected plan. Right-clicking the plan name displays the **Retransmit** dialog box.

- **Plan Name** identifies the name of the plan.
- **Select Plan** is a check box that selects that plan to retransmit.
- **Select All Destinations** - Selects all available destinations to receive retransmission.
- **Destination Check Boxes** - Individual destinations can be selected to receive the retransmission.

NOTE: Right-clicking on the **Plans** node in the Publication Tree does not display a shortcut menu.

Cancel Transmission Cancels transmission of a plan to print sites.

Publication Tree

Depending on permission levels, right-clicking on a node in the **Publication Tree** displays a shortcut menu with these options: **Approve Pages**, **Approve**

Advertising, Approve Editorial, Hold, Unhold, Skip Approval, Un-Skip Approval, Close Edition, and Open Edition.

Approve Pages

With permission, all pages for the selected node can be approved by page or layer:

- If selected, approves page for the selected pages
- If selected, approves page for selected layers.

Approve Advertising

With permission, all advertising for the selected edition can be approved by page or layer:

- If selected, approves advertising for the selected pages
- If selected, approves advertising for selected layers.

Approve Editorial

With permission, all editorials for the selected edition can be approved by page or layer:

- If selected, approves editorials for the selected pages
- If selected, approves editorials for selected layers.

Hold

Selected page(s) or layer(s) in an edition can be held. When clicked, the Unhold All pages dialog box is displayed with the following options:

- **Selected Pages** - All layers of the page are held even though only a single layer is selected.
- **Selected Layers** - Certain layers of the page are held.

Unhold

Previously held page or layer can be released. Scanning for input in a particular folder is stopped, turning off the value of input until released. When clicked, the Unhold All pages dialog box is displayed with the following options:

- **Selected Pages** - All layers of the page are unheld even though only a single layer is selected.
- **Selected Layers** - Selected layers are unheld.

Skip Approval

With permission, the normal workflow approval process can be overridden to meet a deadline or expedite the output of a publication. Unlike approval, it can take place at any time, not just when an object is ready for approval. It takes effect on any objects not already past the approval process.

Un-Skip Approval

With permission, skipping approval for the selected edition can be reversed. It takes effect on any objects not already past the approval process.

Close Edition

Editions may be closed to indicate that all expected files have been received. Closing can be done at the Edition and Zone levels only, and can be done manually or automatically.

- Manual closing is done by right-clicking the Publication Tree node, and selecting **Close Edition**.
- Editions will close automatically when all files specified in the plan have been received. The Publication Tree node icon changes to indicate a closed state. Closing an edition also triggers a report.
- The actual close time--whether the edition closes automatically or manually--is when the last file arrived for the first time (automatic close), or when the last file arrived (manual close).
- Closing an edition is only used for reporting and the client display. It will have no impact on other system functionality.

Open Edition

If an Edition has been closed, it can be reopened manually. The Publication Tree node icon changes to indicate an open state.

Courier Express

After the **Courier Express folder** on the Publication Tree is selected, right-click on a file in the Main Pane to display the shortcut menu. Depending on permission levels, options available are: **Soft Proof**, **Soft Proof Printer Pair**, **Soft Proof Reader Pair**, **High Resolution Soft Proof**, **View PDF**, **Status**, **Manual Changes**, **Approve**, **Approve Advertising**, **Approve Editorial**, **Hold**, **Unhold**, **Rename Output**, **Retransmit**, **Cancel Transmission**, **Kill Page**, **Clear Page**, **Copy**, **Cut**, **Paste**, and **Select All**.

Soft Proof

The Soft Proof window opens, and displays a soft proof of the selected file. If the soft proof file is a JPEG, a soft proof window will be displayed. If the file is a PDF, a new browser window will be opened. In either case, you can open as many as two soft proof windows, and then the windows will be reused. Different tools let you zoom in on parts of the image and move the image in the direction of the mouse. You can also open a high resolution softproof.

Soft Proof Printer Pair

Displays the top and bottom pages of the edition in the Soft Proof window.

NOTE: The menu buttons are identical to Soft Proof.

Soft Proof Reader Pair

Displays two consecutive pages of an edition side by side in the Soft Proof window.

NOTE: The menu buttons are identical to Soft Proof.

High Resolution Soft Proof

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

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

View PDF

The source input PDF file is displayed.

