enfocus PITSTOP SERVER 11

Reference Guide

Enfocus Certified PDF

enfocus smart preflight

enfocus

Contents

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2. Introduction to Enfocus PitStop Server

2.1 About this Reference guide

Enfocus PitStop Server allows you to successfully operate and manage workflow procedures on PDF documents.PitStop Server runs independently from other Enfocus products, yet certain of its features and options rely on Enfocus PitStop Pro.

2.2 System requirements

The system requirements are displayed during the second step of the installation process, and are also listed on the product pages on the Enfocus Web site (*www.enfocus.com*).

2.3 Installing Enfocus PitStop Server

To install PitStop Server from DVD

1. Insert the Enfocus DVD into your DVD drive.
2. In Microsoft Windows, the flash movie will start automatically if the AutoPlay function is enabled for that DVD drive. On Mac OS, you need to open the DVD, and double-click the “Start” flash movie.
3. A flash movie will guide you to the installer.
4. Follow the installation instructions on your screen.

To install PitStop Server from the Enfocus Web site

1. Go to the Enfocus Web site (*www.enfocus.com*).
2. Download the Enfocus PitStop Server installer from the site.
3. Start the appropriate installer
4. Follow the installation instructions on your screen

2.4 Best practices after installing Enfocus PitStop Server

After installing Enfocus PitStop Server, it can be advisable to take the following actions:

Register Enfocus PitStop Server

See *Buying and registering Enfocus PitStop Server*

Lock PitStop Server

See *Locking PitStop Server* on page 27.

2.5 Licensing

Creating an activation account

Activation is hardware linked, so PitStop Server can only be activated on one computer at the same time. If you want to move PitStop Server to another computer it needs to be deactivated on the old computer and activated again on the new computer. if you try to activate PitStop Server on another computer than the one it was activated on you will get an error message. You are not able to activate it on this new computer as long as the License is still active on the old computer.

1. Go to *http://www.enfocus.com/CreateAccount*.
2. Enter the appropriate information in the fields.
3. If you would like to receive news from Enfocus or be contacted by an Enfocus Certified Partner, leave the two bottom checkboxes selected; otherwise, clear them.
4. Click **Create my Account**.
5. After a few minutes, check your e-mail program for a new message from Enfocus regarding activating your new account.

   Note:

   If you do not receive this e-mail message, you might have to check any spam folders in your e-mail program as well.

6. Once it arrives, open the message and click the link to confirm your e-mail address.

   You should receive a message that your account was confirmed successfully in your default web browser.

Starting a trial

Once you have created and confirmed your activation account (see *Creating an activation account* on page 10), you can start a 30-day trial for your copy of PitStop Server.

- If the computer running your copy of PitStop Server is connected to the Internet, you can start a 30-day trial from that machine.

  See *Starting a trial on-line* on page 11.
- Otherwise, you must create a trial request file and use a computer that is connected to the Internet to upload it to an activation server.

  See *Starting a trial off-line* on page 11

Starting a trial on-line

You can start a 30-day trial on-line if the computer where your copy of PitStop Server is installed is connected to the internet.

To start a 30-day trial on-line, do the following:

1. In PitStop Server, navigate to **Help** > **About Enfocus PitStop Server** to open the **About Enfocus PitStop Server** window.
2. Click the **Start Trial** button.
   This opens the **Enfocus Software Activation** dialog.
3. Enter the name and password of your activation account. Select the **Remember Password** checkbox if you want PitStop Server to remember your password.

   Note:

   You should have created this activation account in Creating an activation account on page 10.

   *If you haven't created an activation account yet, click the **Create a new Enfocus Account** link in the Wizard and see Creating an activation account on page 10 for more instructions.*
4. The **Activate 30 day trial version** radio button will be selected by default.
5. Click the **Activate** button.
   A message appears saying that the trial was successfully activated and displaying the product version and number of trial days remaining.
6. Click **Close** button to close the **Enfocus Software Activation** dialog.

Starting a trial off-line

If the computer where you will use your software is NOT connected to the internet, you need to start your trial off-line.

To start a trial off-line, do the following:

1. Create the trial request file using the **Off-Line Initialization** dialog and copy it to a machine with full Internet access.

   See *Creating a trial request for offline activation* on page 12.
2. Upload the trial request file, download the trial response file and copy this file to the machine with PitStop Server installed.

   See *Uploading the trial request and downloading the response file* on page 12.
3. On this machine, use the **Off-Line Initialization** dialog to start your trial.

See *Loading the trial response file* on page 13.

Creating a trial request for offline activation

To create a trial request file, do the following:

1. In PitStop Server, navigate to **Help** > **About Enfocus PitStop Server** to open the **About Enfocus PitStop Server** window.
2. Click the **Start Trial** button.
   This opens the **Enfocus Software Activation** dialog.
3. Enter the name and password of your activation account. Select the **Remember Password** checkbox if you want PitStop Server to remember your password.

   Note:

   You should have created this activation account in Creating an activation account on page 10.

   If you haven't created an activation account yet, go to http://www.enfocus.com/CreateAccount on a computer connected to the internet, and see Creating an activation account on page 10 for instructions.

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4. The **Activate 30 day trial version** radio button will be selected by default.
5. Click **Activate** button.
   The **Connection Problem To Activation Server** dialog will appear.
6. Select the **Off-line activation** radio button and click the **Next** button.
   The **Off-Line Initialization** dialog will appear.
7. The left pane of this dialog will display the trial request file. Click the **Save** button and save it in a desired location.
8. Copy the trial request file to a computer with Internet access.

Uploading the trial request and downloading the response file

Once you have copied the trial request file to a machine with full Internet access, do the following:

1. Start a web browser on that machine and go to *http://www.enfocus.com/Activation*.
2. On the web page, select **Offline Product Activation** and click **Continue**.
3. Click the **Choose File** button, browse for the trial request file you copied to this machine and click **Continue** button.
4. Enter your activation account password in the **Password**: field (your **Account Name** should be filled in automatically) and click **Continue** button.
5. Verify that the product information contained in the trial request file is correct and click **Continue** button.
6. The website generates a response file (`response.xml`).

   Depending on the level of security of your Web browser, the response file will download automatically, or it may be blocked.

   If it is blocked, click the **direct link** to download it.

Important: *Do **NOT** click on the warning message at the top of your browser window then go back to the previous page and try to download the file again. If you do this the file you download will be corrupt.*

7. Copy the response file back to the machine running PitStop Server and go to that machine.

Loading the trial response file

Once you are back at the machine running PitStop Server, do the following to load the trial response file:

1. In PitStop Server, navigate to **Help** > **About Enfocus PitStop Server** to open the **About Enfocus PitStop Server** window.
2. Click the **Start Trial** button.
   This opens the **Enfocus Software Activation** dialog.
3. Enter the name and password of your activation account. Select the **Remember Password** checkbox if you want PitStop Server to remember your password.

   Note:

   You should have created this activation account in *Creating an activation account on page 10.*

   If you haven't created an activation account yet, go to http://www.enfocus.com/CreateAccount on a computer connected to the internet, and see *Creating an activation account on page 10* *for instructions.*

4. The **Activate 30 day trial version** radio button will be selected by default.
5. Click **Activate** button.
   The **Connection Problem To Activation Server** dialog will appear.
6. Select the **Off-line activation** radio button and click the **Next** button.
   The **Off-Line Initialization** dialog will appear.
7. Click the **Load** button in the right pane of the **Off-Line Initialization** dialog.
8. Browse to the response file you copied from the machine with full Internet access and click **Next** button.

   Attention: *Select the response file you downloaded from the website (`response.xml`) and NOT the trial request file you uploaded.*

   A message will appear saying that your trial licenses have been successfully activated.
9. Click **Close** button in the **Enfocus Software Activation** dialog.
10. You will see the number of trial days remaining in the **Trial** tab of the **About Enfocus PitStop Server** window.

Activating licenses

Once you have created and confirmed your activation account (see *Creating an activation account* on page 10), you can start activating the licenses using your software's product keys.

Product keys come from online stores, from product key files you receive from Enfocus, or you can find them inside product boxes.

Note: *Product key files are HTML files. You can double-click them to see what product keys they contain.*

- If the computer running your copy of PitStop Server is connected to the Internet, you can get licenses for the product keys and activate them from that machine.

  See *On-line activation* on page 14.
- Otherwise, you must create an activation request file and use a computer that is connected to the Internet to upload it to an activation server.

  See *Off-line activation* on page 14

On-line activation

You can activate your product key(s) on-line if the computer where you will use your software is connected to the internet.

To activate a product key on-line, do the following:

1. Open the **Enfocus Software Activation** dialog by either:
   - navigating to **Help** > **About Enfocus PitStop Server** and clicking the **Activate** button in the **About Enfocus PitStop Server** window. Or
   - going to **Help** > **License** > **Activate** .
2. Enter the name and password of your activation account. Select the **Remember Password** checkbox if you want PitStop Server to remember your password.

   Note:

   You should have created this activation account in Creating an activation account on page 10.

   *If you haven't created an activation account yet, click the **Create a new Enfocus Account** link in the Wizard/Assistant and see Creating an activation account on page 10 for instructions.*
3. The **Activate a product key** radio button will be selected by default.
4. Click the **Browse** button and select the product key from the location where you had saved it.
5. Click **Activate** button to activate your license key for the PitStop Server.
   A message will appear saying that your licenses have been successfully activated.
6. Click **Close** button in the **Enfocus Software Activation** dialog.
7. The product and its license will appear in the **License** tab of the **About Enfocus PitStop Server** window.

Off-line activation

If the computer where you will use your software is NOT connected to the internet, you need to activate your product key(s) off-line.

To activate a product key off-line, do the following:

1. Create the initialization request file using the **Off-Line Initialization** dialog and copy it to a machine with full Internet access.

   See *Creating an initialization request* on page 15.

2. Upload the initialization request file, download the initialization response file and copy this file to the machine with PitStop Server installed.

   See *Uploading the activation request and downloading the response file* on page 15.

3. On this machine, use the **Off-Line Initialization** dialog to activate your software.

   See *Loading the activation response file* on page 16.

Creating an initialization request

To create an initialization request file for off-line license activation, do the following:

1. Open the **Enfocus Software Activation** dialog by either:
   - going to the **Help** > **About Enfocus PitStop Server** and clicking the **Activate** button,
   - going to **Help** > **License** > **Activate** .

   The **Enfocus Software Activation** window appears.

2. Enter the name and password of your activation account. Select the **Remember Password** checkbox if you want PitStop Server to remember your password.

   Note:

   You should have created this activation account in Creating an activation account on page 10.

   If you haven't created an activation account yet, go to http://www.enfocus.com/CreateAccount on a computer connected to the internet, and see Creating an activation account on page 10 for instructions.

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3. The **Activate a product key** radio button will be selected by default.
4. Click the **Browse** button and select the product key from the location where you had saved it.
5. Click **Activate** button to activate your license key for the PitStop Server.
   The **Connection Problem To Activation Server** dialog will appear.
6. Select the **Off-line activation** radio button and click the **Next** button.
   The **Off-Line Initialization** dialog will appear.
7. The left pane of this dialog will display the initialization request file which is named by default as `requestinitilize.xml`. Click the **Save** button and save it in a desired location.
8. Copy the initialization request file, `requestinitilize.xml`, to a computer with Internet access using whatever method you have available - USB thumb drive, diskette, network...

Uploading the activation request and downloading the response file

Once you have copied the initialization request file, `requestinitilize.xml` to a machine with full Internet access, do the following:

1. Start a web browser on that machine and go to *http://www.enfocus.com/Activation*.

2. On the web page, select the **Offline Product Activation** radio button and click the **Continue** button.
3. Browse for the initialization request file you copied to this machine and click **Continue** button.
4. Enter your activation account password in the **Password**: field (your **Account Name** should be filled in automatically) and click **Continue** button.
5. Verify that the product information contained in the initialization request file is correct and click the **Continue** button.
6. The website generates an initialization response file (`response.xml`).

   Depending on the level of security of your Web browser, the response file will download automatically, or it may be blocked.

   If it is blocked, click the **direct link** to download it.

   Important: *Do **NOT** click on the warning message at the top of your browser window then go back to the previous page and try to download the file again. If you do this the file you download will be corrupt.*

7. Copy the initialization response file, `response.xml`, back to the machine running PitStop Server and go to that machine.

Loading the activation response file

Once you are back at the machine running PitStop Server, do the following to load the initialization response file:

1. Open the **Enfocus Software Activation** dialog by either:
   - going to the **Help** > **About Enfocus PitStop Server** and clicking the **Activate** button,
   - going to **Help** > **License** > **Activate** .

   The **Enfocus Software Activation** window appears.
2. Enter the name and password of your activation account. Select the **Remember Password** checkbox if you want PitStop Server to remember your password.

   Note:

   You should have created this activation account in *Creating an activation account on page 10.*

   If you haven't created an activation account yet, go to http://www.enfocus.com/CreateAccount on a computer connected to the internet, and see *Creating an activation account on page 10* *for instructions.*

3. The **Activate a product key** radio button will be selected by default.
4. Click the **Browse** button and select the product key from the location where you had saved it.
5. Click **Activate** button to activate your license key for the PitStop Server.
   The **Connection Problem To Activation Server** dialog will appear.
6. Select the **Off-line activation** radio button and click the **Next** button.
   The **Off-Line Initialization** dialog will appear.

7. Click the **Load** button in the right pane of the **Off-Line Initialization** dialog.
8. Browse to the initialization response file, `response.xml`, you copied from the machine with full Internet access and click the **Initilize** button.

   Attention: *Select the initialization response file you downloaded from the website (*`response.xml`*) and NOT the initialization request file you uploaded.*

   A message will appear saying that your licenses have been successfully activated.
9. Click **Close** button in the **Enfocus Software Activation** dialog.
10. The product and its license will appear in the **License** tab of the **About Enfocus PitStop Server** window.

Moving licenses between computers

To move licenses between computers, do the following:

1. Deactivate the licenses on the computer that will not use them anymore.

   See *Deactivating licenses* on page 17.
2. Copy the product keys file to the computer that will use the licenses.
3. On the computer acquiring the licenses, activate the licenses using the product keys file.

   See *Activating licenses* on page 13.

Deactivating licenses

Just as with activating licenses, deactivating licenses can be done both on-line and off-line. **You must deactivate a license before moving it to another computer.**

On-line deactivation

To deactivate a license on-line, do the following:

1. Open the **Enfocus Software Deactivation** dialog by either:
   - navigating to **Help** > **About Enfocus PitStop Server** and clicking the **Deactivate** button in the **About Enfocus PitStop Server** window.

     or
   - going to **Help** > **License** > **Deactivate** .
2. Select the **Export license information during deactivation** checkbox, if you want to save the product key as a HTML file. You will need this file to activate the license for this product key on another computer.
   a) Click **Deactivate** button.
   The **Save License Information File** dialog appears. The **File name** drop-down menu in this dialog will display the `LicensesBackup.html` file.
   b) Click **Save** button to save the file in your desired location.
3. A message appears saying the deactivation was completed successfully. Click **Close** button.

The license will no longer appear in the **About Enfocus PitStop Server** window.

Off-line deactivation

If the computer where you use your software is NOT connected to the internet, you need to deactivate your product key(s) off-line.

To deactivate a product key off-line, do the following:

1. Create an off-line deactivation request and copy it to a machine with internet access.

   See *Creating a deactivation request* on page 18.

2. Upload that request to the activation server, download the response file and copy this file to the machine with PitStop Server installed.

   See *Uploading the deactivation request file and downloading the response file* on page 18.

3. On this machine, use the **Off-Line Initialization** to deactivate your software.

   See *Loading the deactivation response* on page 19.

Creating a deactivation request

To create an deactivation request file for off-line license deactivation, do the following:

1. Open the **Enfocus Software Deactivation** dialog by either:

   - going to the **Help** > **About Enfocus PitStop Server** and clicking the **Deactivate** button,
   - going to **Help** > **License** > **Deactivate** .

   The **Enfocus Software Deactivation** window appears.

2. Select the **Export license information during deactivation** checkbox, to save the product key as a HTML file.

   a) Click **Deactivate** button.
   The **Save License Information File** dialog appears. The **File name** drop-down menu in this dialog will display the `LicensesBackup.html` file.

   b) Click **Save** button to save the file in your desired location.

   The **Connection Problem To Activation Server** dialog will appear.

3. Select the **Off-line activation** radio button and click the **Next** button.
   The **Off-Line Initialization** dialog will appear.

4. The left pane of this dialog will display the initialization request file which is named by default as `requestinitilize.xml`. Click the **Save** button and save it in a desired location.

5. Copy the initialization request file, `requestinitilize.xml`, to a computer with Internet access using whatever method you have available - USB thumb drive, diskette, network...

Uploading the deactivation request file and downloading the response file

Once you have copied the deactivation request file to a machine with full Internet access, do the following:

1. Start a web browser on that machine and go to *http://www.enfocus.com/Activation*.

2. On the web page, select **Offline Product Deactivation** and click **Continue** button.

3. Browse for the deactivation request file you copied to this machine and click **Continue** button.
4. Verify that the product information contained in the deactivation request file is correct and click **Continue** button.
5. The website generates a response file (`response.xml`).

   Depending on the level of security of your Web browser, the response file will download automatically, or it may be blocked.

   If it is blocked, click the **direct link** to download it.

   Important: *Do* ***NOT*** *click on the warning message at the top of your browser window then go back to the previous page and try to download the file again. If you do this the file you download will be corrupt.*

6. Copy the response file back to the machine running PitStop Server and go to that machine.

Loading the deactivation response

Once you are back at the machine running PitStop Server, do the following to load the deactivation response file:

1. pen the **Enfocus Software Deactivation** dialog by either:
   - going to the **Help** > **About Enfocus PitStop Server** and clicking the **Deactivate** button,
   - going to **Help** > **License** > **Deactivate** .

   The **Enfocus Software Deactivation** window appears.

2. Select the **Export license information during deactivation** checkbox, to save the product key as a HTML file.

   a) Click **Deactivate** button.
   The **Save License Information File** dialog appears. The **File name** drop-down menu in this dialog will display the `LicensesBackup.html` file.

   b) Click **Save** button to save the file in your desired location.

   The **Connection Problem To Activation Server** dialog will appear.

3. Select the **Off-line activation** radio button and click the **Next** button.
   The **Off-Line Initialization** dialog will appear.
4. Click the **Load** button in the right pane of the **Off-Line Initialization** dialog.
5. Browse to the response file you copied from the machine with full Internet access and click the **Initilize** button.

   Attention: *Select the response file you downloaded from the website (*`response.xml`*) and not the deactivation request file you uploaded.*

   A message will appear that the deactivation was completed successfully.

6. Click **Close** button in the **Enfocus Software Deactivation** dialog.

The license will no longer appear in the **About Enfocus PitStop Server** window.

Repairing licenses

Licenses are tied to identifying characteristics of the hardware inside your computer. **Licenses may break if you change the hardware significantly** (for example if you add memory AND the hard drive crashes AND your network card breaks...).

If more than three hardware elements of the computer change simultaneously, the licenses are invalidated and declared broken.

As with activating and deactivating licenses, the repair procedure may be done on-line or off-line.

On-line repairing

To repair your broken license(s) online, do the following:

1. Open the **About Enfocus PitStop Server** window.

   When your license needs repair, the window shows `"Needs repair"` in red, and a **Repair** button.

2. Click the **Repair** button to open the **Repair License** wizard.
3. Click **Next** button in the first screen of the **Repair License** dialog box.
4. Leave **On-line Repair** selected and click **Next** button.

   A status bar will appear while the system communicates with the activation server. After that, a message will appear that the repair completed successfully and that you can now use the product(s) on your computer.

5. Click **Close** button.

Off-line repairing

To repair broken licenses on a machine without Internet access, follow the same general procedure as when performing an off-line activation or deactivation.

Creating a repair request

To create the repair request, do the following:

1. Open the **About Enfocus PitStop Server** window.

   When your license needs repair, the window shows `“Needs repair”` in red, and a **Repair** button.

2. Click the **Repair** button to open the **Repair License** dialog.
3. Click **Next** button in the first screen of the **Repair License** dialog box.
4. Select **Off-line repair** and click **Next** button.
5. Leave **Step 1: Create a repair request** selected and click **Next** button.
6. Save the **repair request** file.

   a) Click **Save As** (PC) / **Select...** (Mac).

   b) In the pop-up that opens, browse to the desired location and click **Save** button.

