ENFOCUS



PITSTOP PRO 2022

Global Changes User Guide

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2. Using Global Changes

Read this chapter if you want to know what Global Changes are, and how you can use them to automate your work.

2.1. About Global Changes

A Global Change is a *pre-defined task or sequence of tasks* provided to you by PitStop Pro, allowing you to change a specific aspect of your PDF document, such as a color, a font, an image ... You can apply the Global Change to the whole document, to specific pages or to the selection of your choice.

Why use Global Changes?

Global Changes are very **easy to use**. You don't need any programming skills; just select the Global Change you need, set your preferences and run it.

However, they are less powerful than Action Lists; if you need to perform complicated tasks, you may be better off with Action Lists.

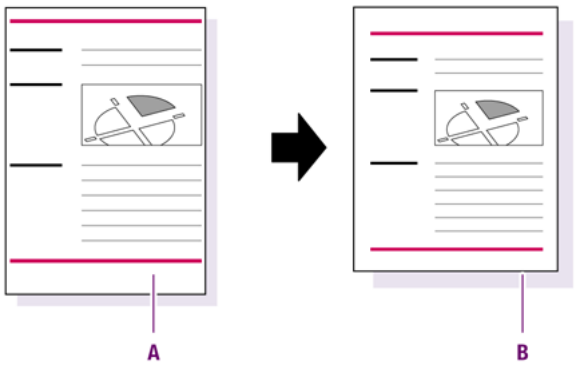
Note: Unlike Actions and Action Lists, you cannot create your own Global Changes from scratch. You can however duplicate an existing Global Change and save it with your personal preferences, so you can re-use it afterwards. Note that you can also save your Global Change as an Action List. This is useful if you want to add extra functionality. For more information, refer to *Saving a Global Change as an Action List* on page 15.

2.1.1. Global Changes: An example

About the job

Suppose you have an A4-size PDF document (210 x 297 mm) and you need to scale the page boxes and the page content to fit the US Letter page size (8.5 x 11"). While scaling, you will probably need to:

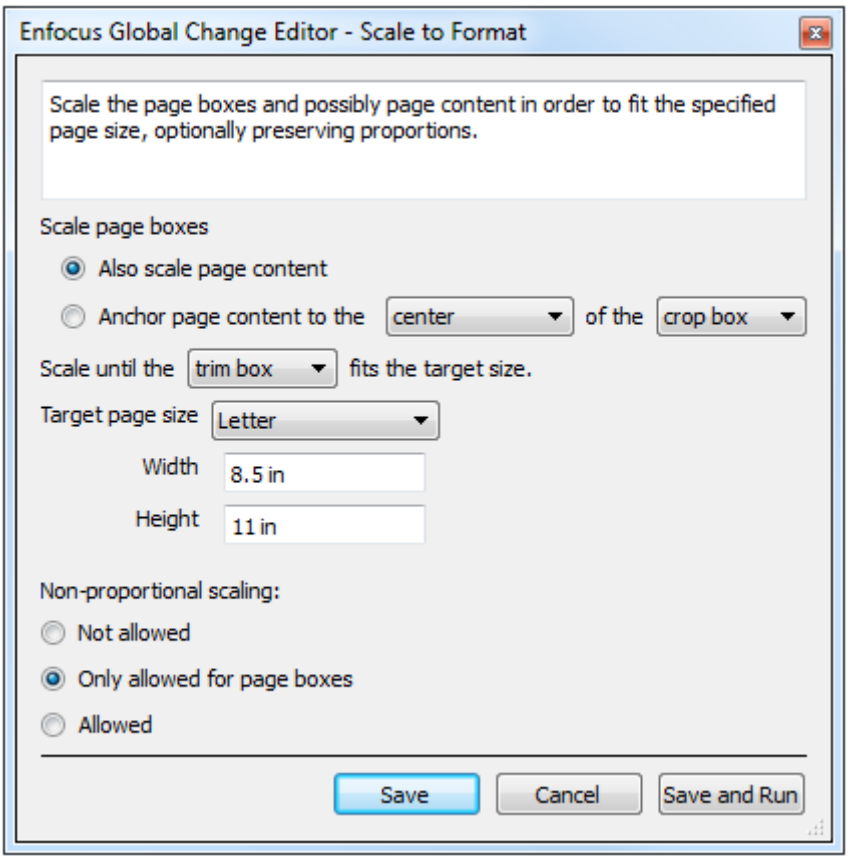
- Scale the **page content proportionally** to prevent distortion of text and other objects
- Scale the **page boxes non-proportionally**, because the proportions (width to height) of an A4 page are different from those of the US Letter format