Status

Shows all layers for the page selected, if you select **Tools > Status** from the menu bar. If you right-click on a page in the detail panel, and select **Status**, then the **Status** dialog box is displayed with detailed information.

Manual Changes

The **Priority** of a file can be changed.

Approve With permission, selected pages can be approved by page or layer.

Approve Advertising All advertising in a publication can be approved at the page or layer levels.

Approve Editorial All editorials in a publication can be approved at the page or layer levels.

Hold Selected page(s) or layer(s) in an edition can be held. When clicked, the Unhold All pages dialog box is displayed.

Unhold Previously held page or layer can be released. Scanning for input in a particular folder is stopped, turning off the value of input until released. When clicked, the Unhold All pages dialog box is displayed.

Rename Output This option allows you to add a prefix or suffix to a file or files if a print site system requires them.

Retransmit Selected page(s) or layer(s) can be retransmitted. Pages, colors and destinations can be selected:

- **Select All Pages and Colors** - Checking this box selects all pages and colors.
- **Page** - Shows the page number of the selected page.
- **All Colors** - All colors for the page are selected.
- **Color Check Boxes** - Individual colors can be selected. Colors are CMYK.
- **Select All Destinations** - Selects all available destinations to receive retransmission.
- **Destination Check Boxes** - Individual destinations can be selected to receive the retransmission.

Cancel Transmission Cancels transmission of a plan to print sites.

Kill Page Cancels any transmission of a file and removes it from the Courier system. Pages, layers, or versions can be killed.

Clear Page Clears the selected page(s) or layer(s).

Copy A copy is made of the selected file.

Cut An individual file is deleted.

NOTE: Press **F5** to refresh screen after deletion.

Paste A copy of the selected file is pasted into a new location.

Select All Depending on the view, all files in the main pane can be selected.

- To select consecutive File Names, click the first item, press and hold down **Shift** key, and then click the last item.
- To select File Names that are not consecutive, press and hold the **Ctrl** key, and then click on each item.
- To select all files, right-click on a File Name, and then click **Select All**.

NOTE: Right-clicking on the **Courier Express** folder in the Publication Tree displays another shortcut menu with only the option: **Approve**.

Main Pane

Right-clicking on a file in the Main Pane displays the shortcut menu. The shortcut menu is identical whether in **Tracking**, **Thumbnails**, **Details**, and **Files** views.

Depending on permission levels, options available are: **Soft Proof**, **Soft Proof Printer Pair**, **Soft Proof Reader Pair**, **High Resolution Soft Proof**, **View PDF**, **Status**, **Manual Changes**, **Approve**, **Approve Advertising**, **Approve Editorial**,

Hold, Unhold, Rename Output, Retransmit, Cancel Transmission, Kill Page, Clear Page, Copy, Cut, Paste, and Select All.

Soft Proof

A detailed soft proof displays by double-clicking on one of the thumbnails, or by right-clicking on the thumbnail, and selecting **Soft Proof**. If the Soft Proof options are grayed out, a soft proof was not generated for the file.

You can use the hand tool to grab the image and shift it in the direction the mouse is moved. You can also open a High Resolution soft proof from within the soft proof.

Soft Proof Printer Pair

Displays the top and bottom pages of the edition in the Soft Proof window.

NOTE: The menu buttons are identical to Soft Proof.

Soft Proof Reader Pair

Displays two consecutive pages of an edition side by side in the Soft Proof window.

NOTE: The menu buttons are identical to Soft Proof.

High Resolution Soft Proof

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

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

View PDF

Displays the source input PDF file, if the file is in a PDF format. An Acrobat reader window will be opened to view the file.

Status

Status displays detailed information including publication information, status at destinations, file history, and any errors. **Status** can be displayed either by

selecting **Tools > Status** in the menu bar, or right-clicking on a page in the main pane, and selecting **Status**.

Several information tabs are available: General, Destinations, History, and Errors.

General Tab

The General Tab displays information on the **File Name**, **Publication Date**, **Edition**, and the **Page Number**.

Destinations Tab

The first column shows a file icon. The **Destination** column shows the site name that received the file. The **Status** column displays the status of the file transmission.

History Tab

The **Page** column shows the number of the page and an icon. **Color** shows the expected color (CMYK, or [-] for composite) for the page. **File** displays the file name. **Timestamp** indicates when the event occurred. **Destination** shows the site that received the file. **Message** shows the status of the action on the file (soft proof, approval, transmission). **User** is the user who initiated the action.