Note: *By default, the activation request file is called* `requestrepair.xml`.

7. A message will appear saying that Step 1 of the off-line repair has been completed successfully.
8. Copy that file to a computer with Internet access using whatever method you have available - USB thumb drive, diskette, network...

Uploading the repair request file and downloading the response file

Once you have copied the repair request file to a machine with full Internet access, do the following:

1. Start a web browser on that machine and go to *http://www.enfocus.com/Activation*.
2. On the web page, select **Offline Repair** and click **Continue** button.
3. Browse for the repair request file you copied to this machine and click **Continue** button.
4. Verify that the product information contained in the repair request file is correct and click **Continue** button.
5. Depending on the level of security of your Web browser, the response file (`response.xml`) will download automatically, or it may be blocked. If it is blocked, click the **direct link** to download the response file.

   Important: *Do **NOT** click on the warning message at the top of your browser window then go back to the previous page and try to download the file again. If you do this the file you download will be corrupt.*

6. Copy the response file back to the machine running PitStop Server and go to that machine.

Loading the repair response

Once you are back at the machine running PitStop Server, do the following to load the deactivation response file:

1. Open the **About Enfocus PitStop Server** window.
2. Click the **Repair** button to open the **Repair License** dialog.
3. Click **Next** button in the first screen of the **Repair License** dialog box.
4. Select **Off-line repair** and click **Next** button.
5. Select **Step 2: Load a repair response** and click **Next** button.
6. Browse to the folder containing the response file you copied from the machine with full Internet access, double-click it, and click **Next** button.

   Attention: *Select the **response** file you downloaded from the website (*`response.xml`*) and not the repair request file you uploaded.*

   A status bar will appear while the system processes the response file. After that, a message will appear that the repair completed successfully.

7. Click **Close** button.

Tips and troubleshooting for Licensing

In this section are tips and troubleshooting information designed to help you use the software if there are unexpected results.

Error messages - is the problem local or on the Web server?

On the rare occasion that you get an error message when you are manipulating licenses, if there is an incident ID, the error is on the Web server. If there is no incident ID, the problem is local.

For example, "`An error occurred while processing an activation/deactivation/repair response. Incident ID: 1443`" indicates that there is a problem on the Web server.

Error during activation / deactivation / repair

If you get the error message: "`An error occurred during activation/deactivation/repair`", check the version of your FNP Licensing Service.

The Licensing Wizard/Assistant works with the FNP Licensing Service on both Mac and PC. The versions of your FNP Licensing Service and of the Licensing Wizard/Assistant must match.

If deactivation fails

If deactivation of your licenses fails, resulting in disabled licenses, you should be able to clean them up by deactivating them again.

Error when processing the response file

When your off-line activation, deactivation or repair fails after loading the response file you downloaded from the activation website, it may be because you downloaded the file twice.

This happens when your browser blocks automatic downloads, and you click the security message at the top of your browser window then go back to the previous page to try downloading the file again.

This generates a **second, corrupt response file**, that will cause the activation / deactivation / repair to fail.

If this happened to you, contact your Customer Service representative.

To avoid this next time you download a response file, you need to either change your browser's security settings, or click the **direct link** on the download page.

See also:

- *Uploading the activation request and downloading the response file* on page 15
- *Uploading the deactivation request file and downloading the response file* on page 18
- *Uploading the repair request file and downloading the response file* on page 21

On-line activation issues

When performing an on-line activation, if the Activate License Wizard/Assistant cannot access the Internet, it will prompt for proxy server information.

- If you have a proxy server, enter the required information and try again.
- If you do not have a proxy server, something else is wrong with your connection.

If the program hangs

If your software hangs when you launch it, it could be because another application using licenses may have crashed and locked the connection to the licensing server.

In this case, quitting the process of the crashed application in Window's **Task Manager**, or rebooting the machine (Mac or Windows) should solve the problem.

Careful use of filesystem monitoring utilities

The licensing server software stores its critical configuration information in a special area of the filesystem called *trusted storage*. This area of the computer can appear empty when in reality it is not.

If you are using a filesystem monitoring utility such as Radmind on the Macintosh, it can delete the configuration in the trusted storage area thinking it is empty. Make sure in the monitoring utility to exclude those directories from monitoring/cleanup/replacing.

Operating System	Trusted Storage location
OS X on a Macintosh	`/Library/Preferences/FLEXnet Publisher/FLEXnet`
Windows XP on a PC	`\Documents and Settings\All Users\Application Data\FLEXnet`
Windows Vista, Windows 7, Windows Server 2008 on a PC	`\ProgramData\FLEXnet`

2.6 Starting Enfocus PitStop Server

To start Enfocus PitStop Server

Enfocus PitStop Server is accessible by running the PitStop Server application.

The Enfocus PitStop Server splash screen appears and remains displayed for a couple of seconds.

Once you have registered Enfocus PitStop Server, or clicked the **Start Trial** button, you can start using Enfocus PitStop Server.

If the PitStop Server WatchDog is not running, or is set to another user (on Mac OS), you can start the PitStop Server WatchDog and change it to the current user.

2.7 Getting Support

When contacting the Enfocus Support Department, it is important that you can provide our product specialists with the necessary information about the configuration of your computer system and the Enfocus product(s) you are using. To this end, we have included this support information in the About PitStop Server dialog box.

Furthermore, you can also consult the Enfocus Knowledge Base or use the Support section on the Enfocus Web site to report a problem.

To consult the support information:

1. On Windows, choose **Help** > **About Enfocus PitStop Server** , or on Mac, choose **PitStop Server** > **About Enfocus PitStop Server**

   The **About Enfocus PitStop Server** dialog box appears.
2. Click the **Support info** tab.

   You can see all the relevant information about your version of Enfocus PitStop Server and about the configuration of your computer system.
3. Click **Copy to Clipboard**.
4. Paste the support information in a text file or e-mail message and send it to support@enfocus.com.

To consult the Enfocus Knowledge Base:

Choose **Help** > **Knowledge Base** .

To report a problem:

1. Choose **Help** > **Get Support** > **Report a problem** .
2. Fill out the online form.
3. Click **Submit** button.

3. The concept of Enfocus PitStop Server

3.1 What is Enfocus PitStop Server

Enfocus PitStop Server is a stand-alone and hot folder based application. It allows you to easily set up and manage PDF based workflows.

Hot folders defined

An Enfocus PitStop Server hot folder is actually a collection of dedicated folders for batch PDF processing. You create such folders on the hard disk of your computer or on a network drive. Enfocus PitStop Server automatically processes PDF documents that arrive in a given input folder of this hot folder and places the processed files based on the result accordingly in the specified output folder. The original PDF document and the preflight results can be saved in the same or a different folder, depending on whether processing was successful or not.

The hot folder's input folder is an **active** folder: Enfocus PitStop Server will monitor the input folder of a hot folder at regular intervals and will, upon arrival of a PDF document in this input folder, start the appropriate automatic action.

Hot folders are **interlinked** folders. You use the Hot Folder Editor to create the links between the folders of a hot folder: you specify the path the PDF documents have to follow as they are processed.

3.2 The components of Enfocus PitStop Server

Enfocus PitStop Server consists of a number of components, amongst which the PitStop Server application, and the PitStop Server WatchDog.Enfocus PitStop Server can process in the background, even after closing the PitStop Server application.

PitStop Server

The PitStop Server application is the actual user interface. It allows to define and edit hot folders, monitor active jobs, and view the job history. Unlike in earlier versions of Enfocus PitStop Server, closing the application does not quit Enfocus PitStop Server. This implies that files can be processed even while PitStop Server is not running.

PitStop Server WatchDog

The PitStop Server WatchDog is an application that ensures that all necessary software components to process files are running. If a component hasn't started, or has quit for any reason, the PitStop Server WatchDog will launch or relaunch this software component.

Note: *OS permissions can impose restrictions on editing hot folders. While this may be helpful in some cases you must ensure that the PitStop Server WatchDog user and the user who edits hot folders have full permissions.*

Managing PitStop Server WatchDog from within PitStop Server

Starting PitStop Server

If PitStop Server is launched, and the PitStop Server WatchDog is not running, you will be asked if you want to start it at that moment.

Closing PitStop Server

If you close PitStop Server, you will be asked if you want PitStop Server to keep processing files.

- If you click **Yes**, the PitStop Server application will quit, but the PitStop Server WatchDog and all software components to process files, will keep running in the background.
- If you click **No**, the PitStop Server WatchDog and all other software components will be quit as well.

Managing the WatchDog on Windows

On Windows, PitStop Server WatchDog is installed as a Service. Users who want to automatically run launch WatchDog must change the service manually, as described in the Knowledge Base.

For more information on managing PitStop Server WatchDog as a Service, we refer to the Enfocus Knowledge Base on http://www.enfocus.com.

Managing PitStop Server on Mac OS

On Mac OS, the PitStop Server WatchDog is by default installed as a regular application, and can be started from within PitStop Server.

On Mac OS, the Watchdog will be linked with a user account, so the choice of this PitStop Server WatchDog user is important.

Note: *It is advisable to create a user, e.g. "PitStopServer" with sufficient privileges, use this User to install the software, and keep this user always logged on. If needed, you could set the PitStop Server WatchDog as a Login Item for this user.*

The WatchDog is also installed as a Daemon, but will not be automatically launched. For more information on starting WatchDog as a Daemon, see *http://www.enfocus.com/kb.php?id=6089*

4. Looking at the Enfocus PitStop Server Work Area

4.1 Locking PitStop Server

It is possible to lock PitStop Server using a password. Only day-to-day tasks are possible while PitStop Server is locked: monitor and cancel jobs, manage the history, view hot folders, etc. Configuring PitStop Server is prevented.

Locking PitStop Server

1. Click the **Lock settings** button in the upper right corner of PitStop Server.
   The **Lock Settings** dialog box appears.
2. Enable **Locked**.
3. Enter a password, and confirm the password by entering it again.
4. Click **OK** button.

Unlocking PitStop Server

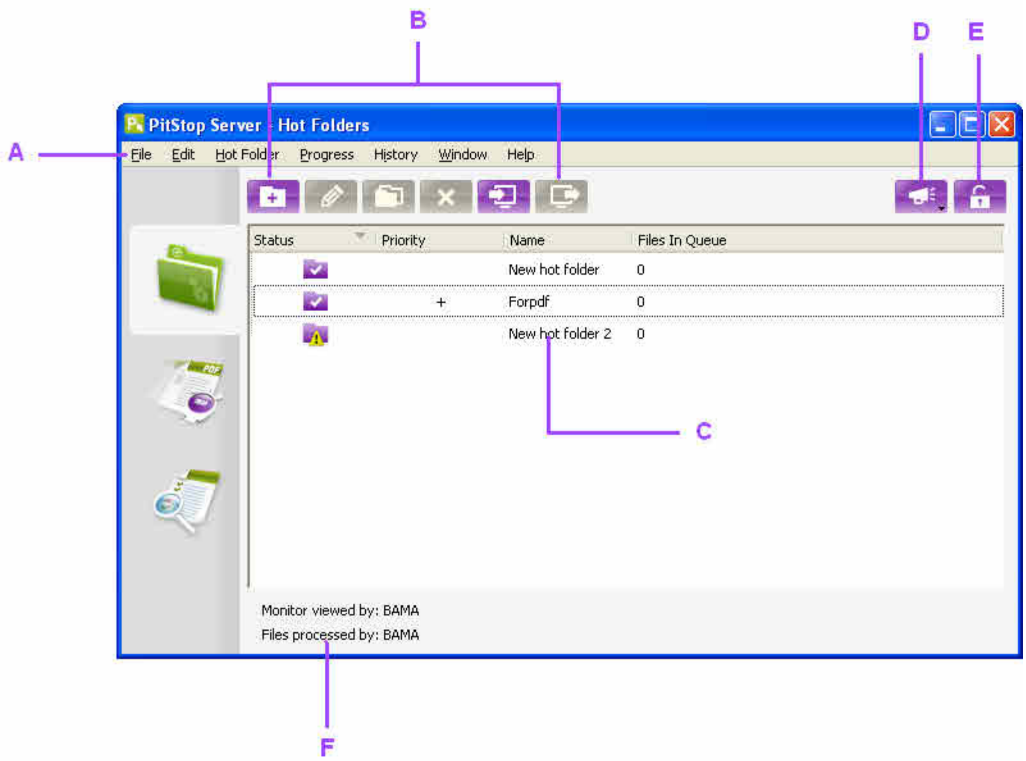
1. Click the **Unlock settings** button in the upper right corner of PitStop Server.
   The **Lock Settings** dialog box appears.
2. Enter the password and click the **Unlock** button.
3. Enable **Unlocked**.
4. Click **OK** button.

4.2 The PitStop Server Hot Folder tab

The PitStop Server Hot Folder tab will by default appear as soon as you launch PitStop Server. You can use the Hot Folder tab for the following purposes:

- To manage your hot folders
- To keep track of the status of a particular hot folder

The contextual menu on a Hot Folder allows to perform a number of basic tasks, such as activating/deactivating, changing the priority, manage the hot folders, sort the list or explore the input folder or one of the output folders.



A. *Menu bar*

B. *Buttons to manage your hot folders*

C. *Hot folder Status, Priority and Name*

D. *Special Events Log (see "Special Events Log)*

E. *Lock settings Button (see Locking PitStop Server on page 27)*

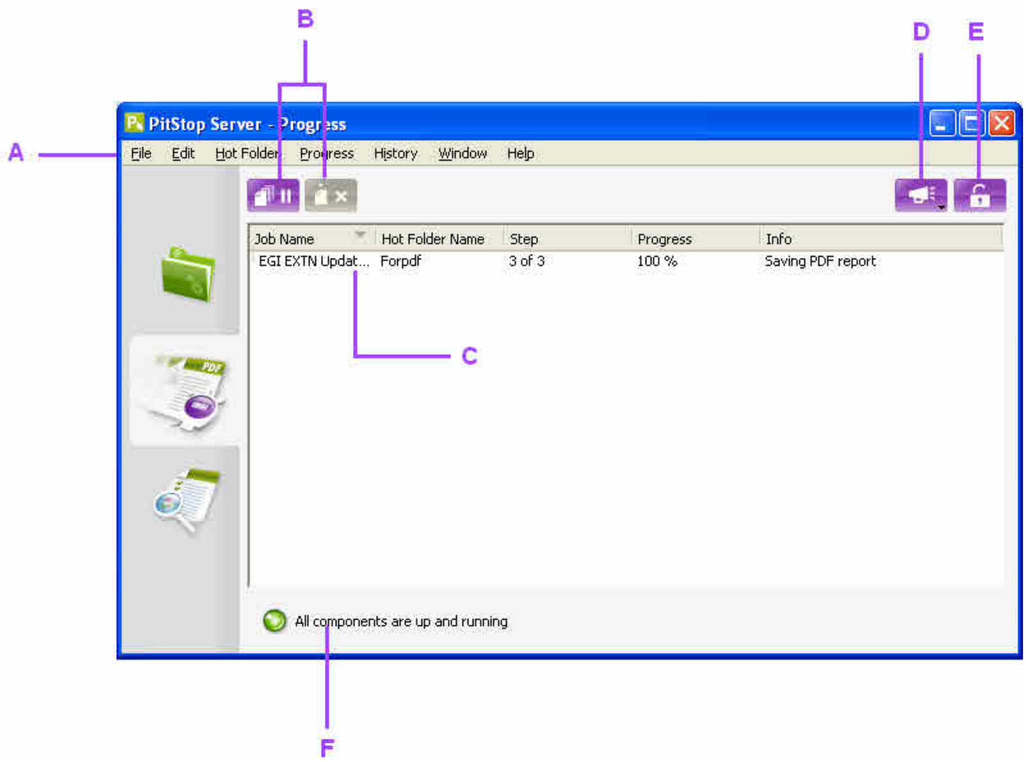
F. *Current User for PitStop Server and PitStop Server WatchDog*

Note: *For a detailed description on managing hot folders, see Working with Hot folders on page 35. For a detailed description on setting up hot folders, see Setting up Hot Folders on page 43.*

4.3 The PitStop Server Progress tab

The PitStop Server Progress tab provides information on the active jobs in PitStop Server. You can use the Progress tab for the following purposes:

- To monitor jobs being processed by PitStop Server
- To keep track of the status of a particular job



A. *Menu bar*

B. *Buttons to pause/resume job processing, and to delete the selected jobs*

C. *Job name, the hot folder, step, progress, and info*

D. *Special Events Log (see "Special Events Log)*

E. *Locking Button (see Locking PitStop Server on page 27)*

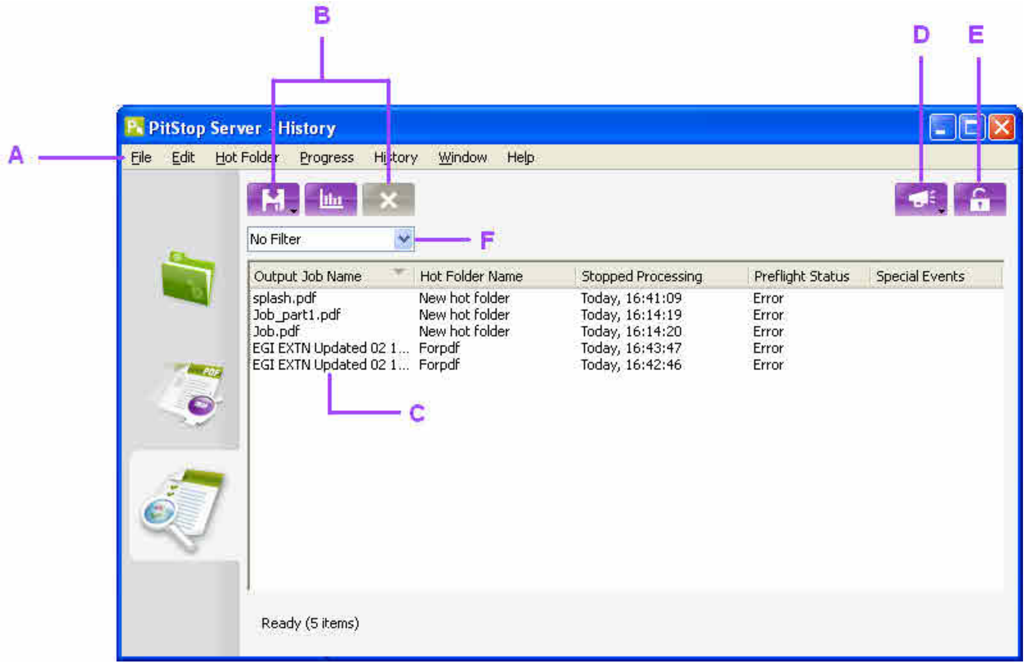
F. *Status of PitStop Server WatchDog*

Note: *For a detailed description on Jobs in progress, see Active Jobs in Enfocus PitStop Server .*

4.4 The PitStop Server History tab

The PitStop Server History tab provides information on the finished jobs in PitStop Server. You can use the History tab for the following purposes:

- To manage your finished jobs; filtered by name, date, ...
- To check the preflight status of finished jobs
- To check the statistics