Scale the entire page and the page content from A4 size (**A**) to US Letter (**B**).

Automating the job using a Global Change

PitStop Pro provides a Global Change called **Scale to Format**, which helps you perform these tasks.



You must only set the appropriate options:

1. Make sure to select **Also scale the page content**.
2. Select the preferred page box, in this example the trim box (**Scale until the trim box fits the target size**).

3. Select the preferred target page size, in this example **Letter**. The corresponding width and height are shown below.
4. Make sure to restrict non-proportional scaling to page boxes only (**Non-proportional scaling: Only allowed for page boxes**).

2.2. Where to find Global Changes

Global Changes can be accessed via the **Global Changes** dialog in PitStop Pro. Its location depends on your Acrobat version.

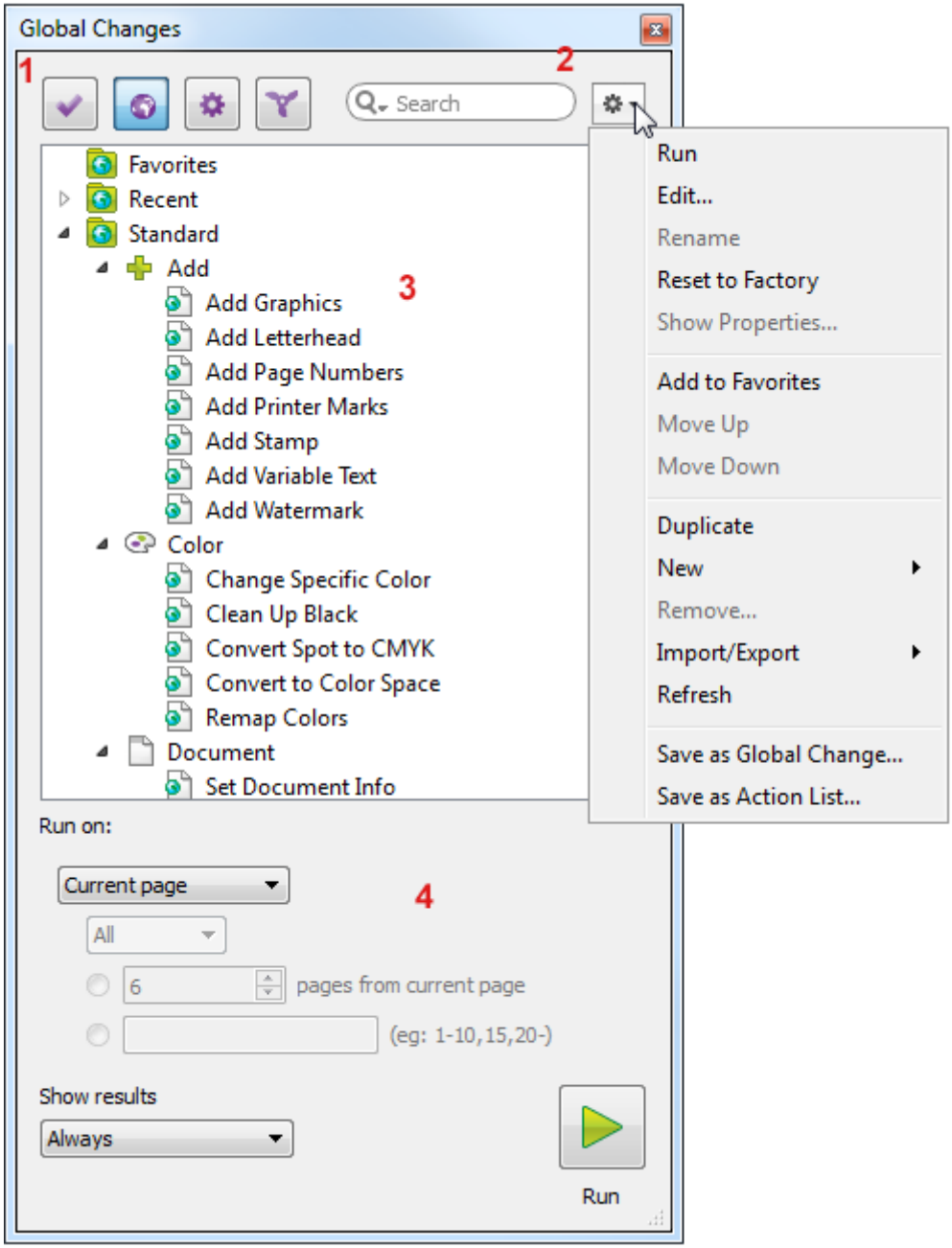
The following table explains how you can open the Global Changes dialog.