Errors Tab

The Error tab displays **types** of errors (warning--yellow triangle, or alert--red circle with an X), **DateTime** the error occurred, what **System** received the error, and a **Summary** description of the error.

Manual Changes

The Manual Changes dialog box allows changes to be made to a page on-the-fly. Menu options include: Inks and File Names, Versions, Priority, and Deadline.

Inks And File Names

The names of the output files corresponding to each separation are shown, as well as the composite file.

- **Composite Input File Name** - If the renamed page is expected in separated form, enter the names for each expected file.
- **Inks** - Black, Cyan, Magenta, and Yellow are listed for each color.

- **Input File Name** is used to identify the name of each incoming file and to link that file to the relevant page's separation.
- **Double Burn Input File Names** - Is used to identify the name of each incoming double burn file and can link that file to the relevant page's separation.
 - **Replace** - Name of file to replace.
 - **With** - Replacement file name.
 - **Update All** - Updates all items.

Versions

This includes the composite version and layer versions:

- **Composite File Version** - The version of the composite are listed in a drop down box. If more than one file version exists, it displays in the list.
- **Inks** - Black, Cyan, Magenta, and Yellow are listed in drop down boxes. If more than one file version exists, it displays in the list.
- **File Versions** - Versions of the selected file along with the date and time are displayed.
- **Double Burn File Versions** - Versions of the double burn file.

Priority

The priority of each layer can be viewed and changed individually or at once.

- **Composite File Priority** - This is the composite priority.
- **Inks** - Black, Cyan, Magenta, and Yellow are listed in drop down boxes.
- **Priorities** - A slider is available for all color separations that can be moved from **2 to 127**. Or a value can be typed into the input box.
- **Double Burn File Priority** - A slider is available for all double burn file separations that can be moved from **2 to 127**. Or a value can be typed into the input box.
- **Replace** - A priority value can be entered to modify the value at once.

- **With** - A value can be entered to replace the value at once.
- **Update All** - All modified items are updated at the same time.

NOTE: To modify all priority values in dialog box at once, fill in the **Replace** and **With** edit boxes with the desired numbers, and click **Update All**.

Deadline

Deadlines can be changed for a composite file, or each separation layer.

- **Composite File Deadline** - There is a checkbox for the Composite file. By clicking the checkbox, the **time** and **date** fields can be edited.
- **Inks Deadlines** - There is a checkbox for the Black, Cyan, Magenta, and Yellow ink layers in the file. By clicking the checkbox, the **time** and **date** fields can be edited.

Manual Changes Multiple Pages

You can change the priority and deadlines for multiple pages by first selecting two or more pages, right clicking, and selecting **Manual Changes**. The pages will be identified at the top of the **Manual Changes** dialog box.

- The priority of each layer can take any value from 2 (lowest priority) to 127 (highest). The priority value defaults to 63 if there are different priorities per page. To change priorities, you can use the number boxes, or the slider. If you want to modify all priority values in this dialog box at once, fill in the **Replace** and **With** edit boxes with the desired numbers, and click **Update All**.
- Deadlines can be changed for multiple files or layers in the files.
 - **Composite File Deadline** - There is a checkbox for the Composite file. By clicking the checkbox, the **time** and **date** fields can be edited.
 - **Inks Deadlines** - There is a checkbox for the Black, Cyan, Magenta, and Yellow ink layers in the file. By clicking the checkbox, the **time** and **date** fields can be edited.

Approve With permission, selected pages can be approved by page or layer.

Approve Advertising

With permission, advertising for the selected pages can be approved by page or layer.

Approve Editorial With permission, all editorials for the selected pages can be approved.

Hold Selected page(s) or layer(s) in an edition can be held. When clicked, the Unhold All pages dialog box is displayed.

Unhold Previously held page or layer can be released. Scanning for input in a particular folder is stopped, turning off the value of input until released. When clicked, the Unhold All pages dialog box is displayed.

Rename Output Rename Output allows you to add a prefix or suffix to a file or files if a print site system requires them.

Retransmit Selected page(s) or layer(s) can be retransmitted.

Cancel Transmission Cancels transmission of a plan to print sites.

Kill Page Cancels any planned transmission of a file and removes it from the Courier system. Pages, layers, or versions can be killed.