A. *Menu bar*

B. *Buttons to manage your History*

C. *Output name, hot folder, date, preflight status and special events for every job*

D. *Special Events Log (see "Special Events Log)*

E. *Locking Button (see Locking PitStop Server on page 27)*

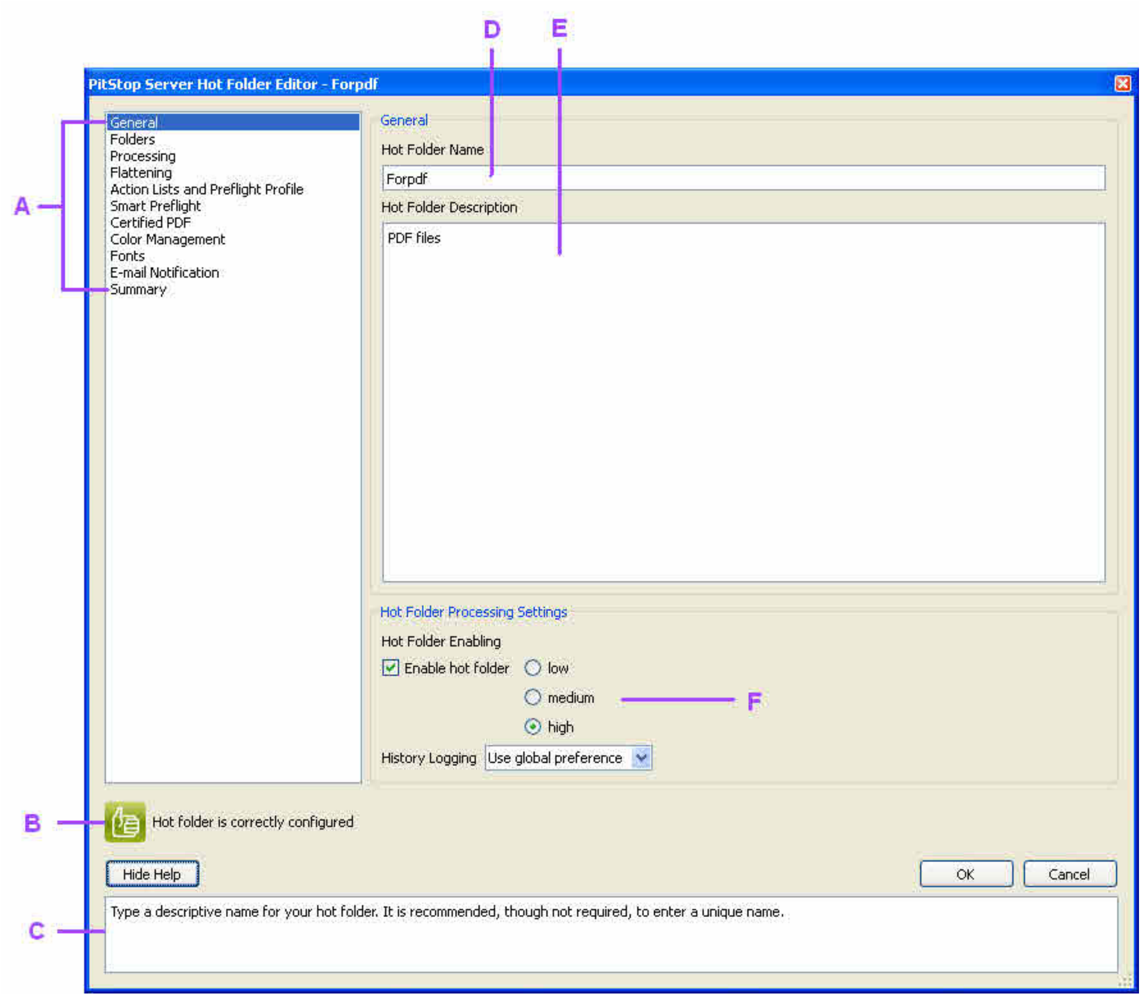
F. *Filter applied on the History*

Note: *For a detailed description on the History, see The Enfocus PitStop Server History .*

4.5 The Hot Folder Editor

A hot folder is a collection of folders and is made up of a set of properties.

You can use the Hot Folder Editor to set or change these properties.



A. *The categories of properties to define a hot folder.*

B. *The hot folder status and, if any, indication of the configuration error.*

C. *A Help line on the active category and setting.*

D. *Type a descriptive name for your hot folder.*

E. *The hot folder description is optional.*

F. *Activate your hot folder and specify a priority level.*

To display the Hot Folder Editor dialog box:

In the Hot Folder tab, do one of the following:

- To set the properties of a new hot folder, click the **Create a new hot folder** button . See also *Setting up Hot Folders* on page 43.
- To change the properties of an existing hot folder, select the hot folder in the list and click **Edit the selected hot folder** button or double-click the hot folder in the list.

To use the Hot Folder Editor:

1. Display a group of properties in the Hot Folder Editor by clicking the respective category.

2. Make the changes to the properties that you want

> ***Note:*** *For a detailed description of the changes you can make, see Setting up Hot Folders on page 43.*

3. If necessary, select any other group of properties that you want to change by clicking the respective category.
4. Click **OK** button to save your settings and return to the Hot Folder tab.

4.6 The PitStop Server Menu

The PitStop Server menu allows to quickly access basic functions. Some menu items are only available if the correct item is selected, for example, the **Hot Folder** menu is only available if a hot folder is selected in the Hot Folder tab.

File menu

Menu Item	Windows	Mac OS	More information
Quit WatchDog			*PitStop Server WatchDog* on page 25
Exit PitStop Server	alt-F4	cmd-Q	On Mac OS, this can be found in the application menu.

Edit menu

Select all	ctrl-A	cmd-A	
Deselect All	ctrl-shift-A	cmd-shift-A	

Hot Folder menu

New	ctrl-N	cmd-N	*Creating a hot folder* on page 40
Edit	ctrl-E	cmd-E	*Editing a hot folder* on page 40
Import	ctrl-O	cmd-O	*Importing a hot folder* on page 41
Export	ctrl-S	cmd-S	*Exporting a hot folder* on page 41
Delete	Del	Backspace	*Deleting a hot folder* on page 41
Duplicate	ctrl-D	cmd-D	*Duplicate a hot folder* on page 40
Enable			*Hot folder status* on page 42

Disable			*Hot folder status* on page 42
Priority			*Hot folder priority* on page 42
Explore			Shows the selected input or output folder in the finder / explorer
Show Hot Folders	ctrl-1	cmd-1	

Progress menu

Pause All Jobs			*To pause all active jobs*
Resume All Jobs			*To resume all active jobs*
Cancel Job	escape	cmd-.	*Active Jobs in Enfocus PitStop Server*
Show Progress	ctrl-2	cmd-2	*Active Jobs in Enfocus PitStop Server*

History menu

Export History			*To export the information in the list*
Show Statistics	ctrl-I	cmd-I	*To view the statistics*
Remove From History	Del	Backspace	*To delete jobs from the list*
View Special Events Log			*Special Events Log*
Show History	ctrl-3	cmd-3	*Filtering the History*

Window menu

Preflight...	ctrl-alt-P	cmd-opt-P	*Action Lists and Preflight Profile* on page 48
Action Lists...	ctrl-alt-A	cmd-opt-A	*Action Lists and Preflight Profile* on page 48
Variable Sets...	ctrl-alt-V		
Preferences...	ctrl-alt-K	cmd-opt-K or cmd-,	On Mac OS, **Preferences** can be found in the **Application** menu. *Enfocus PitStop Server Preferences* on page 98

Help menu

About Enfocus PitStop Server			On Mac OS, this can be found in the **Application** menu

License			
Enfocus Home Page			
Buy now!			
Check for Updates			
Manage Languages...			*Enfocus Pack Manager* on page 99
PitStop Server (HTML)			
Read Me (PDF)			
License Agreement (PDF)			
Online Resources			
Knowledge Base			*Getting Support* on page 23
Get Support			*Getting Support* on page 23

5. Working with Hot folders

5.1 What are hot folders?

Hot folders defined

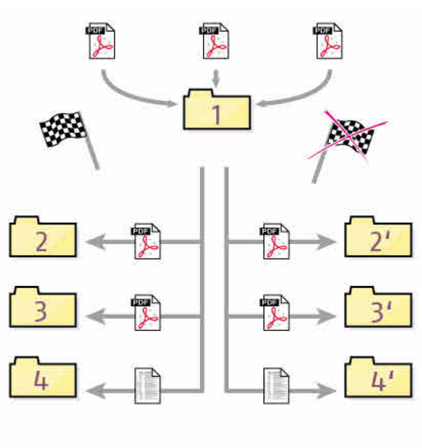
An Enfocus PitStop Server hot folder is actually a collection of dedicated folders for automated PDF processing. You create these folders on the hard disk of your computer or on a network drive. Enfocus PitStop Server automatically processes PDF documents that arrive in a given input folder of this hot folder and places them in the output folder which you have specified. The original PDF document and a process report can be placed in the same or a different folder, depending on whether processing was successful or not.

The hot folder's input folder is an **active** folder: Enfocus PitStop Server will monitor the input folder of a hot folder at regular intervals and will, upon arrival of a PDF document in this input folder, start the appropriate automatic action.

Hot folders are **interlinked** folders. You use the Hot Folder Editor to create the links between the folders of a hot folder: You specify the path the PDF documents have to follow as they are processed.

Hot folder workflow illustrated

The illustration below shows a typical set-up of a hot folder and its workflow.



1. Enfocus PitStop Server detects incoming PDF documents in the input file folder and processes them automatically.
2. Enfocus PitStop Server places the original PDF documents in a separate folder, depending on the result after processing: folder 2 if processing was successful or folder 2' if processing of the PDF document returned errors.

3. Enfocus PitStop Server places successfully processed PDF documents in a dedicated folder (3) but also saves the PDF documents with errors (3').
4. Enfocus PitStop Server generates a preflight report and saves it in the respective folder.

Main rules for valid hot folders

Hot folders cannot work without any Action Lists or a Preflight Profile. A hot folder must have either a Preflight Profile or at least one Action List before you can successfully activate it. In other words, a hot folder can be valid when it has:

- Just a Preflight Profile and no Action Lists
- One or more Action Lists and no Preflight Profile
- A Preflight Profile and one or more Action Lists

A hot folder can have several Action Lists, but only one Preflight Profile.

To be valid, other requirements need to be met, e.g. a hot folder also needs valid paths to the respective input and output folders. When the hot folder is not valid, the errors to be corrected will be shown at the bottom of the dialog, and in the Summary. See *Summary* on page 61.

5.2 What is processing?

Processing defined

Hot folders in an Enfocus PitStop Server environment "process" incoming documents automatically and place these documents in a given folder, depending on the process result. What do we understand by processing?

Processing can mean the following:

- A PDF document can be checked against a Preflight Profile and corrected correspondingly. A Preflight Profile is a set of user-defined criteria which define whether a PDF document is output-worthy or not.
- An Action List can be applied to a PDF document. An Action List is a series of tasks to edit or correct PDF documents automatically. You can also use Action Lists to check elements.
- You can combine a PDF Profile and Action List(s) in one processing method called 'preflight and auto correct'
- Documents other than PDF documents can arrive in the input folder of a hot folder. Enfocus PitStop Server will detect that their digital format is not PDF and move these documents to a given folder.

Note: *You can design Preflight Profiles or Action Lists with products like Enfocus PitStop Pro, a plug-in for Adobe Acrobat.*

Action Lists and Preflight Profiles: required “fuel” for processing

Action Lists and Preflight Profiles are the "**fuel**" for hot folders. The processing of hot folders can be triggered by one or more Action Lists, a Preflight Profile or a combination of both. A hot folder with neither an Action List nor a Preflight Profile simply won't run. For each hot folder you can specify:

- One or more Action Lists, to be executed consecutively

and/or

- One Preflight Profile

PDF documents received in a hot folder are first fed to the folder's current Action List(s). The changes defined in the Action List(s) are applied to the file before it proceeds to the next part of the engine. A Preflight Profile is run against the PDF document before it leaves the input folder. First the Action Lists and fixes included in the PDF Profile will be applied if necessary. After that, the PDF document will be preflighted with the PDF Profile.

Process results

A processed document can have either one of the following results:

Result	Meaning
Success	The processed PDF document meets all the criteria specified in the Preflight Profile without any intervention from Enfocus PitStop Server. and/or The Action Lists were applied successfully and none of the checked or detected properties were logged as "Warning" or "Error".
Warning	The processed PDF document does not meet one or more of the criteria labeled "Warning" specified in the Preflight Profile or One or more of the properties checked or detected by an Action List were logged as "Warning".
Fixed	The processed PDF document meets all the criteria specified in the Preflight Profile after being fixed by the Action List, by the PDF Profile or by an Action List in the PDF Profile
Non-critical Failure	A Failure occurred while processing the PDF document, meaning that Enfocus PitStop Server was not able to perform a requested fix (e.g. because a font that should be embedded is not available on the system). The Failure is set in the Action List as a "non-critical failure", or it occurred on a fix from the PDF Profile.
Error	The processed PDF document does not meet one or more of the criteria labeled "Error" specified in the Preflight Profile. or One or more Action Lists could not be applied successfully or one or more of the checked or detected properties were logged as "Error".
Critical Failure	A Failure occurred while processing the PDF document, meaning that Enfocus PitStop Server was not able to perform a task (e.g. because a font that should be embedded is not available on the system). The Failure is set in the Action List as a "critical failure".
Non-PDF	The document which arrived in the input folder is not in PDF format.

Note: *See also Using the Action List Control Panel on page 69.*

5.3 Types of folders

Organizing your Enfocus PitStop Server work environment

When setting up a hot folder, you can specify all folders and organize them in such a way that they fit your working environment best. For example, you may choose to save processed documents in separate folders, depending on their process result (OK, Warning, Error...) or you can save all processed documents in the same folder. The same applies to original documents, non-PDF files and process reports.

Below, you find a brief overview and description of the folders you can specify using the Hot Folder Editor.

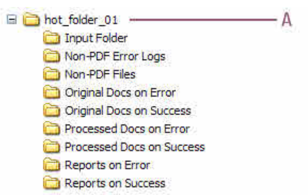
Base folder

The base folder is the root folder from which you can make other folders branch automatically. You do not necessarily have to define a base folder, and even if you do, the various folders don't need to be directly under the base folder. It may however be recommended to do so.

Input and output folders can be defined using absolute paths, or using relative paths. For these relative paths, the base folder will be used as "starting location"

For example, you can define a base folder for each hot folder, as shown in the example below.

Figure 1: Base folder (A) with its subfolders.



Input Folder

The "Input Folder" is the starting point of the workflow. This is the folder which Enfocus PitStop Server will monitor for new documents to arrive. As soon as Enfocus PitStop Server detects a document in this folder, processing will start. As soon as the document is in process, the original input file will be removed from the input folder and moved to the "Original Documents" folder. The input file will be read, processed and saved to one of the output folders for processed documents.

Folders for original documents

When a document arrives in the input folder, Enfocus PitStop Server will not only process this document, but it can also keep the original. Originals can be placed in either one of the following folders, depending on the process result:

- A folder for originals that are processed with success
- A folder for originals that are processed with warning(s)
- A folder for originals that are processed with fixes

- A folder for originals that are processed with error(s)
- A folder for originals that are processed with Critical Failure
- A folder for originals that are processed with Non-critical Failure(s)
- A folder for originals which are non-PDF file

Folders for processed documents

Like the original documents, processed documents are routed to dedicated folders, based on their process result.

Output folders for non-PDF files

Non-PDF files cannot be processed and, evidently, do not have an output folder for "processed" files. They will simply be moved from the input folder to the output folder for non-PDF files. These folders can contain any file, for example:

- Original PostScript files
- Log files which are created by Acrobat Distiller

Enfocus PitStop Server will also generate a report ("error log") about this event. This report will be placed in a "Non-PDF Error Log" folder.

You could e.g. drop all files from your customer in the input folder, and then investigate what appears in the non-PDF folder for manual processing (images, PostScript files, Word documents, ...).

Folders for reports

When a PDF document arrives in an input folder, Enfocus PitStop Serverwill run one or more Action Lists and/or a Preflight Profile. In this process, the following events may occur in the PDF document:

- The PDF document can be analyzed and information can be gathered about specific properties
- Some of the properties of the PDF document can be changed

Detailed information about these events will be logged and summarized in preflight reports. Preflight reports are special types of PDF documents: they have hyperlinks to any potential problems, i.e. **Warnings** or **Errors** in the processed PDF documents. Thus, they help you determine why a document was labeled "Certified Not OK" or indicate specific properties in successfully processed PDF documents which need special attention.

By default, preflight reports get the name of the original PDF document, with the suffix "_log.pdf", but this can be changed using File renaming (see *File renaming* on page 47). You can specify dedicated folders for these reports, based on the process result of the PDF document.

5.4 Managing hot folders

You can manage your hot folders from the **Hot Folders** tab in the PitStop Server. All the options underneath can also be accessed from the contextual menu, by pressing **ctrl** and clicking or right-clicking in the Hot Folder tab.

Creating a hot folder

You can create a hot folder by clicking the button. This will open the Hot Folder Editor. For more information on the individual settings to be made, see *Setting up Hot Folders* on page 43.

Editing a hot folder

You can edit an existing hot folder by selecting it in the list of hot folders and clicking the button, or by double clicking an existing hot folder in the list. This will open the Hot Folder Editor. For more information on the individual settings to be made, see *Setting up Hot Folders* on page 43.

It is recommended to disable hot folders during editing, because files that are in the input folder will continue to be processed with the old settings while the user is still editing the hot folder.

If you want to rename/delete subfolders of the input folder, disabling the hot folder is even mandatory.

Duplicate a hot folder

Duplicating a hot folder means that you create a copy of an existing hot folder. You may want to do this to create a new hot folder based on an already created hot folder in the list, but with a couple of different settings.

To duplicate a hot folder:

1. Select a hot folder in the list and click this button. The copy of the selected hot folder appears in the list. You can also right click a hot folder and choose **Manage** > **Duplicate** in the contextual menu.
2. Select the copy of the hot folder and click the button or choose **Manage** > **Edit** in the contextual menu.
3. Change the properties of your choice and click **OK** button. For more information on the individual settings to be made, see *Setting up Hot Folders* on page 43.

Note: *Make sure you check the input and output folders of the new hot folder. These folders will be the same as those of the folder on which the copy was based.*

Note: *A duplicated hot folder will have exactly the same settings as the original, but will always be set to inactive.*

Deleting a hot folder

Deleting a hot folder means that you remove the hot folder from the list. It will no longer be monitored by Enfocus PitStop Server. The actual folders will not be removed from your hard disk.

To delete a hot folder:

1. Select a hot folder in the list and click the  button or click **Delete** option in the **Hot Folder** menu.
2. Click **OK** to confirm.

Importing a hot folder

Importing a hot folder means that you create a new hot folder based on the settings exported from a hot folder using the Export function (see below). Importing and exporting hot folders is a very good way to exchange, backup and restore your hot folder settings.

To Import a hot folder:

1. Click the  button.

   A dialog will open to select the hot folder settings file.
2. Click **Open** button.
3. Define to save all resources (Action Lists, PDF Profiles, ...) or only those that don't exist on the system yet, and in what folder, and click **Next** button.
4. Check the list of all resources, and click **Next** button.
5. If necessary, define the new base folder to be used, and click **Import** option.

   The new hot folder is imported and added to the list. Using the option you can immediately open the new hot folder in the Hot Folder Editor.
6. Change the properties of your choice and click **OK** button. For more information on the individual settings to be made, see *Setting up Hot Folders* on page 43..

Note: *Make sure you check and change the input and output folders of the new hot folder. These folders will be the same as those of the original folder on which the settings were based.*

Exporting a hot folder

Exporting a hot folder means that you create a file on your hard disk, containing all settings for the selected hot folder. These settings can later be imported using the **Import a hot folder** function (see above).

To export a hot folder:

1. Click the button.
2. A dialog will open to define the name and location for the hot folder settings file.
3. Click **OK** button.

   The settings are collected into one single file with the file extension .ehf.

Hot folder status

In the hot folder list, the first icon shows the status of the hot folder. This can be one of the following:

Status	Meaning
	The hot folder has been correctly configured, and has been activated.
	The hot folder has been activated, but is not configured correctly. Select the hot folder and click the button to open the Hot Folder Editor and check and correct the missing or incorrect settings
	The hot folder has not been activated, and is not configured correctly. Select the hot folder and click the button to open the Hot Folder Editor and check and correct the missing or incorrect settings
	The hot folder has not been activated. Select the hot folder and click the button to open the Hot Folder Editor activate it in the General category.

Hot folder priority

In the hot folder list, you can see the priority of the different hot folders. The priority defines the order in which jobs will be processed.

Enfocus PitStop Server will first process all jobs in hot folders with priority “High”. If all those are processed, the jobs in hot folders with priority “normal” will be processed next. Finally, if no jobs with priority “high” or “normal” are waiting to be processed, the jobs with priority “low” will be processed.

For jobs with the same priority, the order will be determined by the time of submission: the job that was submitted first, will also be processed first (FIFO principle: First In, First Out).