OS/Acrobat	Do one of the following
Acrobat	• In the menu bar, click **PitStop Pro** > **Global Changes**. • In the **Tools** pane, click **PitStop Process** >  **Global Changes**.
Windows shortcut	Press Alt+Ctrl+G.
Mac shortcut	Press ⌥ ⌘ G.

2.2.1. The Global Changes dialog

The **Global Changes** dialog allows you to edit, organize, and run Global Changes:

- You can open a Global Change, to check what it is doing, or to edit the content.
- You can import, export, duplicate, and group Global Changes as required.
- You can run Global Changes, i.e. apply them to one or more pages of the PDF you're editing.



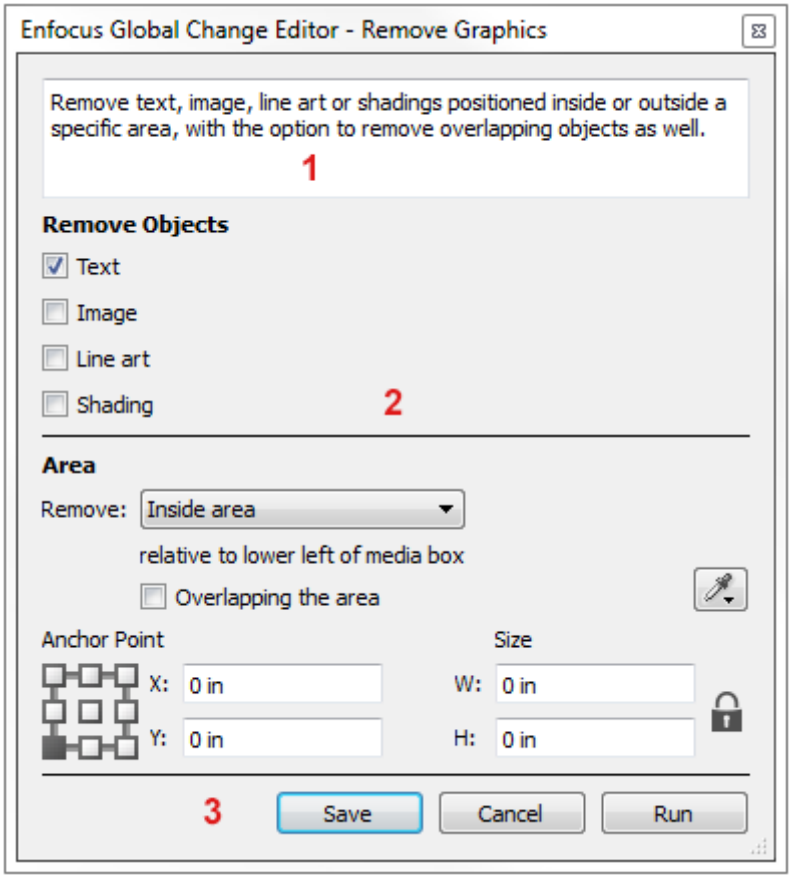
The **Global Changes** dialog consists of the following screen parts:

#	Description
1	Buttons to switch between Global Changes ( ) and other "presets" (Preflight Profiles , Action Lists , and QuickRuns).
2	A search field (allowing you to search for a particular Global Change) and a menu (allowing you to organize the Global Changes).

#	Description
3	A workspace, which displays the available Global Changes. The Global Changes are organized in folders, called "databases". By default, the following folders can be found: • **Favorites**: Global Changes marked as your favorites. This provides you fast access to the Global Changes you need often. You can add Global Changes to this folder using the context menu. • **Recent**: The 10 most recently used Global Changes. • **Standard**: The default Global Changes installed with PitStop Pro (grouped in subfolders, such as Color, Fonts, Image,...).  **Tip:** To learn what a Global Change can do, double-click it, and check the description. • **Local**: Global Changes that were imported or saved locally.
4	The bottom part of the dialog allows you to *run the Global Change selected in the upper part of the dialog*. You must indicate on which page(s) the Global Change should run and whether or not the results should be shown.

2.2.2. The Global Change Editor

The **Global Change Editor** is accessible from within the Global Changes dialog: when double-clicking a Global Change (or selecting **Edit** from the contex menu), this dialog appears. It allows you to change the attributes of *a Global Change*.



The **Global Change Editor** consists of the following screen parts:

#	Description
1	A description of what the Global Changes does.
2	Attributes of the Global Change; i.e. preferences you can change as required. The content depends on the type of Global Change you're editing.
3	A number of buttons: • **Save** allows you to simply save the Global Change with the changes you made to the Global Change. **Note:** The Global Change is saved in the same directory: the original/default settings are overwritten. Note that you can restore them, by selecting **Reset to Factory** from the context menu. • **Cancel** allows you to close the dialog, without saving your changes (if any). • **Run** allows you to immediately apply the Global change to the PDF document that is currently open (with the earlier defined settings in the bottom part of the Global Changes dialog, i.e. the page range and whether or not the report should be displayed).

#	Description
	Note: This button changes into **Save and Run** as soon as you have made any changes. You can save and run the Global Change in one go.

2.2.3. Global Changes overview

The Global Changes listed in the Global Changes category are grouped into different categories, referring to the domain they apply to (e.g. Color, Page, Prepress). The Global Changes categories are represented as subfolders of the "Standard" folder.

For a description of all Global Changes, refer to the Global Changes reference manual on the *Enfocus website*.

2.3. Working with Global Changes

This chapter explains everything you should know to be able to edit and run Global Changes.

2.3.1. Creating a Global Change

Creating a new Global Change from scratch is not possible. You can only start from an existing Global Change and save it locally. This is useful if you want to keep different versions of one Global Change (e.g. for scaling to different formats) which will be saved in the Local folder. Otherwise, you can simply edit the Global Change and save it in the Standard folder. See *Editing a Global Change* on page 13.

To create a Global Change

1. Open the Global Changes dialog.

   Refer to *Where to find Global Changes* on page 8.

2. Click > **New** and select the appropriate option:

   - If you want to start from a Global Change (*.egc) on your local system, select **New From File**. Follow the instructions to select the file.
   - If you want to start from a Global Change listed in the Global Changes dialog, select **New From**. Follow the instructions to select the file.
   - If you want to start from an already selected Global Change in the Global Changes dialog, select **New From Selected**.