Clear Page Clears the selected page(s) or layer(s).

Copy Makes a copy of the selected file.

Cut Used to cut an individual file.

Paste Pastes a copy of the selected file into a new location.

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

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

- **Flip** allows for wrong-reading separations to be flipped.
- **Negate** allows for positive viewing of negative separations.

Select All

All files in the Unplanned folder are selected.

Soft Proof

When Soft Proof is selected from the main menu or shortcut menu, a separate window opens if the soft proof file is a JPEG. As many as two soft proof windows can be opened at a time, and then the windows will be reused. When a Soft Proof window is initially opened, the composite view of the page displays.

Drop Down List

A drop down list button in the toolbar is used to view other soft proofs already generated for the edition.

Separation Tabs

Separation tabs display composite, black, cyan, magenta, and yellow colors. If the configuration allows, click on a separation tab to change the soft proof from a composite to a separated view.

NOTE: If separation tabs do not display, the web configuration has been set to only display a composite view.

Toolbar

The Soft Proof toolbar has tools that control closing the display, refreshing, printing, zooming, approving, rotating, flipping, and negating the display.

- **Refresh** will revert the soft proof view back to the original (e.g., after it has been rotated or flipped), and will cause the view to be completely refreshed.
- **Hand Tool** is used to grab the image and shift it in the direction the mouse is moved.
- **Fit To Window** adjusts the soft proof to fit the window.
- **Full Scale** adjusts the soft proof to 100% zoom.
- **Zoom %** shows the percentage of zoom after clicking the Zoom In or Zoom Out buttons. The range goes from 5.000 to 1000.000 pixels or inches. These values can also be entered in the Zoom % box.

- **Zoom In** increases the soft proof size by 20% per click.
- **Zoom Out** decreases the soft proof screen by 20% per click.
- **High Resolution Soft Proof** - Opens a high resolution soft proof.

Select the region of interest. At this point the high resolution data will be combined to create the soft proof. A new window opens to display this proof. While the data is being generated, a progress bar will display the status. Once the soft proof is on the screen, you will be able to zoom in and out, and turn off selected layers. Clicking **Close** will return you to the standard soft proof.
- **Rotate Right** allows you to rotate the Soft Proof in 90-degree increments to the right, which can be useful for viewing paired pages.
- **Rotate Left** allows you to rotate the Soft Proof in 90-degree increments to the left, which can be useful for viewing paired pages.
- **Mirror** is primarily used when the production process includes a film output. When clicked, allows for wrong-reading separations.
- **Flip** allows for wrong-reading separations to be flipped
- **Negate** allows for positive viewing of negative separations.
- **Densitometer** checks the color density of the soft proof.
 - When the **Densitometer** button is clicked, the Densitometer **RGB** box shows the same color as currently covered by the cursor.
- **Approve** has two options:
 - **Approve Advertising:** All Colors and Selected Colors.
 - **Approve Editorial:** All Colors and Selected Colors.

NOTE: When the **Selected Colors** option is chosen, a dialog box appears with CMYK and check boxes to approve the color.

- **Export Soft Proof Images** - Opens the Save dialog box for exporting soft proof images. Refer to “[Soft Proof Options](#)” on page 22.
- **Print** will display the Print dialog box. Select the printer to output the page.

NOTE: Although the print range option defaults to **All** pages, it will only print the selected page. The image printed is the Soft Proof *.jpeg file, scaled to the paper size.

- **Close** closes the Soft Proof Window.

Destinations

The Destinations displays a group of icons representing each configured site. Right-click on a site to see the shortcut menu.

Hold Selecting **Hold** puts the selected destination on hold so that it cannot receive transmitted files until hold is released.

Add to Queue View

The **Queue View** shows files awaiting transmission, transmitting, and transmission complete with the last time period. Checking the **Add to Queue View** box adds the destination to the **Queue View** as a tab. Unchecking the box deletes the tab.

Unprocessed Files Pane

Unprocessed files consist of unplanned files and duplicate files. The **Unprocessed** Files pane contains two tabs: **Unplanned** and **Duplicates**.

Unplanned

If unplanned files are received, they will display under the **Unplanned** tab in the Unprocessed Files pane. Depending on permission levels, right-clicking on a file in the **Unplanned** tab displays a shortcut menu with these options: **Soft Proof**, **High Resolution Soft Proof**, **View PDF**, **Copy**, **Cut**, **Paste**, and **Select All**.