6. Setting up Hot Folders

6.1 Valid hot folders

In order to process files through a hot folder, the hot folder should be valid and enabled. You can see the status of your hot folder in the **Hot Folders** tab.

To set up a valid hot folder:

1. Set the hot folder's name and description in the **General** category in the **Hot Folder Editor**.
2. Set all properties in the different categories.
3. Use the **Summary** to get an overview of all settings and errors.
4. Go back to the corresponding categories or to the **Preferences** pane to fix any errors.

   Repeat step 3 and 4 until all errors are fixed.
5. Enable the hot folder in the **General** category with the **Enable hot folder** option, and set the **Priority**.
6. Specify the History logging setting of your choice. If not set up in the hot folder editor the default option as defined in the global preferences will be used.
7. Click **OK** button.

6.2 General settings of a hot folder

In the **General** category in the Hot Folder Editor, you can define the name of the hot folder and a hot folder description.

In this category, you can also enable the hot folder.

Activating a hot folder

When you have set up a hot folder, it will not start processing PDF documents immediately. You will first have to make it active. When activating a hot folder, you can also give it a specific priority level: low, medium or high. You may want to "turn off" a hot folder if you do not wish to use it temporarily, by making it inactive. It is also advisable to make a hot folder inactive while changing its settings. See *Editing a hot folder* on page 40.

To activate a hot folder:

1. In the Enfocus PitStop Server Control Panel, select the hot folder which you want to activate and click **Edit the selected hot folder**.
2. Display the **General** properties, select **Enable hot folder** and select a priority level. Setting a priority level is optional. The default is **medium** priority

3. Click **OK** button.

6.3 Setting up a folder structure

Basic folders vs advanced folders

In the **Folders** category, you can switch between basic folders and advanced folders by clicking the **More Options...** or **Less Options...** button. When using **Create Basic Setup**, you can choose **Create all subfolders** radio button to define advanced folders, or **Create minimal set of subfolders** radio button to define only basic folders.

Advanced folders contain all basic folders and a number of additional folders.

If no advanced folders are defined, the output will be rerouted :

- Warning, Fixed and Non-critical Failure will use the “Success” output.
- Critical Failure will use the “Error” output.

When switching from basic folders to advanced folders, the paths will be copied, giving the same result as this rerouting:

- The “Success” paths are copied for Warning, Fixed and Non-critical Failure
- The “Error” path is copied to the Critical Failure output

	basic or advanced folders	rerouting in basic folders
Success	Basic	Success
Warning	Advanced	
Fixed	Advanced	
Non-critical Failure	Advanced	
Error	Basic	Error
Critical Failure	Advanced	
Non-PDF	Basic	Non-PDF

Creating a folder structure using Create Basic Setup

The **Create Basic Setup...** option is a simple way to create a basic folder structure inside a base folder. A base folder is the root folder from which you can make the input folder and the related output folders branch. Consequently, you need to create a base folder only if all related folders — or most of them — have to be subfolders of this base folder.

The **Create Basic Setup...** option can be used on an existing folder on your computer hard disk or network drive. Using the “Make New Folder” button, a new physical folder can be created as well.

To create a Basic Setup:

1. In the Hot Folder Editor, go to the **Folders** category
2. Click the **Create Basic Setup...** button.
3. Select **Create all subfolders** radio button to define advanced folders, or **Create minimal set of subfolders** radio button to define only basic folders.
4. Do one of the following:
   - navigate to the existing folder you want to use as a base folder
   - navigate to the location you want to create a new folder, and click **Make New Folder** button. The new folder appears with a temporary name, which can be changed to a more descriptive name for the folder, e.g. "**hot_folder_01**"
5. Select the new or existing folder, and click **OK** button.

Creating or editing a folder structure manually

A folder structure can be created, edited or expanded manually. For the input folder and every output folder, a folder can be assigned.

To assign a folder

1. Click the button next to the input or output folder you want to assign to.
2. Navigate to the folder you want to assign as input or output folder or create it using the **Make New Folder** button

   The path of the selected folder will be shown.

   You can also type or paste the path of the folder, e.g. to assign the same path for different outputs.

   To remove a path, you can click the button.

Absolute vs relative paths

The paths defining the different folders can be entered and shown either absolute or relative. An absolute path shows the location of the folder completely, starting from the drive letter. A relative path shows the location of the folder relative to the base folder. For example, "./input" indicates a folder "input" inside the base folder.

Switching between relative and absolute paths is done using the button next to the browse button.

To change all paths to absolute or relative

1. Click the button next to the base folder
2. select **Make all subfolders absolute** to change all paths to absolute paths, or select **Make all subfolders relative to the base folder** to change all paths to relative paths.

   The representation of all folders will change to absolute resp. relative paths.

   To change a single path to absolute or relative

3. Click the button next to the specific folder

4. select **Make subfolder absolute** or **Make subfolder relative to the base folder** to change the path.

   The path for the folder will change to an absolute or a relative path.

6.4 Processing : Subfolders and File renaming

In the **Processing** category in the Hot Folder Editor, you can define the folder processing method, the report generation and the file renaming for the output files.

Folders

The input folder can receive single files, but also folders can be dropped in the input folder. The folder processing method defines how these subfolders should be treated.

option	result	Input and Output
Don't process subfolders in input folder	Only files in "root" of input folder will be processed. Files in subfolders are ignored	
Process subfolders, keeping folder structure	Files from subfolders will be processed. The output files will be placed in a same subfolder structure in the output folder(s).	
Process subfolders, flatten folder structure	Files from subfolders will be processed. All output files will be placed in the "root" of the output folder(s).	
Delete empty subfolders in input folder	Subfolders that are empty after processing, will be deleted.	

Report Generation

The reports from the preflighting can be created as PDF files, using a report layout style, or as an XML file.

For XML Reports, you can choose between version 1 (v1) and version 2 (v2). The version of the XML defines the schema used for the XML report. While v1 reports are compatible with previous versions, v2 reports are optimized to have a smaller file size but contain the same information as v1. It is also possible to truncate the number of items per category and the number of objects per item, resulting in a possibly incomplete report but imposing a limit on its size.

An Annotated Report, created by selecting an "Annotated Report" Layout style, makes the combination of the report and the original document. It offers the possibility to navigate through the Preflight Report in Acrobat Reader or in a browser, without using any Enfocus software.

An Annotated Report is a combination of the original document and the Report Information. The Report Information is integrated in the original document as a number of notes and bookmarks, allowing to easily navigate to the errors and warnings.

You can also define the language in which the report will be created.

File renaming

By default, the file renaming is set to "%CurrentDocumentName%", meaning that the output files will have the same name as the original input file. Using the file renaming, the output file names can be built using the "Variables". When selecting a variable, the "current value" is shown at the bottom. It is also possible to type fixed text, e.g. to add "_log" to the name for the report files.

Variable	Meaning	Example
%User Company%	the company name as defined in the Personal Info	Enfocus N.V.
%Current Document Name%	the file name of the input file	examplefile.pdf
%User Name%	the company name as defined in the Personal Info	User
%Time%	the current time in hours, minutes and seconds	08_43_28
%UniqueID	a unique sequential number	45
%Date%	the current date	2007-06-18
%Document Status%	the current preflight status of the document	NOK (Not OK)
%Subfolder Name%	the name of the subfolder	
%Hot Folder Name%	the name of the Hot Folder	

6.5 Flattening

Flattening allows you to remove some features from your document (blend modes, overprints, DeviceN color spaces...), maintaining the same visual appearance: the blend will be calculated to whatever is underneath at that moment and will be adapted in a lineart object (if possible) or an image.

As flattening has an effect on the objects in a PDF, it will be executed prior to executing any Action Lists or the Preflight Profile defined in that hot folder to guarantee the best result.

Setting up Flattening

1. In the **PitStop Server Hot Folder Editor**, select the **Flattening** category.

2. Select **Resolve transparency** checkbox to enable flattening. All objects using a blend mode or transparency will be flattened.
3. Enable **Resolve overprint** if you want to flatten overprint objects as well, without changing the visual appearance.
4. Set the **Print resolution**. If the flattening result cannot be generated as lineart objects, an image will be generated at the selected resolution.

Note:

If flattening is needed on an RGB object, it will be put in CMYK (+ spot colors) by the flattening mechanism. Objects created by the flattener will always be in CMYK + spots color space.

*When the **Resolve transparency** checkbox is not selected, overprint problems will not be flattened, unless the **Resolve overprint** checkbox is selected. This means that other transparencies (at least those not interfering with overprint objects) remain in the PDF.*

6.6 Action Lists and Preflight Profile

Action Lists and Preflight Profiles are the "fuel" for the preflighting process. For a more detailed overview of Preflighting, see *Preflighting and Checking PDF Documents* on page 62.

Adding Action Lists and/or a Preflight Profile

To add one or more Action Lists to a hot folder:

1. In the Hot Folder Editor, go to the **Action Lists and Preflight Profile** category
2. Click the **+** button below the **Selected Action Lists** area to open the **Select Action List** dialog.
3. Select one or more Action Lists you want to add, either *From database* on page 49 or *From file* on page 49. You can select multiple Action Lists in one go by holding the shift key or the ctrl (Windows) or apple (Mac OS) key.
4. Click **OK** button. The Action Lists of your choice are added to the bottom of the list of **Selected Action Lists**.
5. If necessary, change the order of the Action Lists: select an Action List and click the **Move Up** () or **Move Down** () button.

Note: *The Action Lists will be run on the PDF documents in the order in which they appear in this list: the Action List on top of the list will start first. As a different order can give a different result, it is important to make sure this order is correct.*

To add a Preflight Profile to a hot folder:

1. In the Hot Folder Editor, go to the **Action Lists and Preflight Profile** category.
2. Click the **+** button below the **Selected Preflight Profile** area to open the **Select Preflight Profile** dialog.

3. Select a Preflight Profile you want to add, either *From database* on page 49 or *From file* on page 49
4. Click **OK**. The name of the Preflight Profile and its description will be shown.

Where Can I Find Action Lists and Preflight Profiles?

If you want to add Action Lists or a Preflight Profile to your hot folder, this is where you can find them:

From database

The Database contains predefined Action Lists or Preflight Profiles and Action Lists or Preflight Profiles which are already available in the Enfocus Action List Database or the Enfocus Preflight Profile Database. Both are installed on your computer's hard disk along with Enfocus PitStop Server. These databases can also be used and updated by other Enfocus products, such as Enfocus Instant PDF (4.0 or higher) and Enfocus PitStop Pro (7.0 or higher). This means that, if you create an Action List or a Preflight Profile with Enfocus Instant PDF, it will also appear in the **From database** list in the **Selected Action Lists** dialog or the **Selected Preflight Profile** dialog.

The Default database contains Action Lists and Preflight Profiles, installed with the application and available to all users on the computer. The Default database and its contents can not be modified. The Local database level is only available to the current user. Additional folders can be added in the **Preferences** (see *Enfocus PitStop Server Preferences* on page 98).

From file

You can use Action Lists or a Preflight Profile that is stored on your computer's hard disk or on a network drive, for example, if someone has sent you an Action List or Preflight Profile by e-mail. The default extension of an Action List *.eal. The default extension of a Preflight Profile is *.ppp

The **Browse** button allows to select the Action List or Preflight Profile you want to use.

Enfocus Action List Library

You can find Action Lists on the Enfocus Action List Library page on the Enfocus Web site: *www.enfocus.com > Support > Download > Action Lists.* You can also access this page from within Enfocus PitStop Server: choose **Help** > **Online Resources** > **Action List Library**, or by clicking the **More Action Lists available in the Action List library** hyperlink in the Select Action List window.

Select an Action List or the complete Enfocus Action List Library and download the archive file. Extract or expand the Action Lists in the archive file to a folder, then click the **+** button again to add the Action Lists to your hot folder.

Enfocus Preflight Profiles Library

You can find Preflight Profiles on the Enfocus Preflight Profiles Library page on the EnfocusWeb site: **www.enfocus.com** > **Support** > **Download** > **PDF Profiles.** You can also access this page from within Enfocus PitStop Server: choose **Help** > **Online Resources** > **Preflight Profiles Library** , or by clicking the **More Preflight Profiles available in the Preflight Profiles Library** hyperlink in the **Select Preflight Profiles** window.

Select a Preflight Profile or the complete Enfocus Preflight Profile Library and download the archive file. Extract or expand the Preflight Profiles in the archive file to a folder, then click the **+** button again to add the Preflight Profile to your hot folder.

6.7 Smart Preflight

Overview

Smart Preflight is a new functionality that enables PitStop Server customers to improve the quality of their PDF preflight and correction, reduce the amount of Preflight Profiles they require and increase the efficiency of their PitStop Server installation by improved automation.

Smart Preflight does this by allowing preflight settings to be driven from an XML/JDF job ticket. This means job specific settings and corrections such as page trim size, inks, output intent or others can be automatically set on a job-by-job basis. In addition, conditional variables can be defined allowing more complex decision making to be applied to settings making PitStop Server a truly smart preflight solution.

Following are a couple examples of how Smart Preflight can be used within PitStop Server:

1. **Trim Page Size**: Trim page size (height and width) checks can be automatically adjusted to match the current job specifications from the XML/JDF job ticket.
2. **Conditional changes based on job type**: Output intent, such as "offset", or "digital" printing can be used to determine the number of colors allowed for a job, and/or adjust total ink coverage as needed.

Conceptual Overview of Smart preflight

PitStop Server provides "hands off" automation for preflight checks and corrections. With Smart Preflight within PitStop Server the goal is to be able to adjust the preflight and correction settings on a job-by-job basis by using job tickets to drive Preflight and Action list values and settings.

To process Smart Preflight jobs, a PDF file requires a matching XML/JDF job ticket, both these files need to be present in a PitStop Server Hot Folder for a PDF file to be processed. PitStop Server then uses the values within the job ticket within the preflight and action list settings.

Note: *Because a job ticket based Preflight Profile requires both a matching job ticket and PDF file, these Hot Folders are dedicated to job ticket based jobs. If a single PDF file is put into one of these Hot Folders, it will wait for the user specified time for a matching job ticket and once the timeout has been reached the PDF will error into the designated error folder.*

What you need to be successful with Smart Preflight in PitStop Server

1. A lead system that can generate a properly formatted XML/JDF file.
2. A properly formatted XML/JDF Job ticket for each PDF job.
3. A properly named XML/JDF Job ticket that associates to the PDF job file.
4. An understanding of PitStop Server and setting up workflows.

Getting started with Smart Preflight

To begin Smart Preflight you need to start by defining your variables. These are saved within a Variable Set which is selected with the Hot Folder preferences of your Preflight configuration. Variables within the Variable Set can then be used in your Preflight Profiles or Action Lists and applied to different checks or corrections when **Enable Variable Names** is turned on for that preflight check or correction. You will probably need only one Variable Set for your installation, but you can create more if necessary. However, you can only activate one variable set per Hot Folder configuration.

Note: *PitStop Pro and PitStop Server can share the same Smart Preflight Variable Sets much like Preflight Profiles or Action Lists. However, "Constant" variables are specific for use in PitStop Pro and, "Job Ticket" variables are specific to PitStop Server. Non-supported variables are ignored or the default value is used when processing.*

PitStop server uses XML/JDF job ticket data to drive the Smart Preflight processing. Before building a variable set, you need to decide which Job Ticket values will be used from the XML/JDF and what functions they will affect.

Types of Smart Preflight Variables

There are two primary types of variables for PitStop Pro, "Constants" and "Rule Based". Following is a definition of both:

Constant (PitStop Pro Only): A constant variable field when applied to a preflight check will display a default value to the operator allowing them to override it before running that preflight check. Constants can be a text string, a number, a measurement or a Boolean (yes/no or on/off) value.

Note: *Although Constant variables are available in PitStop Server to stay compatible with PitStop Pro, only the default value is used when processing. No choice is given at the time of processing a Constant variable since PitStop Server is intended to process files 100% "hands-off".*

Rule Based: A "Rule Based" variable allows you to use an existing variable to determine the value change in another preflight check or set of checks. Using Rule Based variables enables you to take values from another variable and use them to create new values based on different conditions, as an example the paper type and printing method could both be used to define the value for the necessary Total Ink Coverage.

Job Ticket: Job Ticket variable values are extracted from an XML/JDF file submitted to PitStop in conjunction with the PDF job file. These variables can either change a single setting or be linked to Rule Based variables for more complex processing.

	Manual	Job Tickets	Databases
PitStop Pro	✔		
PitStop Server		✔	
PitStop Server with Enfocus Switch		✔	✔

Using Smart Preflight

Following is the overview of the step to using Smart Preflight variables within PitStop Server:

1. Create a Variable Set.
2. Define the variables to be used based on your XML/JDF Job Ticket.
3. Edit a preflight profile and locate a check to use a variable.
4. Enable Variable Names under the “Action” for that preflight check.
5. Select the correct variable name to be used for that check from the required variable set.
6. Save your changes.
7. Add the Preflight Profile and required Variable Set to a hot folder set-up.
8. Run files (PDF+XML/JDF) through the hot folder set-up.

The following sections will go into more detail about each step.

Creating a Variable Set

A variable set contains all your Smart Preflight variables that can be used within your preflight profiles. You can create more than one Variable Set and each set can have multiple variables defined. However, you can only run one "active" variable set at a time per PitStop Server workflow. It is recommended that you keep all your variables within one Variable Set however this is not a restriction, just a recommendation.

To create a Variable Set click on the **Windows** menu from the main PitStop Server Window and select **Variable Sets...** or use the shortcut keys **ctrl + Alt + V** on Windows OS and **Option + Command + V** on Mas OS. This will bring up the **Variable Set Panel**. This panel will display all the installed Variable Sets as well as any local Variable Sets that have been defined.

With the **Variable Set Panel** open, select the **Action** drop-down menu, and **New**" from the sub-menu. This will open the **Enfocus Variable Set Editor** dialog using which you can create and open a new Variable Set that will be saved to your "Local" PitStop Server folder.

Creating a Smart Preflight Variable Set

Once in the **Enfocus Variable Set Editor**, you can name your variable set.

To add a new variable to a new list or existing list click the **+** button in the lower left of the **Enfocus Variable Set Editor** dialog box. Click the **-** button to remove a variable from the list and click the **++** button to duplicate a selected variable.

Click this button to test or verify current variables.

Creating a Smart Preflight Variable
After you create a new variable by clicking the **+** button, you can name it by typing a name in the **Name** textbox.

Note: *Be sure to name the variable something easily recognizable, for example, the check it is intended for or if you plan on using it with PitStop Server and an XML/JDF data, the name may reflect that field. The* ***User Readable Name*** *is there in case the variable name is a data field for use in PitStop Server and you also need a user readable name.*

As described earlier in this chapter, there are two different types of variables that can be created - "Constant" and "Rule Based". Each type of variable needs to have a variable "Type" defined. It is important that the variable type matches the preflight check setting it's intended for. When applying variables to a preflight check setting, only the variables which match that type of entry will be displayed.

For example, if a variable for a trim page size is to be created, then it must have a "Length" variable type. If a variable is needed to select or deselect a check box (such as to turn on a correction), then a Boolean variable type needs to be defined.

You can provide a brief description about the Smart Preflight Variable Set you are creating in the **Description** list box.

Variable Type:

Type	Description	Example Use
Number	A whole number	Page count, Number of separations, etc
Length	A number	Page trim size, bleed amount, etc
String	Any text	Entry for a metadata field
Boolean	On or off	Selection for any checkboxes

Creating Job Ticket variables

Job Ticket variables are defined from an XML/JDF job ticket file. These files may vary based on the source of the job ticket. A sample XML/JDF job ticket file is needed to easily locate the appropriate data needed for the variable.

Note: *The XML/JDF job tickets are required to be submitted to the PitStop Server Hotfolder as the corresponding PDF file, if a match between a PDF file and it's corresponding job ticket cannot be made within the user specified timeout value, the individual PDF or XML will error and be rejected to defined error folder.*

To define a Job Ticket variable, add a new variable and define it's "Type" as Job Ticket and the correct corresponding value type for the value.

Next, for "XPath" select "Browse" to open the "Select XPath from sample file" window and select "Browse" again and locate your sample job ticket file. It can be located anywhere on your local system as only the internal XPath is required.

Once your sample job ticket is selected, all the internal data fields will be visible. Navigate through the data fields and select the correct data field needed for the check you're creating.

Once selected, the XPath will populate at the top of the dialog and you can exit that window.

If necessary it is also possible to manually edit an XPath if you require a more advanced method to return a value from your job ticket.

Note: *XPath definitions, and values obtained from an XML/JDF job ticket can be checked within the Variable Set Inspector. See "Inspect/verify variables in a Variable Set" later in this section for more information.*

Job Ticket Text Manipulations

It's possible the values returned from the job ticket may need to be manipulated in order to get the result desired for the preflight profile or action list. PitStop Server provides several standard manipulations to help you to quickly extract the information needed. Following is an explanation of the Manipulations available.

Manipulation	Description	Example
Trim leading white space	Removes any extra spaces at the beginning of a result string	Changes " sample" to "sample"
Trim trailing white space	Removes any extra spaces at the end of a result string	Changes "sample " to "sample"
Merge adjacent white space	Removes any spaces between result phrases	Changes "Sample Text 2" to "SampleText2"
Case: Unchanged	Leaves the result unchanged	No changes to result
Case: Convert to lowercase	Converts all text to lowercase	Changes "Sample Text" to "sample text"
Case: Convert to uppercase	Converts all text to uppercase	Changes "Sample Text" to "SAMPLE TEXT"
After	Captures all data after a character or phrase	The complete result is "Sample Text 1234". You need "1234" for your value. Entering "Text" in "After" will return "1234" as the result
Before	Captures all data before a character or phrase	The complete result is "Sample Text 1234". You need "Sample" for your value. Entering "Text" in "Before" will return "Sample" as the result
Segment	Allows you to capture a specific segment of text from a result. This manipulation is expressed numerically based on the character count for the start and the end of the segment	The complete result is "Sample Text 1234". You need "Text" for your value. The "T" in "Text" is 8 characters in and the ending "t" is 11 characters in. Entering "8- 11" for segment will return "Text" for the result
Search	Allows you to use "Regular Expressions" (RegExp) to manipulate your results. See the section on "Regular Expressions" for more information on creating and using regular expressions	The complete result is "Sample Text 4321" You need only the first two numbers of the result. For this, the regular expression would be: [1-9][1,2]. This expression asks for only numbers [1-9] and only the first two positions [1,2]. The result from this example would be "43"

Checking modifications to Job Ticket values

To check modifications defined, use the **Variable Set Tester** described later in this section to load sample job ticket files and see results.

Rule Based Variable Definition

The concept of a rule-based variable is to build a variable that will change based on the state of another setting. For example:

IF job type is `Digital`, THEN change "Image Resolution" check to `150`ppi

ELSE

IF job type is `Offset` THEN change "Image Resolution" check to `300`ppi

OR IF Paper Stock is `Uncoated`

AND Printing Method is `Sheetfed` THEN Total Ink Coverage value is `320`%

ELSE IF Paper Stock is `Coated` **AND Printing Method is** `Sheetfed` THEN Total Ink Coverage value is `300`%

Rule based variables have two parts, one of the variable(s) used to trigger the Rule, and the other is the variable with the conditions defined.

As defined in the example above, the two triggers are "Digital" or "Offset" and the conditional variables are "150" and "300".

To make the Rule Based Variable work you will need to create two variables. One will be a "Job Ticket" variable and the other will be the actual "Rule Based" variable.

Following is a step-by-step explanation of how a rule-based variable is defined and applied to a preflight profile.

This example is based on the following rule:

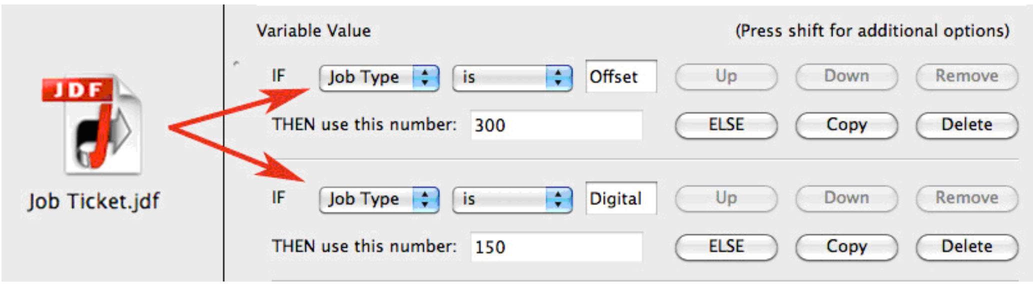
IF job type is `Digital` THEN change "Image Resolution" check to `150`ppi. **AND IF job type is** `Offset` then change "Image Resolution" to `300`ppi.

To create the above rule based variable, perform the following steps

Please note that this is not a working tutorial but just an example of how to define a Rule Based variable.

1. Define Job Ticket Variable
   a) From within the **Enfocus Variable Set Editor** for your Variable set, create a new Job Ticket variable and name it "Job Type". Assign a value from the XML/JDF job ticket as described in *Creating Job Ticket variables* on page 53. This value entry from the XML/JDF file will be used as the "trigger" for the rule-based variable.

2. Define the Rule Based variable
   a) From within the **Enfocus Variable Set Editor** for your Variable Set, create a new Rule Based and name it. The variable type will be "Rule based" and "Number". In this example, the rule has two trigger variables, "Offset" and "Digital". Each come from the Job Ticket value previously defined as "Job Type". In the **Variable Value**, the Job Ticket variable is selected to define where the variable trigger will come from. Then the rule based statement is built according to the logic needed to use the correct setting based on the value.



AND/OR/ELSE Statements

When working with Rule based variables, you can expand the variable argument by adding conditions to a single statement, and/or have multiple statements to reflect different results. Note that each new condition can use the same variable trigger or a different variable trigger.

AND/OR statements will add a condition to the selected statement. Making the statement dependent on two or more conditions.

ELSE adds an alternative statement to the overall variable, and there is always an exception ELSE statement at the end of the argument so that any exceptions are handled with a preflight error or with a default value.

3. Assign the rule-based variable to a preflight check. To use the Rule Based variable assign it to a preflight check. In this example, it is assigned to the Images, Resolution check in two places. One for the Resolution check and again as a value for a Fix to resample the image to the correct resolution if required.

Applying a Smart Preflight Variable

With your variables defined, applying them to your preflight profiles is simple. This section will describe how you can apply variables most checks within a Preflight profile.

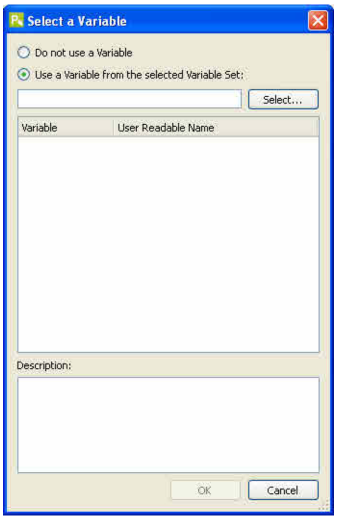
Applying a variable to a preflight check

Edit your Preflight profile and select a check that will use a Smart Preflight variable. From the **Actions** menu for that check, click on it and select **Enable Variable Names**.

Text boxes and check boxes that can have a variable applied will now show the variable button next to it.

To apply the variable check, click the variable button next to the preflight check. The **Select a Variable** dialog box will be displayed.

First, ensure you are working with the correct Variable Set, if necessary you should select and load the one you want to use.



This dialog will display all variables available for that type (i.e. Number, Length, String, or Boolean) of check. If the variable you need does not display, it's either entered in a different Variable Set, or it's not defined as the same "type" as the check you're applying it to.

To apply the variable, select it from the list and click the **OK** button. The name of the variable will display in the entry box or next to the checkbox it's applied.

Running Variable Checks

Once you have your variable sets defined and applied to your preflight profiles (or Action Lists) you can easily apply it to a PitStop Server workflow.

To start, you'll define a new Hot Folder set-up or edit an existing one. Once all the settings for the base set-up is complete, you'll click on the **Smart Preflight** option in the **PitStop Server Hot Folder Editor**.

Under **Smart Preflight**, you'll start by selecting the Variable Set to be used with the Preflight Profile and Action list in this Hot Folder set up. It's very important that the correct one is selected as the workflow will not activate if the Variable Set does not match what's been used in the profiles.

Job ticket file matching

Next, you need to turn on **Use Job Ticket** and define the file name pattern for the associated job ticket. For the file name pattern there are two variables that can be inserted - one to duplicate the source PDF file name and one for the file extension.

The **Time out** function will tell PitStop Server how long to wait before rejecting any orphaned documents or job tickets. You then have choices for where orphaned files are moved. The default location is the root directory of your PitStop Server Hot Folder set up for that workflow.

Transfer Job Tickets will allow you to define where processed job tickets are sent after processing.

Test or verify variables in a Variable Set

In the **Enfocus Variable Set Editor**, you can review and verify settings within a Variable Set to ensure the variables defined work as expected.

The intent of this feature is to allow you to verify values from XML/JDF job ticket file are defined correctly and to ensure logic defined within Rule Based variables work as expected. This dialog does not change any settings within a variable.

To check a Variable Set select the **Tester** icon in the **Enfocus Variable Set Editor**. All the variables within the current Variable Set will be displayed with the values currently defined along with the last XML/JDF job ticket loaded (if any).

Within the **Enfocus Variable Set Tester**, you can **Browse** to load a sample XML/JDF job ticket file. By default, the last file loaded is displayed. Below the **Sample Job Ticket**, the current variables are listed on the left with the values returned from the loaded job ticket for each variable displayed on the right.

If a new job ticket is loaded the values that will be returned from that job ticket are displayed, this functionality enables you to easily test your variables against different sample files to check the expected results will be returned to the preflight profile.

Job Ticket variables and their values will be displayed based on the file loaded along with the XPath defined and any modifications to that field based on the variable settings. If there is an error in the XPath or if the variable does not exist in the sample XML/JDF file, the variable will display in Red. Errors in job ticket values may be the result of errors in any manipulations defined or errors in the XML/JDF sample file. Errors in the XPath or manipulations can be corrected by editing the offending variable.

Rule Based variables that use Job Ticket values to trigger values will change based on the sample job ticket file loaded. These values are not editable within the Tester.

Constant variables and Rule Based Variables that use Constant variables defined in PitStop Pro will be displayed and the Constant variables can be modified for testing. However, PitStop Server will only use the default value from the Constant variable when processing jobs.

Troubleshooting for Smart Preflight

Following table lists how to fix some issues you may run across while working with Smart Preflight.

Issue	Probable Cause	Fix
Variable not available to apply to a preflight check	Variable "type" does not match the type of preflight check or is entered in differing Variable Set than currently selected	Review the variable and ensure it's defined as the right "type" (Number, Length, String or Boolean) to match the preflight check or check to make sure the correct Variable Set is selected
Hot Folder workflow won't activate with Smart Preflight enabled	Variables we're used in the preflight profile that are not in your active Variable Set for that workflow	Smart Preflight settings under Hot Folder set-up for that workflow and ensure you have the correct Variable set selected

Regular Expressions

Regular expressions, or "regexps", provide a way to find patterns within text. This is useful in many contexts, for example a regexp can be used to check whether a piece of text meets some criteria. For more information, refer this *http://www.roblocher.com/technotes/regexp.aspx* website.

6.8 Manage the Enfocus Certified PDF status of a PDF document

In the Certified PDF category in the Hot Folder Editor you can define how Enfocus PitStop Serverwill handle incoming Certified PDF documents. For a more elaborate explanation on Enfocus Certified PDF Workflow, see *Working with Certified PDF Documents* on page 72.

Changing the Certified PDF status of an incoming PDF document

When a PDF document arrives in an input folder of a hot folder, it can be a Certified PDF or not. You can use Enfocus PitStop Server to change the Enfocus Certified status. To this end, you set your hot folder to perform one of the following actions on the PDF document as soon as the document arrives in the input folder:

- Keep the document status unchanged
- Make the document Certified using hot folder Preflight Profile
- Make the document uncertified

If you set your hot folder to change the Enfocus Certified status of incomingPDF documents, it will do so before it actually processes the PDF document, i.e.:

- Before it starts to run Action Lists
- Before it checks the document against a Preflight Profile

Incoming non-Certified PDF documents:

If the option **Keep document status unchanged** or **Make document uncertified** is chosen, the non-Certified documents will remain uncertified.

If the option **Make document Certified using hot folder Preflight Profile** is chosen, the PDF document will be Certified using the Preflight Profile defined in the hot folder.

Incoming Certified PDF documents:

If the option **Make document uncertified** is chosen, the PDF document will no longer be certified.

If the option **Keep document status unchanged** is chosen, the PDF document will remain Certified. By default, the Certified PDF document will keep its embedded Preflight Profile.

If the **option Change Certified Preflight Profile to hot folder Preflight Profile** is on, the Preflight Profile defined in the hot folder will be used instead of the embedded Preflight Profile.

If the option **Make document Certified using hot folder Preflight Profile** is chosen, the PDF document will be Certified using the Preflight Profile defined in the hot folder. However, if the option **Keep original Certified Preflight Profile if incoming document is already a Certified PDF** is on, the Certified PDF will keep its embedded Preflight Profile.

Certified options

On Certified PDF documents, you have the option to use the Roll-back system and you can add a session comment. This is only applicable when using the option **Make document Certified using hot folder Preflight Profile** and on incoming Certified PDF documents when using **Keep document status unchanged**".

Allow rollback to previous version

The Certified PDF workflow can offer you a robust roll-back mechanism. This allows you to revert to any previous stage in the Certified PDF workflow and to compare different versions of your PDF document, even though you maintain one physical PDF file. By enabling **Perform Certified full save (no rollback to previous sessions)**, you will not be able to take advantage of the roll-back functionality; you will however reduce the file size.

This option is only applicable for Certified documents, thus will be disabled when using **Make document uncertified**.

6.9 Color Management

Color Management can be set for Enfocus PitStop Server in the **Preferences**. However, using the **Color Management** category in the Hot Folder Editor, it is possible to override these general color settings.

Managing Color on page 84

Enfocus PitStop Server Preferences on page 98

6.10 Fonts

The **Preferences** allow to define all general Font settings for Enfocus PitStop Server. However, using the Fonts category in the Hot Folder Editor, it is possible to add specific font folders for the selected hot folder. Fonts will be searched on the System first, then in the general font folders, and then in the font folders specific for the hot folder.

The **Modify** button offers a shortcut to the font settings in the **Preferences**.

Managing fonts on page 78

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6.11 E-mail notification on processed documents

Enfocus PitStop Server processes PDF documents in the background. You might not even notice that Enfocus PitStop Server is at work for you. However, you can, if you wish, get feedback on how the processing went. You can get this feedback by means of an e-mail message.

Using e-mail notification

You can configure Enfocus PitStop Server in such a way that it sends you — or anyone who is interested in the outcome of the processing — an e-mail message. You can request an e-mail message every time a PDF document is processed or depending on the outcome of the processing.

To use e-mail notification:

1. Open the Hot Folder Editor.
2. Display the **E-mail Notification** properties.
3. Select one or more cases in which an e-mail message has to be sent:
    - If the PDF document is successfully processed
    - If the PDF documenthas properties labeled “Warning”
    - If the PDF document has properties labeled “Fix”
    - If the PDF document was processed with non-critical failure(s)
    - If the PDF documenthas properties labeled “Error”
    - If the PDF document was processed with critical failure(s)
    - If the processed document is not a PDF file
    - If the document or job ticket has timed out

    For every job, only one e-mail will be sent.
4. Configure the message that will be sent. It is for example possible to add the preflight report to the e-mail.
5. Fill in the e-mail addresses of the persons who has to be notified. Multiple addresses must be entered semicolon separated.

    Note: *You may want to fill in your own e-mail address first and click* ***Send Test Notification*** *to see if the e-mail is working properly. If not, see* *Enfocus PitStop Server Preferences on page 98.*
6. Click **OK** button.

6.12 Summary

The summary of the Hot Folder Editor gives an overview of all warnings and errors in the configuration of the hot folder. The most severe message is also shown in the hot folder status line in the bottom left corner of the Hot Folder Editor.

7. Preflighting and Checking PDF Documents

Enfocus PitStop Server lets you conveniently check and fine tune your PDF documents before you output them, either on screen or in printed form. You can ensure the properties of your PDF documents to match the properties as specified in the selected Preflight Profile. The result of these preflight actions is presented in a preflight report, stored in a log folder.

7.1 What is preflighting?

Preflighting defined

Preflighting is a term derived from the airline industry. The pilot has the responsibility to determine the airworthiness of the aircraft before take-off. This means that he or she has to perform a number of checks prior to each flight.

Preflighting PDF documents basically means the same thing: the "pilot in command", i.e. the person who creates or processes a PDF document, has to make sure that the document is "airworthy", or rather, "outputworthy", before sending it for output.

"Outputworthy" means that the PDF document is "fit for use", for example:

- That a PDF document to be printed on a four-color printing press contains only CMYK images and that all the necessary fonts are included
- That a PDF document intended for online viewing contains only RGB images

Moreover, any property of a PDF document which does not meet the requirements of the preflight check can be reported as a "problem" and fixed in the same process.

Preflight Profiles

To preflight PDF documents, you use Preflight Profiles. A Preflight Profile is a collection of criteria which a PDF document should meet to be outputworthy. For each criterion, you can specify:

- If it should be checked or not
- How it should be listed in the preflight report, i.e. "Warning" or "Error"
- How the problem, if any, should be fixed

An example of a criterion is RGB colors. If you do not want RGB colors in your PDF documents, you can check this and have all RGB colors converted to CMYK.

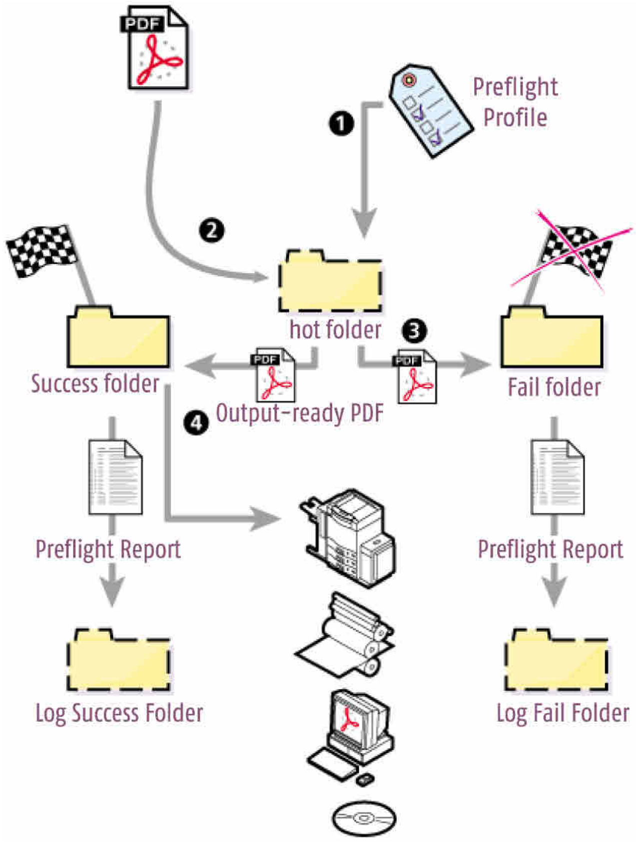
Preflighting mechanism

How exactly does preflighting work in Enfocus PitStop Server? The typical stages in a preflight check are the following:

1. Create, edit or import a Preflight Profile via the **Action List And Preflight Profile** Panel. You can import Preflight Profiles in your Hot Folder "From database" or "From File".
2. Place PDF documents in the input folder to have them checked and fixed automatically.

3. Enfocus PitStop Server checks the PDF documents and depending on your preflight profile fixes problems, if any. It generates a preflight report and saves the report in a log folder.
4. If necessary, re-check the PDF document until it is output-ready and can be taken to the final output stage, e.g., for print, press or online viewing.

Figure 2: Typical preflight workflow with Enfocus PitStop Server



7.2 Properties of PDF documents

Groups of properties

The **Enfocus Preflight Profile Editor** gives you access to, and control over, a large number of properties in PDF documents. These properties have been subdivided into a number of categories and are represented as such in the **Enfocus Preflight Profile Editor**.