Soft Proof

The Soft Proof window opens, and displays a soft proof of the selected file.

High Resolution Soft Proof

Selecting this option opens a **High Resolution** soft proof.

View PDF

The source input PDF file is displayed.

Copy

A copy is made of the selected file.

Cut

An individual file is deleted.

Paste

A copy of the selected file is pasted into a new location.

NOTE: If set under “General Tab” on page 25, a prompt will display asking “Are Your Sure” so you can confirm the deletion.

Select All

All files in the Unplanned folder are selected.

Duplicates

If duplicate files are received, they will display under the **Duplicates** tab in the **Unprocessed Files** pane. Right-clicking on a file in the **Duplicates** tab displays a shortcut menu with these options: **Soft Proof**, **High Resolution Soft Proof**, **View PDF**, **Accept**, **Ignore**, **Delete**, and **Select All**.

Soft Proof

The Soft Proof window opens, and displays a soft proof of the selected file.

High Resolution Soft Proof

Selecting this option opens a **High Resolution** soft proof.

View PDF

The source input PDF file is displayed.

Accept

Accepts the duplicate file.

Ignore

Used to change the file to an ignored state.

Delete

Deletes the duplicate file.

Select All

All files in the Unplanned folder are selected.

CHAPTER 7

Plans

This chapter explains how to import a publication plan into Courier. Plans can be generated using Arkitex Planner, Arkitex Publication Builder, or AutoPlan.

Accepted Plan Formats

Arkitex Courier allows users to distribute plans and files to remote sites. Courier uses MAXML, which generates a **.pmd** format (Publication Builder), or **.xml** format (Planner).

Inputting Plans into Courier

The editorial site creates plans using Arkitex Planner, Publication Builder, or AutoPlan. Plans are stored in input folder(s) configured in **Tools > Configuration > Input** by the system administrator.

When the **Input** button on the Client interface is enabled, the Courier engine monitors the folder(s) for new plans.

When plans are located, they appear in the **Plans** node on the **Publication Tree**.

Arkitex Planner

For more information on Arkitex Planner, refer to the **Arkitex Planner User Guide** on the **Arkitex Applications** CD.

Arkitex Publication Builder

For more information on **Arkitex Publication Builder**, refer to the **Arkitex Workflow Reference Guide** on the **Arkitex Workflow Products** DVD.

Arkitex AutoPlan

AutoPlan is used to automate the planning process for Director, Foundation, or Pair by converting data from a variety of planning systems into the standard MAXML data format.

Functions

AutoPlan performs two functions:

- It is a framework into which plug-in interfaces from various planning systems are delivered.
- It allows different plug-ins to be developed for specific systems.

Basic Operation

The basic operation of AutoPlan with Director, Foundation, and Pair is:

- The product is planned using planning software.
- AutoPlan reads or receives the plan in the planning system's native data format.
- AutoPlan converts the planning data and, using the default data, creates the MAXML data for Director. This plan includes altering the expected file names to match the user's editorial system.
- AutoPlan writes the MAXML data to Director.

Planning Systems

The method used for receiving data depends on the style of planning system used. These styles can be broken down into three categories: Query, Export, and Interactive.

Query

AutoPlan queries the planning system for plan information. The query returns information for a planned edition.

Export

An Export system writes plan data to a disk file. AutoPlan receives the plan information in the disk file and converts the file into the expected MAXML format.

Interactive

The user must communicate with the planning system. The system provides a list of planned editions. From this list the software requests plan information for a selected edition. This plan is converted into the expected MAXML format.

AutoPlan Tiers

AutoPlan is divided into two tiers of functionality:

- **Tier 1** - One-way data flow with AutoPlan receiving plan data from a planning system and writing that data to the Arkitex server.
- **Tier 2** - Two-way data flow is customized to the user's needs.

Supported Planning Systems

AutoPlan supports a number of planning systems, including, but not limited to:

- PPI PlanPag 2.5
- ABB MPS3 2.21
- ABB MPS3 3.01
- Rockwell Automation PrintLogix V03_2002_06_30_00
- GOSS EPAR Version 1
- EAE Print 3 and 4 using the Print Production Export Version 2.3.1
- Man Roland PECOM