A preflight check verifies and fixes these properties of a PDF document. These relate to the following categories:

- The document's digital format
- Security
- Pages
- Fonts
- Color

- Images
- OPI
- Text
- Line art
- Layers
- Transparency
- Annotations
- Metadata
- PDF/X

7.3 Problem reporting

Problem severity levels defined

If any of the properties in a PDF document does not comply with the settings as specified in the Preflight Profile, it will be logged in the preflight report and, if you have Enfocus PitStop Pro installed, also in the Enfocus Navigator. You can select how these deviations should be reported:

- As “Warning”
- As “Sign-Off”
- As “Error”

These labels indicate severity levels of the detected “problem”. If a property does not comply, you can define how severe the detected problem is:

- You can label deviating properties as “**Warning**” if it is not a real problem in the strict sense of the word, but just something you would like to be informed about.
- You can label deviating properties as “**Sign-off**” if it could be a real problem (handled as an Error), unless the user signs off the problem, stating that it is no real issue for this particular document. In that case it will be handled as a Warning.
- You can label deviating properties as “**Error**” if you really want them to be as specified in the Preflight Profile before you send them to output.

Problem severity levels: example

Suppose that some of the PDF documents you work with contain RGB colors. First, you want to print them on a black and white output device, such as a laser printer, for proofing purposes. In that case, RGB colors are not really a problem. However, you would like to know which PDF documents contain objects in RGB color, because at a later stage, you might want to print these documents on a color printing press. You could then use two different Preflight Profiles to preflight these PDF documents:

- A Preflight Profile for the laser printer, which reports RGB colors as “Warning”
- A Preflight Profile for the color press, which reports RGB colors as “Error”

7.4 Creating a Preflight Profile

Predefined Preflight Profiles and Preflight Profile templates

Enfocus PitStop Server comes with a number of predefined Preflight Profiles and Preflight Profile templates, including a template for an empty Preflight Profile. A Preflight Profile template is essentially the same as a Preflight Profile. The only difference is that you see a list of Preflight Profile templates, not Preflight Profiles, when you click **Action > New** in the Action List and Preflight Profile Control Panel to create a new Preflight Profile.

This gives you the following options to create a Preflight Profile:

- You can use the empty Preflight Profile template to create a Preflight Profile from scratch, "empty" meaning that no check or fix has been specified yet.
- You can create a new Preflight Profile based on one of the predefined Preflight Profile templates and change the settings of your choice.
- You can edit a predefined Preflight Profile.
- You can create a copy of an existing Preflight Profile and edit it.

Editing a Preflight Profile or creating a new Preflight Profile on page 65

Editing a Preflight Profile or creating a new Preflight Profile

Creating a new Preflight Profileor editing one are basically the same tasks. Even if you wish to create a new Preflight Profile "from scratch", you will always have a number of predefined Preflight Profile templates available which came with the installation of Enfocus PitStop Server. These Preflight Profile templates cover the most common output media. You can create a generic Preflight Profile based on a Preflight Profile template first and fine-tune your settings of this profile later on.

When you edit a Preflight Profile, you change some of the properties of that Preflight Profile.

To edit or create a Preflight Profile

1. Navigate to **Window** > **Preflight...** in the Enfocus PitStop Server to open the **Enfocus Preflight Profile Panel**.
2. Click the **Action** button.
3. Do one of the following:
   - To create a new profile, click **New**. Select aPreflight Profile template from the list and click **OK**.
   - To edit an existing Preflight Profile, select the Preflight Profilefrom the list and click **Edit**.

   The Enfocus Preflight Profile Editor appears.
4. In the **SETUP > General** category, check and, if necessary, change the **Preflight Profile Properties**: **Name**, **Author**, **Company** and **Description** of the Preflight Profile.

   a) In the **Permissions** section, you can choose to partially lock the preflight profile and set a password for it. You can also choose to allow fixes, sign-off and/or change log fixes, preflight report and color management settings. See *Locking a Preflight Profile* on page 67 for more information.

b) In the **Problem Handling** section, you can decide what you want to do when an error occurs. You can allow fixes, allow sign-off and/or allow changing the log fixes.

c) In the **Preflight Report** section, along with the preflight details you can choose to include information on font, color/ color spaces, page box, images, OPI and output intent.

5. In the **SETUP > Color Management** category, you can define your color management settings. See for more information.

   Furthermore, you can enable or disable all fixes in the Preflight Profile. Indeed, an Enfocus Preflight Profile can do more than just a preflight check of PDF documents: it can also fix detected problems. You can, however, also create a Preflight Profile in which you specify a number of fixes and disable these fixes. You may want to do this if you just want to check PDF documents but not change them now, maybe later.

6. Click the .
7. In the **CHECK ON** category, click a profile check in the list. Select the checkbox next to it to enable this profile check.
8. In the **Available Checks** section, double click one or more checks or potential problems to check to add it to the profile check.
9. Specify how to fix the problem, if necessary.
10. Select how the detected problem should be listed in the preflight report: **Warning**, **Sign-off** or **Error**.
11. In the **Actions** drop-down menu, you can select **Enable Variable Names** to use a variable instead of a fixed value. This icon appears and when you click it, the **Select a variable** dialog box appears.
12. In the **Select a variable** dialog box, you can either choose to not use a variable set or you can select a variable set which contains the variable that you want to use.

    A variable is a special, well-recognizable text string that gets replaced by a dynamic value. Variable data can be used to provide a value for a property. for more information.

13. Repeat steps 6 through 10 for each profile check you wish to check and fix.
14. Click **OK** button.

7.5 Adding Action Lists to Preflight Profiles

About adding Action Lists to Preflight Profiles

Before you perform a preflight check in your PDF document, you may want to edit your PDF document first. And you may want to use Action Lists to perform a number of Global Changes. For example, you may have a number of Action Lists to correct or change colors in your PDF document. Instead of running these Action Lists separately and then performing the preflight check, it may be a better idea to include these Action Lists in your Preflight Profile. You will then kill two birds with one stone:

- The Action Lists in the Preflight Profile will be run first.

- The Preflight Profile will check the selected properties of your PDF document and fix problems, if any.

To add Action Lists to a Preflight Profile

1. Navigate to **Window** > **Preflight...** in the Enfocus PitStop Server to open the **Enfocus Preflight Profile Panel**.
2. Select a Preflight Profile in the list and click **Action** > **Edit** .

   The Enfocus Preflight Profile Editor appears.
3. Click the **Action Lists** category.
4. Select **Enable Action Lists**.
5. Click the button and select an Action Listto check properties or fix problems. You can only add Action Lists with checks or Action Lists with fixes.
6. If you add several Action Lists, use the , buttons to specify the order in which the Action Lists should be run.

   Note: *Running two or more Action Lists in a different order may produce a different result. You may want to test this first.*
7. Click **OK**.

   Action Lists on page 69

7.6 Locking a Preflight Profile

About locking

You can secure your Preflight Profile, or part of it, with a password to prevent others from changing its settings. This may be convenient when the Preflight Profile is shared among multiple users. You can lock a Preflight Profile with a password when you create the Preflight Profile or you can add a password afterwards.

The password can include:

- Uppercase and lowercase letters
- Any character on the keyboard
- Spaces

To lock a Preflight Profile with a password

1. Choose **Window** > **Preflight...** in the Enfocus PitStop Server to open the **Enfocus Preflight Profile Panel**.
2. In the Action List and Preflight Profile Control Panel, select a Preflight Profile and click **Action > Edit**.
3. Click the **Locking** category in the Enfocus Preflight Profile Editor.

4. Select a restriction level:

Restriction level	Meaning
Not locked	None of the settings of the Preflight Profile will be locked. Anyone can change any setting.
Partially locked	Some or all of the settings cannot be changed. The PDF Profile can still be opened, and the settings can be viewed.
Locked	Nothing can be changed. You can only select the Preflight Profile and run it in your PDF document.

5. If necessary, select the options:
   - **Allow changing "Allow fixes"**.
   - **Allow changing "Allow sign-off"**
   - **Allow changing 'Log fixes', 'Preflight Report' and 'Color Management' settings**.
6. Fill in a password and confirm it.
7. Click **OK** button.

Creating a Preflight Profile on page 65

Adding Action Lists to Preflight Profiles on page 66

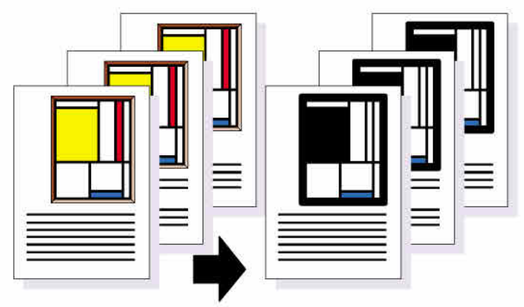
8. Action Lists

One of the main reasons for using Enfocus PitStop Server is the automated editing of PDF documents. To do this, you can add one or more Action Lists to a hot folder. An Action List is a series of sequential tasks saved in one file. For example, this can be tasks such as changing color or objects. Enfocus PitStop Server will automatically carry out the respective tasks in the defined sequence.

For example, suppose you have a line-art object in several PDF documents. You want to change the following properties of this object in all of your PDF documents:

- Fill colors of a number of areas in the object
- Lines in the object which are thinner than a given line weight.

Figure 3: Changing multiple properties of an object in multiple PDF documents.



This job may consist of a number of sequential tasks, as outlined in the illustration. Using Enfocus PitStop Server, you can apply these tasks to all PDF documents that arrive in a specified hot folder.

8.1 Using the Action List Control Panel

You use the **Action List Panel** to manage Action Lists. This panel is made up of the following parts:

- A pane displaying Action Lists by name
- An **Action** menu

The **Action** menu enables you to:

- Create a new Action List
- Remove an Action List
- Rename an Action List
- Duplicate an Action List
- Import or Export an Action List
- Sort the Action Lists, alphabetically or in categories

To display the Action List Panel:

Navigate to **Window** > **Action Lists...** in the Enfocus PitStop Server to open the **Action List Panel**.

Note: *To create and/or edit Action Lists, you can also use Enfocus PitStop Pro. For more information about this Adobe Acrobat Professional plug-in, we refer to our Web site at www.enfocus.com.*

Removing an Action List

When you remove an Action List, it will no longer appear in the **Action List Panel** and it is deleted from your hard disk.

To remove an Action List:

1. Navigate to **Window** > **Action Lists...** in the Enfocus PitStop Server to open the **Action List Panel**.
2. In the **Action List Panel**, select the Action List you wish to remove.
3. Choose **Remove...** from the **Action** menu.

Duplicating an Action List

Duplicating an Action List means that you save a copy of this Action List.

To duplicate an Action List:

1. Navigate to **Window** > **Preflight...** in the Enfocus PitStop Server to open the **Action List Panel**.
2. In the Enfocus PitStop Server **Action List Panel**, select the Action List you wish to duplicate.
3. Click **Duplicate** in the **Action** menu.

   Enfocus PitStop Server creates a copy of the selected Action List with the same name as the original, followed by "copy". This copy will also appear in the **Action List Panel**.

Importing and exporting Action Lists

You can import and export Action Lists and then handle them as "regular" files:

- Exporting an Action List means that you save it as a separate file.
- Importing an Action List means that you load it into the **Action List Panel**.

You may want to do this for a number of different reasons, for example:

- To re-use this Action List later on
- To share the Action List with other users
- To send an Action List to a service provider or any other recipient or supplier of PDF documents
- To create a backup copy

To import an Action List:

1. Navigate to **Window** > **Action Lists...** in the Enfocus PitStop Server to open the **Action List Panel**.
2. Select the category in which you want to import the Action List.
3. Click Import in the **Action** menu.
4. Select the Action List to import.
5. Click **Open** button.

The imported Action List appears at the bottom of the selected category in the Enfocus PitStop Server **Action List Panel**.

To export an Action List:

1. Navigate to **Window** > **Action Lists...** in the Enfocus PitStop Server to open the **Action List Panel**.
2. In the **Action List Panel**, select the Action List you wish to export.
3. Click **Export** in the **Action** menu or the contextual menu for the Action List.

Note: *If the Action List is not secured with a password, the following message will appear:*

4. Specify the Action List's file name and location.
5. Click **Save** button.

9. Working with Certified PDF Documents

9.1 About Certified PDF

PDF workflow concept

Enfocus Certified PDF is a PDF workflow concept developed by Enfocus Software, based on customer requests and feedback from industry experts. The Certified PDF concept has been designed to address three fundamental issues faced by the majority of users implementing a PDF workflow:

- How to *Guaranteed preflighting* on page 72that a PDF document was successfully preflighted with a specific Preflight Profile.
- How to maintain *Document consistency* on page 73between the source document(s) and the PDF document when (minor) changes can be applied to the PDF document throughout the workflow.
- How to minimize risk and *Responsibility* on page 74when changing a customer's PDF document before final output.

9.2 Guaranteed preflighting

Preflighting issues

"Preflighting" is the process of checking a PDF document against various criteria to ensure that the PDF document meets all the requirements for output or publication. Typically, the criteria vary depending on the output or publishing process. A set of criteria matching the requirements of a particular process is called a "Preflight Profile".

Enfocus PitStop Server, for example, allows you to create a Preflight Profile that checks your PDF document against various criteria, such as color and font usage. Moreover, you can use Enfocus PitStop Server to actually fix detected problems in your PDF documents.

Ideally, a PDF document should be preflighted at an early stage in a workflow, i.e. as soon as it has been created. This is particularly true if the PDF document will move from the PDF document provider, who created the PDF document, to the PDF document recipient, for example a publishing or printing department. Detecting problems in the PDF document before the file leaves the PDF document provider saves time (and money). Even more so, when the PDF file is sent to a different physical location.

Note: *You can also create Certified PDF documents with Enfocus Instant PDF. For more information about Enfocus Instant PDF, visit our Web site at www.enfocus.com.*

Preflighting in a Certified PDF workflow

A Certified PDF workflow supports the preflight process by:

- Offering the PDF document provider a simple and streamlined way to preflight a PDF document with a Preflight Profilesupplied by the PDF document recipient.
- Including the Preflight Profileand the corresponding preflight report in the PDF document. This way there can be no doubt about the preflight status of the PDF document.
- Offering a straightforward user interface that enables the recipient of the PDF document to verify that the document has been preflighted successfully with a profile he or she provided.

The above-mentioned features help to:

- Motivate the PDF document provider to actually preflight his or her PDF documents.
- Dramatically reduce the number of problems in files received from PDF document providers.

9.3 Document consistency

PDF editing issues

PDF editing tools, such as Enfocus PitStop Pro, are very convenient for making intermediate or last-minute corrections in PDF documents. This saves you both time and money because you do not have to go back to the original application program to re-create the PDF document. Sometimes, it may even be more efficient to make the changes directly in your PDF document. Enfocus PitStop Pro, for example, allows you to make global color changes throughout your PDF document.

However, PDF editing also involves a risk: as soon as you edit and save a PDF document, you create a version of a document that is different from the original document you made using a word processor or a desktop publishing software. These inconsistencies are hard to manage, and may introduce problems in archiving or when the document is republished at a later date.

Action Lists on page 69.

PDF editing in a Certified PDF workflow

To help reduce document consistency problems, the Certified PDF workflow features a mechanism that:

- Logs all the changes that are made to a Certified PDF document
- Can store these changes inside the Certified PDF document

Based on this information, an edit log —a human readable PDF report— can be generated.

If consistency between the PDF document and the source file(s) is very important, you can use the edit log to change the source file(s) accordingly. To assist in this process, a Certified PDF document can also keep a reference to the source file(s) from which the PDF document was created. You can use this reference to make sure that the source file has not been edited since the PDF document was created.

9.4 Responsibility

Responsibility issues

In addition to causing inconsistencies, changing a PDF document that was created by someone else can create ambiguity about who is ultimately responsible for the final result.

Many printers, service providers, etc. are extremely reluctant to make any changes to their customer's documents for fear of having to assume responsibility if anything goes wrong. This includes issues that can be totally unrelated to the small correction applied.

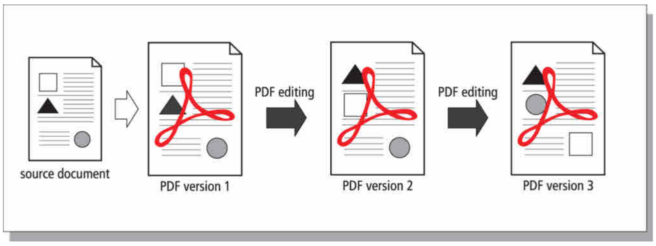
Responsibility in a Certified PDF workflow

The Certified PDF workflow settles responsibility issues by:

- Providing a detailed log file of all the changes made to a PDF document
- Keeping track of the PDF editing process, i.e. who applied which change, when and using what tool (PitStop Pro, PitStop Server, ...)
- Implementing a robust roll-back mechanism, which, if you wish, allows you to easily return to a previously saved state —a "snapshot"— of your PDF document
- Offering the possibility to compare any two of these snapshots visually to detect and examine the differences

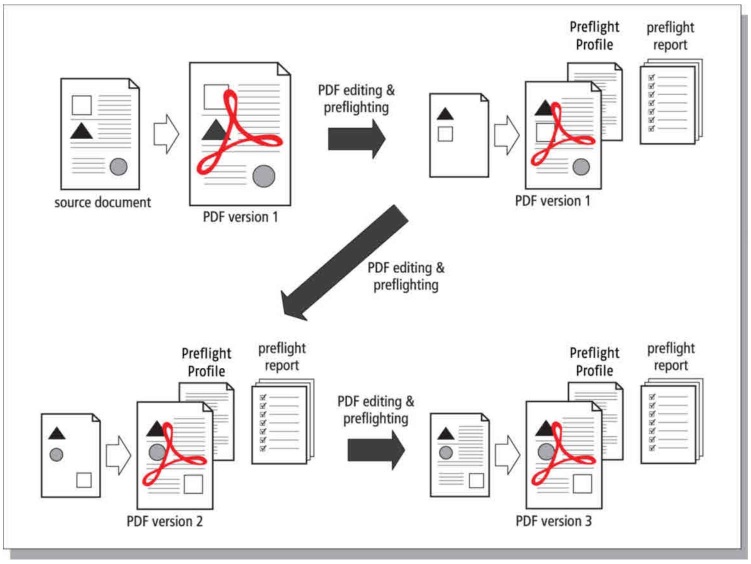
9.5 The Certified PDF workflow explained

A conventional PDF workflow



In a conventional PDF workflow, the PDF document goes through the hands of different parties who can each edit it, if necessary. The original PDF document is replaced by the edited one.

The Certified PDF workflow: incremental save



In the Certified PDFworkflow, all the modifications done in a PDF document are logged per session and saved in an edit log file. Also, the edited PDF documents can be saved incrementally. This means that the changes done in version 3, for example, can be saved "on top of" the changes done in version 2 but you keep one physical PDF file.

The incremental save principle does not necessarily increase the file size of your PDF document drastically because Adobe Acrobat only saves the changes made during the different sessions. The difference in file size may become apparent if you delete a large number of objects, because these objects are maintained in one or more versions. You can, however, at any stage in the workflow, "optimize" your Certified PDF document, i.e. reduce its file size, simply by using the **Save As**function of Adobe Acrobatand clicking the **Certified Full Save** button. You will still have a Certified PDF document with history information about previous editing sessions, but you will no longer be able to save snapshots of these sessions or use the roll-back mechanism to revert to a previous state of your Certified PDF document.

To set the Processing preferences on page 101

Roll-back mechanism

The Certified PDF workflow can also offer you a robust roll-back mechanism. Each time you save your Certified PDF document, a "snapshot" will be included in the file. You may think of a snapshot as an "image" of the state of the PDF document at the time it was saved. This allows you to revert to any previous stage in the Certified PDF workflow and to compare different versions of your PDF document, even though you maintain one physical PDF file.

Note: *You cannot save snapshots or use the roll-back mechanism in "optimized" Certified PDF documents. See also To set the Processing preferences on page 101.*

9.6 What is an Enfocus Certified PDF document?

Acrobat metadata

Any regular PDF document contains metadata, i.e. information about the document itself. The **Document Properties** dialog box of Adobe Acrobat, for example, includes the following metadata:

- Creation and modification date of the PDF document.
- The application with which the PDF document was created.
- The PDF version.
- File size.
- The name and path of the PDF file.
- Number of pages.
- Page size.

Enfocus metadata

An Enfocus Certified PDF document can be enriched with the following metadata:

- A reference to one or more source documents on which the PDF document was based.
- A Preflight Profile.
- A preflight report.
- User and system identification.
- An edit log, listing all the changes done in the PDF document per editing session (the time in which the PDF document was opened, edited and saved).
- Session comments.

9.7 Setting the Enfocus Certified PDF user identification

An Enfocus Certified PDF document can contain two types of user identification: personal information and system information. Each of these serves its own purpose:

- The personal information is your name and company contact details, together with a message, if any. You can fill this in so that people know how to reach you if they should have any questions about edit or preflight actions done in the PDF document. This information is required for an efficient use of the Certified PDF workflow and is used as Sender data in the e-mail notifications.
- The system information consists of the details of the person who registered Enfocus PitStop Server and information taken from your operating system, network and computer. This information cannot be changed and is therefore a reliable source to pinpoint responsibility, for example. If people claim or disclaim responsibility for a given change made in the PDF document, the system information will provide incontestable proof. This information will be used in the edit log to show who made which changes in a given session.

To set the Certified PDF user identification:

1. In the PitStop Server, navigate to **Window** > **Preferences...** > **Personal Info**

2. Enter your personal information, such as your name, e-mail address and other contact details. This information is required for an efficient use of the Certified PDF workflow and is used as Sender data in the e-mail notifications.

   Fill in as much information as possible. A message is optional.

3. Click **Apply** or **OK** button.

9.8 Adding a Session Comment

Certified PDF enables you to enhance the quality of your PDF workflow by adding comments to the edit log. Before sending your PDF document to the publisher for example, you may want to explain why given changes have been made.

You can add a comment per editing session. A session is the time in which you edit and save a PDF document.

To add a session comment:

1. Select a hot folder and click **Edit the selected hot folder** button.
   The **PitStop Server Hot Folder Editor** appears.
2. In the Hot Folder Editor, go to the **Certified PDF** category.
3. Add a new session comment or change the comment of the current session.
4. Click **OK** button.

10. Managing fonts

What are the implications of using Times-Roman instead of Times New Roman in a document? Can I use these fonts interchangeably and, if not, when do I use which font? How do the various types of fonts affect the output of my PDF document, onscreen and in print? This chapter provides the answers to these questions, together with some more theoretical background information about fonts.

10.1 Types of fonts and their usage

Standard 14 fonts

When working in PostScript and PDF environments, you may come across the notion "standard 14 fonts" or "base 14 fonts". What exactly are these "standard 14 fonts"?

Actually, the term is derived from the standard set of 13 PostScript fonts, which are resident in all PostScript output devices. These fonts are listed in the table below.

Font family	Font
Times	Times-Roman
	Times-Italic
	Times-Bold
	Times-BoldItalic
Helvetica	Helvetica
	Helvetica-Oblique
	Helvetica-Bold
	Helvetica-BoldOblique
Courier	Courier
	Courier-Oblique
	Courier-Bold
	Courier-BoldOblique
Symbol	Symbol

For PDF environments, ZapfDingbats is added to this standard font set.

PostScript Type 1 fonts

PostScript Type 1 fonts were originally developed by Adobe Systems for use in PostScript printers.

PostScript Type 1 fonts are outline fonts. They use lines and cubic Bézier curves to define letter shapes or "glyphs". A "glyph" is the shape in a font that is used to represent a character code on screen or paper. Examples of glyphs are the letters of the alphabet or the symbols in a font like ITC ZapfDingbats (i.e.), J or 4).

Type 1 fonts have the following characteristics:

- They are smaller in file size than TrueType fonts, which means that they occupy less space on your system's hard disk.
- Being outline fonts, Type 1 fonts are scalable to almost any size. They remain sharp and smooth on any platform and in print, and their legibility remains good, even when printed at small point sizes on low-resolution laser printers.
- PostScript Type 1 fonts are commonly used in professional publishing environments and are supported by most high-end output devices, because most of these devices use PostScript as their page description language.
- A PostScript Type 1 font is stored in two separate files: one which contains the character outlines and one which contains the font metric data. In Microsoft Windows, you can recognize these by their extensions: *.pfb for the character outline and *.pfm for the one containing the metric data. The former (.pfb) is commonly called the printer font, the latter (.pfm) is also known as the screen font. The combined file size of both files, however, is smaller than the file size of its TrueType counterpart. The file size of the PostScript font may sometimes even be as little as half of the size of the corresponding TrueType font.

PostScript Type 3 fonts

PostScript Type 3 fonts are primarily decorative ornaments fonts with a lot of tonal variations and filled-and-stroked objects in the same character. Indeed, Type 3 fonts can have grayscale fills and strokes and other "special effects", whereas Type 1 or TrueType fonts are entirely black. Consequently, Type 3 fonts have the following characteristics:

- Their file size is bigger than the corresponding of Type 1 or TrueType fonts.
- They may take longer to print or output.
- They look worse than Type 1 or TrueType fonts in very small point sizes and when printed at low resolutions.
- They are not always displayed well on screen.

Note: *PostScript Type_3 fonts can't be converted to outlines by PitStop Server.*

TrueType font

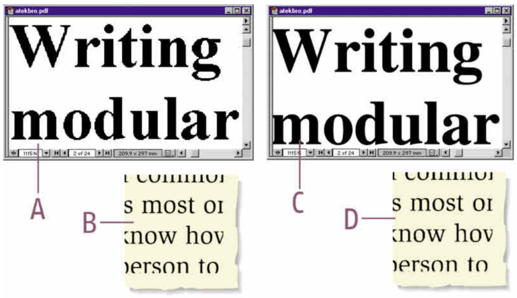
The TrueType font format was developed by Apple Computer as an alternative to the Adobe Type 1 standard. It is used both on Macintosh and Windows computers.

Like PostScript Type 1 fonts, TrueType fonts also use outlines to describe the letter shapes.

TrueType fonts have the following characteristics:

- Their use is widespread and they are integrated in almost every desktop office software program for Microsoft Windows or Macintosh systems.

- TrueType fonts can print well on both non-PostScript and PostScript output devices. However, to print well on a PostScript device, the TrueType font must be converted to PostScript outlines, which may affect the visual quality of the resulting font. This is why many prepress service providers are reluctant to support TrueType fonts.
- On Windows-based systems, a TrueType font is physically stored in a single file, the name of which has the .ttf extension. On Macintosh, it is stored as a single Suitcase.
- A TrueType font is represented by the icon in Windows environments and the icon on a Macintosh operating system.
- A TrueType font, or a combined use of TrueType and PostScript fonts in one document, may be troublesome in high-end PostScript devices, especially imagesetters.



Times as PostScript Type 1 Single Master font on screen

Times New Roman as TrueType font on screen

Times as PostScript Type 1 Single Master font printed

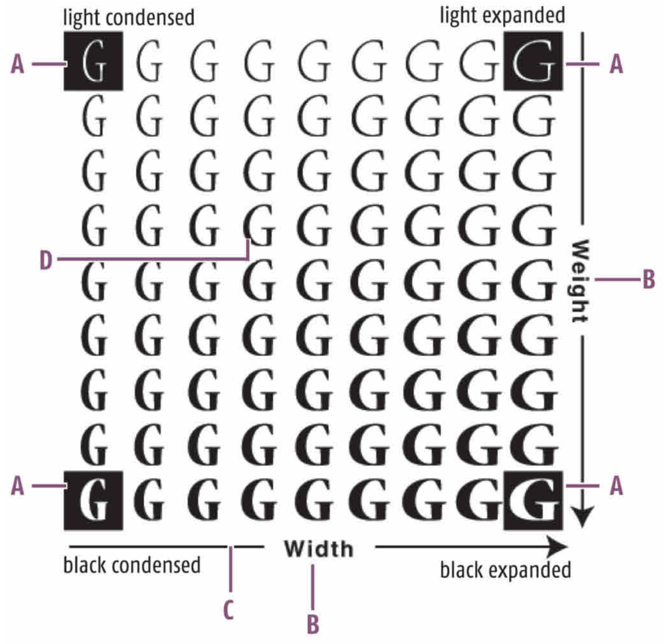
Times New Roman as TrueType font printed

Multiple Master font

The Multiple Master font format is an extension of the PostScript Type 1 format. “Multiple Masters” are fonts offering design variations at the extremes of the “design axis”. This design axis represents a given variable property for that font, such as:

- Weight (light vs. bold)
- Width (condensed vs. expanded)
- Optical size

The mechanism of Multiple Master fonts is that the two masters at the extremes of the design axis have a fixed design, but you can create any variation between these masters. Typically, Multiple Master fonts have two design axes, which require four masters. These masters can be considered the cornerstones of the matrix.



A. *Master*

B. *Font property*

C. *Design axis*

D. *User-defined variant "in-between"*

To create the in-between variants, you require Adobe Type Manager.

Double-byte font

Double-byte character sets are needed if you are working with Asian languages such as Japanese, Chinese and Korean. These languages have many characters and require hard- and software that support the double-byte format.

Double-byte characters use 16-bit or two byte characters instead of 8-bit or one byte characters.

10.2 PDF font substitution

If you transfer PDF documents across computers or computer platforms, the fonts in the document may be in any of three conditions. They may be:

- Available as system fonts, i.e. the fonts in the PDF document are also installed on the computer where the PDF document is viewed
- Available as embedded fonts, which means that the fonts are included completely or partially (subset) in the PDF document
- Not available, either in the document or on the system.

If the font is not available, it will have to be replaced by a font which is available on the recipient's computer. This process is called "PDF font substitution". PDF font substitution may affect the appearance and output of your documents.

Finding exact font names

A given font can have different names. And the name of the font which you see in your source application is not necessarily the same as its "real" internal font name.

For example, the Adobe Type 1 font "Times" as you see it in your word processing or desktop publishing program also has a PostScript name: "Times-Roman". The same applies to its TrueType counterpart "Times New Roman": its name appears in Adobe Acrobat as "TimesNewRoman" (without spaces).

Consequently, if you need to enter a font name manually in one of the dialog boxes of Enfocus PitStop Server, it is important that you type the font name exactly as it is spelled in Adobe Acrobat. You can use a PDF file containing the desired font to find the exact spelling of the name.

To find the exact font name:

1. Use any application to create a one-page document with the font(s) of which you want to know the exact name.
2. Create a PDF file of the document.
3. Open the PDF file in Adobe Acrobat and do one of the following:
   - In Adobe Acrobat 4, choose **File** > **Document Info** > **Fonts** .
   - In Adobe Acrobat 5, 6, 7 or 8, choose **File** > **Document Properties** > **Fonts** .
4. Write down the name of the font(s), using the exact spelling, capitalization, and hyphenation of the name as it appears in the Font Info dialog box.
5. Click **OK** button.

10.3 Embedding versus subsetting fonts

Embedding fonts

Using the Enfocus Preflight Profile Editor, you can specify in a Preflight Profile whether a PDF document should:

- Embed all fonts
- Embed all fonts except the standard 14 fonts
- Embed all fonts except those that can be emulated for viewing

Embedding a font implies that the entire font, i.e. every single character of the font, is copied into your PDF document. This is particularly useful if your document needs to be displayed and printed on a different computer, which may not have the same fonts installed.

Furthermore, if the entire font is embedded, you might be able to edit the text in the PDF document on a computer that does not have the font installed. Note that embedding an entire font – a standard roman font typically contains 256 characters – will increase the file size of the PDF document by 30k to 40k for PostScript Type 1 fonts, or more for TrueType fonts.

Subsetting fonts

Using the Enfocus Preflight Profile Editor, you can specify in a Preflight Profile whether a PDF document should:

- Subset all fonts
- Subset all except the standard 14 fonts
- Subset all fonts except those that can be emulated for viewing

Instead of embedding an entire font, you may want to embed only a subset of the font – i.e. the characters of the font that are actually used in the text. Subsetting a font allows you to keep a file as small as possible, which is recommended especially if you do not plan to add more text (and hence more font characters) to the file. Note that when you combine two or more PDF documents that have the same font subset, duplicate character information is not deleted from the merged sets. This will result in a considerably larger file.

However, if it is not important that readers see the file in its original fonts, do not embed fonts at all, and let Acrobat use substitute fonts when necessary. This will produce the smallest file possible. Naturally, reducing file size will improve the file transferability.

11. Managing Color

This chapter offers a brief introduction to color management and color basics. It explains how you can use Enfocus PitStop Server to obtain an accurate, high-quality reproduction of the colors in your PDF documents.

11.1 About Color Management

Color monitors and color printers reproduce color in completely different ways.

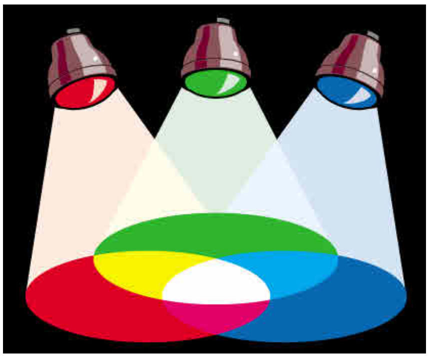
A color management system (CMS) is a collection of tools designed to reconcile the different color capabilities of scanners, monitors, and printers to ensure consistent color throughout the creation, display and print process. Ideally, this means that the colors displayed on your monitor accurately represent the colors of the final output. It also means that different applications, monitors and operating systems will display colors consistently.

11.2 Color models

The RGB color model

A monitor uses red, green, and blue (RGB) light to create colors. Combining the full intensities of all three colors makes white. RGB colors are used for lighting, video, and monitors. Your computer monitor creates color by emitting light through red, green, and blue phosphors.

Figure 4: RGB color model

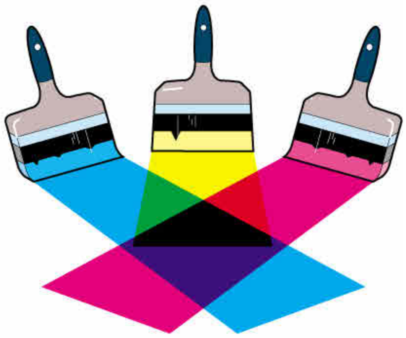


The CMYK color model

A printing press uses a CMYK color model, in which three colors of transparent ink (cyan — C, magenta — M, and yellow — Y) are combined along with black (noted as K, derived from “key color”) in varying amounts to create different colors. CMYK inks filter the white light that reflects back from the paper and subtract some of the red, green, and blue light from the spectrum. The color we see is what’s left.

In theory, pure cyan, magenta, and yellow pigments should combine to absorb all color and produce black. But because all printing inks contain impurities, these three inks actually produce a muddy brown and must be combined with black ink to produce a true black. Combining these inks to reproduce color is called four-color process printing.

Figure 5: In theory, mixing cyan, magenta and yellow yields perfect black; in practise the key color black has to be added.

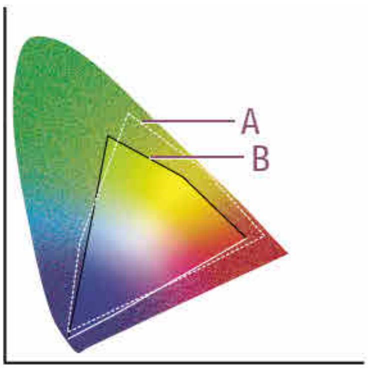


The Grayscale model

The Grayscale model uses shades of gray to represent objects. In this case, every pixel of a grayscale image has a brightness value ranging from 0% (black) to 100% (white). The maximum number of grays that most output devices can produce is 256.

11.3 Color gamuts and color spaces

The visible spectrum contains millions of colors, but color devices, such as scanners, monitors and color printers can only (re)produce a subset of this spectrum. This "subset" is called a color gamut. The gamut of a device defines the color space it can (re)produce. For example, a monitor can display a wider range of colors than an offset press can print using CMYK colors, while some of the CMYK colors cannot be accurately displayed on the monitor. Each device has a different color gamut.



A - RGB color gamut

B - CMYK color gamut

For more information on color gamuts and color spaces, see the online Adobe Acrobat Guide.

Device-dependent color

Device-dependent colors relate to the settings of the device on which the image was created or output. Device-dependent colors require all devices in the workflow to be “calibrated” to obtain consistent color reproduction. In other words, the input devices (e.g. scanners or digital cameras), monitors and output devices (e.g. digital color printers) have to be tuned to each other to make the colors match.

Differences may even occur between devices of the same type or model, because they may have different settings. Monitors may have different brightness or contrast, for example. For more information on device-dependent color, see the online Adobe Acrobat Guide.

Device-independent color

To eliminate or at least minimize, color differences between devices, you can use a color management system. Color management systems use a standard, device-independent color model, such as CIELab. Images are associated with a profile, which contain information about the input and/or output devices. Thus, if images are to be output on a specific device, it will be associated, or “tagged”, with a profile for that device. Of course, the same goes for text or line-art. For more information on device-independent color, see the online Adobe Acrobat Guide.

11.4 Rendering Intents

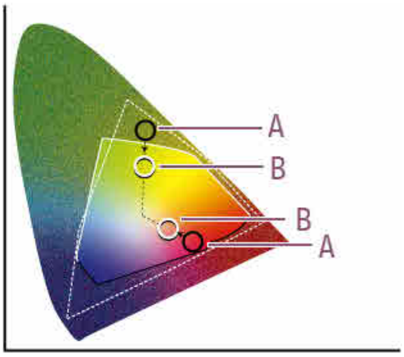
A color management system allows you to remap colors so that they best match the intended use. ‘Remapping’ means that colors from one output device’s color space are mapped to the color space of another device. This remapping is done according to a specific remapping method, also known as rendering intent. There are four remapping methods or rendering intents:

- Perceptual remapping
- Saturation remapping
- Relative colorimetric remapping
- Absolute colorimetric remapping

Perceptual remapping

The human eye is sensitive to the relationships between colors. Perceptual mapping alters all the colors in the original color space to bring them into the gamut of the destination color space, but preserves the relationships between the colors. As the relationships are preserved, the change in colors will hardly be perceivable.

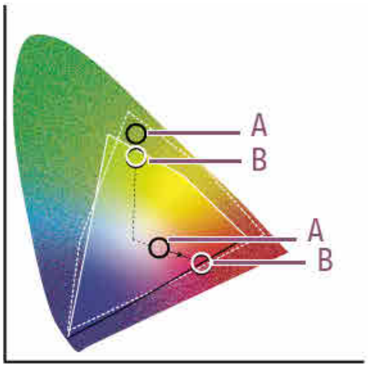
Figure 6: Perceptual remapping rescales the original gamut (A) within the gamut of the destination color space (B), but preserves the relationships between colors.



Saturation remapping

Reproduces the original image color saturation (vividness) when converting into the target device's color space. In this approach, the relative saturation of colors is maintained from gamut to gamut. This render intent is primarily designed for business graphics, where the exact relationship between colors (such as in a photographic image) is not as important as are bright saturated colors.

Figure 7: Saturation remapping scales all colors to the brightest saturation possible (B). The saturation (also called chroma) will remain the same, but some colors will appear lighter or darker.



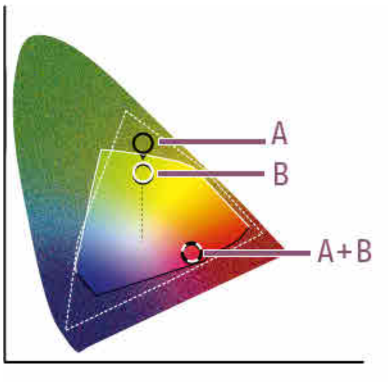
Relative colorimetric remapping

Colors that fall within the gamuts of both input and output device are left unchanged. Colors that fall outside the gamut of the output device are usually altered to colors with the same lightness, but different saturation.

This method may reduce the total number of colors in the image considerably, if many different input colors map to the same output color.

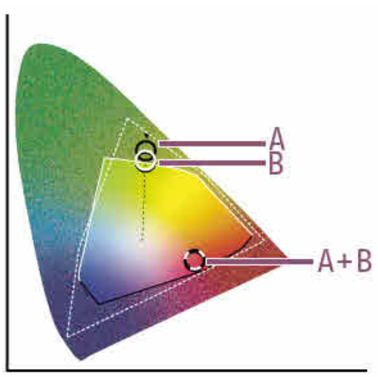
But this matching method is useful when combining 2 output profiles for proofing. Since the color gamut of the proofing device (2) should be bigger than the color gamut of the destination profile (1).

Figure 8: Relative colorimetric remapping replaces colors outside of the gamut by colors with the same lightness, but different saturation (B).



Absolute colorimetric remapping

Colors that fall within the gamuts of both input and output device are left unchanged. Colors that fall outside the gamut of the output device are clipped to a color on the edge of the output gamut. This may lead to a loss of detail in some regions. Over most of the tonal range, a close match is obtained. This method is suited for spot colors.



Absolute colorimetric remapping clips colors outside of the gamut to a color on the gamut boundary (B). Colors which cannot be displayed in the target color gamut will be lost.

11.5 Using Color Management in Enfocus PitStop Server

Working with ICC profiles

In working environments where color management is used, objects in PDF documents can be tagged with ICC profiles. An ICC profile is a description of the color space related to a specific device. ICC profiles help you reproduce colors accurately across different platforms, devices and ICC-compliant software programs.

Suppose you use a digital camera to take pictures. If you want to make sure that the colors in these pictures are displayed consistently on a specific monitor, you can tag the images with an ICC profile of your digital camera. The images then get a detailed mathematical description of how your digital camera "saw" the colors at the moment when you took the pictures. A color management system can use this description to convert the colors to the color space of another output device, such as a monitor. In that case, the colors seen through the lens of your digital camera and the colors displayed by your monitor will look (almost) identical.

Using ICC profiles in Enfocus PitStop Server

Enfocus PitStop Server can be set to use the same profiles for all objects, or to use specific profiles for images. In the first case, there will only be one tab, to define color management for all objects. In the latter case, there will be a tab to define color management for images, and one for other objects.

Enfocus PitStop Server enables you to specify source and target ICC profiles for the following color models:

- Gray
- RGB
- CMYK
- Lab

The ICC profiles will be used when color conversions have to be done from one color model to another, for example, when RGB colors are converted to CMYK colors.

When necessary, the target profiles can be set different than the source profiles, by selecting the "use other ICC profile than source" option, and defining the target profiles.

You can define ICC profiles at different levels:

- Default ICC profiles apply to all hot folders. You specify these profiles in the Enfocus PitStop Server preferences.
- Specific ICC profiles apply to a particular hot folder. You may want to use these profiles to process PDF documents in which color conversions have to be performed from a given color model to a device-specific color.
- Specific ICC profiles defined in a Preflight Profile or in an Action List

To use default ICC profiles for all hot folders:

1. Choose **Window** > **Preferences** .
2. Click the **Color Management** category.
3. Click the **Enable color management** check box.
4. Define if you want the same profiles for all objects, or if you want to define profiles for images and for other objects
5. Select source and target ICC profiles for the color models of your choice.
6. Click **OK** button.

To use ICC profiles for a specific hot folder:

1. Select a hot folder and click Edit.
2. Display the Color Management properties.
3. Click Override General Color Settings.
4. Define if you want the same profiles for all objects, or if you want to define profiles for images and for other objects
5. Select source and target ICC profiles for the color models of your choice.
6. Click OK.

Disabling color management

Sometimes you want to use color management in the Enfocus PitStop Server environment, sometimes you don't. Reasons for using color management and ICC profiles are outlined in *Working with ICC profiles* on page 88. Reasons for not using color management in Enfocus PitStop Server can be the following:

- You do not process PDF documents coming from or going to color-managed environments. For example, you know that PDF documents which arrive in a given hot folder never contain images which are tagged with ICC profiles and you do not wish to tag them either.
- You wish to leave the ICC tagging of the images in the PDF documents as is.

In these cases, you can disable color management. If you do so and you process PDF documents with profile-tagged images, the color profiles will be left untouched: they will not be removed or changed.

You can enable color management for all hot folders and disable it for one or more specific hot folders and vice versa. Disabling color management for all hot folders only applies to hot folders which you create from that moment onwards. Existing hot folders which already use specific ICC profiles maintain their settings.

To disable color management for all hot folders:

1. Choose **Window** > **Preferences** .
2. Click the **Color Management** category.
3. Click to clear the **Enable color management** check box.
4. Click **OK** button.

Note: *Existing hot folders which already use specific ICC profiles maintain their settings.*

To disable color management for a specific folder:

1. Select a Hot Folder and click **Edit**.
2. Display the **Color Management** properties.
3. Select **Override General Color Settings** checkbox.
4. Click uncheck the **Enable color management** checkbox.
5. Click **OK** button.

11.6 Spot colors

Spot colors defined

Spot colors are colors which are printed with their own premixed inks. You can choose from several spot color systems and from hundreds of different spot-color inks. In spot-color offset printing, each spot color is reproduced using a single printing plate. In contrast, process color printing uses four inks only (CMYK: cyan, magenta, yellow and black) to reproduce all colors.

If you print a spot color at 100%, a solid opaque color appears on your page (not a dot pattern). A tint of a spot color, i.e. a lightened spot color, is created by printing smaller halftone dots of the base color.

Spot colors can provide excellent results when used for offset printing. For digital output or monitor display, however, spot colors are less well-suited and should be used with caution.

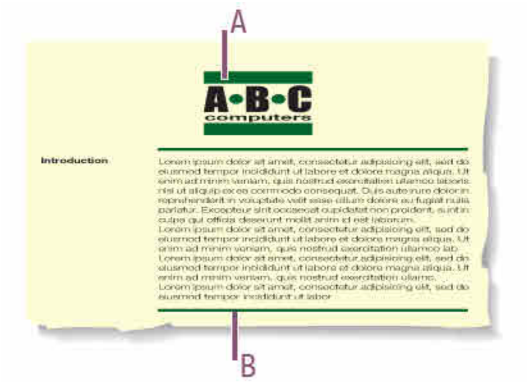
Unambiguously defined spot colors

Unambiguously defined spot colors are colors which have distinct names and associated CMYK equivalents. If two spot colors with different CMYK values have the same name, they will be considered ambiguously defined.

An example would be a document which contains objects from various applications:

- Green lines which were drawn in a word processing application.
- The company logo which was created using illustration software.

If the spot colors of these objects have the same name, say "company green", but different CMYK values, they are ambiguously defined.



A - Company logo: "company green" C 100%, M 0%, Y 100%, K 50%

B - Separator lines: "company green" C 90%, M 0%, Y 90%, K 50%

Converting spot colors to the equivalent CMYK process colors

Sometimes, it may be convenient to use spot colors in your source document and have Enfocus PitStop Server convert these spot colors to the corresponding RGB or CMYK colors in the PDF document. Rather than creating dedicated — RGB, CMYK and spot-color — source files for different output purposes, you may want to maintain one single source document.

For example, you may have a newsletter or brochure containing spot-color objects, such as your company logo. You would then have the following option:

- You could leave the spot color definitions unchanged and use the PDF document to produce individual offset printing plates for each color.
- You could have Enfocus PitStop Server convert the spot colors to the equivalent CMYK process colors for output on, for example a digital four-color press.

12. Running jobs through PitStop Server

12.1 Dropping files or folders in the input folder

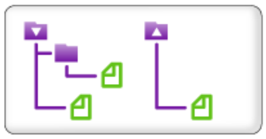
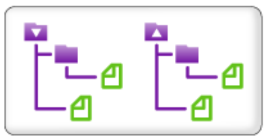
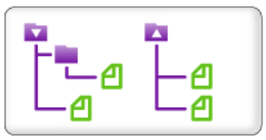
By dropping a file in the input folder, this file is submitted to be processed by the hot folder.

How often is an input folder checked ?

An input folder is checked for incoming files, based on the Time Interval set in the Processing category of the Preferences. By default, the input folder is checked every 10 seconds.

Creating subfolders in the input folder

If you create subfolders in the input folder, either by dropping folders in the input folder or by creating subfolders manually, the way these subfolders are processed depends on the "Processing" category in the Hot Folder Editor.

Option	Result	Input and Output
Don't process subfolders in input folder	Only files in "root" of input folder will be processed. Files in subfolders are ignored	
Process subfolders, keeping folder structure	Files from subfolders will be processed. The output files will be placed in a same subfolder structure in the output folder(s).	
Process subfolders, flattening folder structure	Files from subfolders will be processed. All output files will be placed in the "root" of the output folder(s).	
Delete empty subfolders in input folder	Subfolders that are empty after processing, will be deleted.	

13. Monitoring active jobs

In the **Hot Folders** tab, you can see the number of jobs queued to a specific hot folder. However, to monitor individual jobs, you can use the **Progress** tab.

In the **Progress** tab in PitStop Server, all active jobs can be monitored. For every job, you can see

- The name of the job. This will be the name of the input file.
- The hot folder processing the job
- The current step
- The progress on this step
- Additional info

13.1 To sort the active jobs

You can sort the active jobs in the list.

1. Go to the **Progress** tab in PitStop Server
2. Click in the header of the column you want to use as base to sort the active jobs
3. To change between sorting ascending and descending, click the same header again.

13.2 To pause all active jobs

1. Go to the **Progress** tab in PitStop Server
2. Click the  button to pause all jobs.

13.3 To resume all active jobs

1. Go to the **Progress** tab in PitStop Server
2. Click the  button to resume processing on all jobs.

13.4 To cancel active jobs

1. Go to the **Progress** tab in PitStop Server
2. Select one or more active jobs

3. Click the  button to cancel the selected jobs.

14. Viewing finished jobs in the History tab

After finishing a job, and logging is enabled for the hot folder, the job will be shown in the **History** tab. The **History** tab in PitStop Server gives an overview of all finished jobs, showing the output job name, the hot folder name, the date, the Preflight status and any special events that occurred.

14.1 History Logging

History Logging enables or disables keeping a log of the processed file, which will then be shown in the **History** tab.

History Logging can be set on or off in the **General** category in the **PitStop Server Hot Folder Editor**. If **History Logging** is set to **Use global preferences**, the hot folder will use the setting of the **Log history** checkbox in the **Processing** category of the **Enfocus PitStop Server Preferences** panel.

14.2 Managing the History List

Using the Filters on top of the list, you can define what jobs you want to see, based on different criteria (date, file name, preflight status, ...). This allows to get an overview of all jobs for a specific customer or hot folder, get an overview of all jobs with errors, etc.

By clicking the column headers, you can also sort the list based on the selected column.

14.3 Exporting History

The information in the history can be exported to a file for archiving, statistics, etc. using the **Export** button . This file can either be tab separated text (TXT), with or without detail, or an XML.

14.4 Statistics

The statistics allow to check the number of files processed per hot folder, processing times, average pages per jobs, etc.

Statistics are opened by clicking the button

14.5 Special Events Log

The Special Events Log, opened by clicking the button, shows all jobs that, for some reason, failed to be processed. This could be e.g. because the incoming PDF file is corrupted. The Special Events Log will also show errors that are not job-related, e.g. if there are missing components of Server itself, if Enfocus PitStop Server has no access to a folder due to changed permissions, etc.

15. Enfocus PitStop Server Preferences

Enfocus PitStop Server allows you to specify the following categories of preferences:

Category	Related to...
General	The units (points, picas, inches, centimeters or milimeters) to be used in PitStop Server and processing and logging.
Language	The language used for logging and processing, and the language used in PitStop Server.
Folders	The location of the folders for temporary files, quarantined files and log files of PitStop Server.
Processing	The time interval for hot folder checking, optimized save setting, etc.
File Cleanup	Automatic Deletion of files after processing
Fonts	Font locations. Folders on your hard disk or network drive where Enfocus PitStop Serverwill look for fonts, e.g. when a font has to be (re-)embedded.
Color Management	Enabling color management and the color models which you wish to use.
E-Mail	SMTP server for e-mail notification, and e-mail settings for PitStop Server special events.
Personal Info	Name, company, address, e-mail addresses and phone numbers, etc., e.g. used when sending an e-mail.
Updates	Checking for application updates, and sending notification e-mails to PitStop Server Administrator

15.1 To set the Measurement Units

1. In the PitStop Server, choose **Window** > **Preferences...** .
2. Select the **General** category.
3. Select the default measurement units you want to use for processing and logging in the **Default measurement units** drop-down menu. This default measurement units are used on the processing side of PitStop Server. Practically speaking, this means the measurement units in the PDF or XML report.
4. Select the default measurement units you want to view in the PitStop Server in the **Measurement units for viewing** drop-down menu. These measurement are used on the viewing side of PitStop

Server. For example, the measurement units in the editor panels, like the Preflight Profile editor etc.

5. Select the **Disable all warning messages** checkbox to disable all warning messages which appear in PitStop Server. The **Reset All Messages** button enables all warnings again.

15.2 To set the Language

1. In PitStop Server, choose **Window** > **Preferences...** .
2. Select the **Languages** category.
3. Define the Language for PitStop Server processing and logging in the **Default language** drop-down menu.
4. Define if PitStop Server uses the same language or define the language to be used instead.

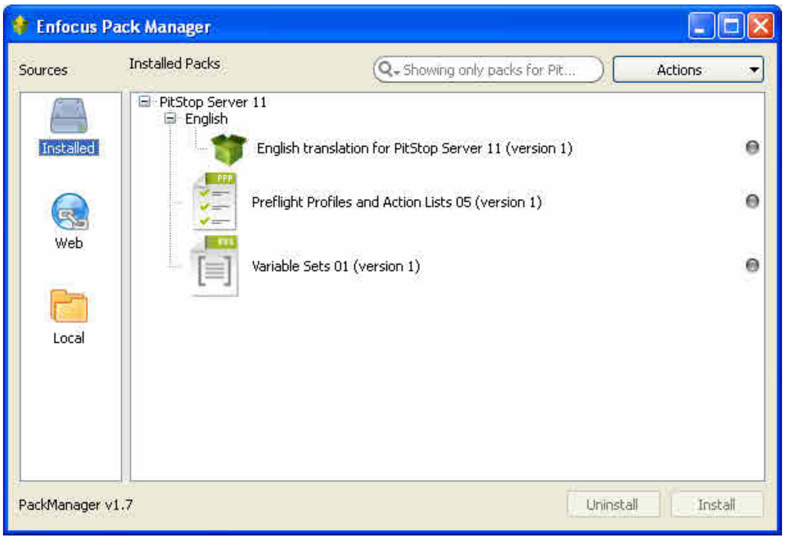
   Note: *If the language for PitStop Server is changed, you will have to restart Enfocus PitStop Server.*

   Note: *The language to be used in the Reports can be set in the Hot Folder setup. By default, the language defined in the preferences is used. See also* *Report Generation on page 46.*

5. Click the **Manage Languages...** button to launch the **Enfocus Pack Manager** dialog box. This dialog box provides access to new languages and an install/ remove mechanism for installing/ removing languages. Refer the next topic, **Enfocus Pack Manager** for more information.
6. Click the **OK** button in the **Enfocus PitStop Server Preferences** dialog box.
7. Restart Adobe Acrobat.

Enfocus Pack Manager

The PitStop Pro help system can be displayed in a language other than English by installing the appropriate language pack and selecting the desired language in the **Enfocus PitStop Pro Preferences**. Installing languages is done via the **Enfocus Pack Manager** dialog box.



Installed tab

This tab lists all the language packs which are already installed. You can,

1. Search for a pack using the search field.
2. Use the **Actions** button to install, uninstall, download and refresh the available language packs. Apply various filter options using the **Show** menu.
3. Uninstall a pack using the **Uninstall** button.
4. View a list of configurators installed on the computer if Enfocus Switch is also installed on it.

Web tab

This tab lists all the language packs available for download from the Enfocus website. You can,

1. Search for a language pack using the search field.
2. Use the **Actions** button to install, uninstall, download and refresh the available language packs. Apply various filter options using the **Show** menu.
3. Install a pack using the **Install** button.
4. Uninstall a pack using the **Uninstall** button.
5. View a list of configurators (both installed and not installed) if Enfocus Switch is also installed on it.

Local tab

This tab provides a list of locally stored packs (for example: packs that were downloaded but not yet installed, installed packs appear in the **Installed** tab). You can,

1. Search for a pack using the search field.
2. Use the **Actions** button to install, uninstall, download and refresh the available language packs. Apply various filter options using the **Show** menu.
3. Browse to the local folder where the language packs are stored using the **Browse for folder** button.

4. Install a pack using the **Install** button.
5. Uninstall a pack using the **Uninstall** button.

Note: *The **Enfocus Pack Manager** is common across all Enfocus products. It helps you in selecting and installing the language packs and the configurators (in case you have Enfocus Switch installed) of your choice.*

15.3 To set the Folders

1. In PitStop Server, choose **Window** > **Preferences...**
2. Select the **Folders** category
3. Define in what folder PitStop Server can store temporary files. Click the **Use Default** button to store them in the default location or click the **Browse** button to choose any other folder.

   Note: *If the Temporary Files folder is changed, you will have to restart PitStop Server WatchDog.*

4. Define in what folder quarantined files will be stored. Quarantined files are files that need to be taken out of the processing workflow, e.g. if the file is corrupt. Make sure you have sufficient permissions to access this folder and there is sufficient disk space available on this drive.
5. Define in what folder PitStop Server will store its special events log files. These are files which contain information about the special events that may occur in PitStop Server. Make sure you have sufficient permissions to access this folder.

15.4 To set the Processing preferences

1. In the PitStop Server, choose **Window** > **Preferences...** .
2. Select the **Processing** category.
3. Define how often input folders must be checked for new files.
4. Set the number of days to keep Logs and Special Event Logs.
5. Define if PitStop Server should continue processing files in the background when closing the application. The default setting is **Ask the user**, which means you get the choice when closing Enfocus PitStop Server.

15.5 To set the File Cleanup preferences

1. In PitStop Server, choose **Window** > **Preferences...** .
2. Select the **File Cleanup** category

3. Define if files have to be deleted after a number of days, if they exceed a number of megabytes, or if the number of files gets too high.
4. Define if empty subfolders need to be removed
5. Define what file types you want to be deleted automatically.

Note: *Note that Enfocus PitStop Server will only remove files and folders that have been processed.*

15.6 To set your Font preferences

1. In PitStop Server, choose **Window** > **Preferences** .
2. Select the **Fonts** category.
3. Click the **Add...** button.
4. Select the necessary font folders on your hard disk or network drive and click **OK**.

   The selected font folders appear in the **Font Folders** pane of the **Enfocus PitStop Server Preferences** Panel.

   Note: *You can add font folders for a specific hot folder in the Hot Folder setup. See also* *Fonts on page 60.*

5. Click the **Remove** button to remove a font folder.

15.7 To set your Color Management preferences

1. In PitStop Server, choose **Window** > **Preferences**
2. Select the **Color Management** category
3. Configure the general color management settings in the **General** tab.
4. In the **Images** tab, you can select the **Apply General color settings** checkbox to apply the general settings for the images too or you can select the **Enable color management** checkbox to override the general color settings and configure separate settings for images.
5. Select a default source and target ICC profile for each color space. By selecting **Sync with Acrobat**, the corresponding ICC profile defined in the Acrobat preference will be used.
6. Select the **CMM Engine** to be used, and (if applicable) select **Use black point compensation** checkbox.

Note: *You can set color management for a specific hot folder in the Hot Folder setup. See also* *Using Color Management in Enfocus PitStop Server on page 88.*

15.8 To set your E-Mail preferences

1. In PitStop Server, choose **Window** > **Preferences...** .
2. Select the **E-Mail** category.
3. Fill in the name and port for your outgoing mail. You can find this information in your e-mail program or contact your system administrator for assistance.
4. Fill in the user name and password, if any.
5. Define to who PitStop Server sends an e-mail notification if a special event occurs. Multiple e-mail addresses can be entered.

15.9 To set your Personal Info

1. In PitStop Server, choose **Window** > **Preferences...**
2. Select the **Personal Info** category
3. Enter your name, company, address and all other personal information.

15.10 To set the Update Preferences

1. In PitStop Server, choose **Window** > **Preferences...** .
2. Select the **Updates** category.
3. Define how often PitStop Server should check for application updates.
4. Define how often the PitStop Server administrator (as defined in the E-Mail preferences) should get a notification on available updates.

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