   The new Global Change will be saved in the Local category. It's opened automatically.

3. In the **Enfocus Global Change** dialog, select the required options and specify the settings of the Global Change.
   As soon as you have made a change, the **Run** button changes into **Save and Run**.

4. Do one of the following:

- To only save your changes, click **Save**. You can run the Global Change afterwards. Refer to *Running a Global Change* on page 14.
- To save your changes and run the Global Change immediately on the document that is currently opened, click **Save and Run**.

Note: Make sure that you have configured the options in the lower part of the Global Changes dialog! Refer to *Running a Global Change* on page 14.

The new Global Change is available for re-use in the Local folder.

Tip: Use the context menu to rename the Global Change. Choose a meaningful name for your Global Change, for example, rename "Scale to Format" (= the default name) to "Scale to US Letter".

2.3.2. Editing a Global Change

To edit a Global Change, i.e. to change the properties of a Global Change

1. Open the Global Changes dialog.

   Refer to *Where to find Global Changes* on page 8.

2. To search for the Global Change you need, do one of the following:
   - Click **Standard** and check the different categories.
   - In the Search field at the top of the dialog, type a keyword, or part of a keyword. For example, type `scale` to see the Global Changes that relate to scaling.

3. Double-click the desired Global Change.

   Note: Alternatively, select the Global Change you want to edit and click > **Edit**.

4. In the **Enfocus Global Change** dialog, select the required options and specify the settings of the Global Change.
   As soon as you have made a change, the **Run** button changes into **Save and Run**.

5. Do one of the following:
   - To only save your changes, click **Save**. You can run the Global Change afterwards. Refer to *Running a Global Change* on page 14.
   - To save your changes and run the Global Change immediately on the document that is currently opened, click **Save and Run**.

   Note: Make sure that you have configured the options in the lower part of the Global Changes dialog! Refer to *Running a Global Change* on page 14.

Unlike Action Lists, the Global Change is saved in the Standard folder. You can always restore the default values, by selecting the option **Reset to Factory**.

Tip: If you need different versions of one Global Change, for example two versions of "Scale To Format" (one for A5 and one for A4), we recommend using the **Save as**

Global Change option in the context menu. When doing so, you can choose a name that is easy to understand. It's saved locally (in the Local category).

2.3.3. Running a Global Change

To run a Global Change, i.e. to apply it to the document that is currently open

1. Open the Global Changes dialog.

   Refer to *Where to find Global Changes* on page 8.

2. To search for the Global Change you need, do one of the following:
   - Click **Standard** and check the different categories.
   - In the Search field at the top of the dialog, type a keyword, or part of a keyword. For example, type `scale` to see the Global Changes that relate to scaling.

3. Select the desired Global Change.

4. Determine if you want to run the selected Global Change on the whole document, or on a page range:
   - **Complete document**: All pages in the document. You can further specify to run it on all pages, or only on even or odd pages.
   - **User selection**: The area or object(s) selected using the PitStop Pro Select Object tool.
   - **Current page**: Only the page which is currently displayed.
   - **Pages**: All pages or a page range as specified.

5. Indicate if you want to view the results of the Global Change in the Enfocus Navigator or in a Preflight Report, after you have run the Global Change.

   It depends on your PitStop Pro Preferences if the Enfocus Navigator or the Preflight Report will be shown (See **Edit (Windows) or Adobe (Mac)** > **Enfocus PitStop Pro Preferences** > **General**).

   The Enfocus Navigator is a dialog that gives an overview of the changes performed by the selected Global Change and enables you to generate a Preflight Report. This Preflight Report is a PDF document that displays preflight and general file information as well.

   Select the appropriate option:
   - **Always**: The Enfocus Navigator dialog or the Report will always appear.
   - **Never**: The Enfocus Navigator dialog or the Report will never appear.

6. Click  .

7. Check the result of the Global Change in your PDF document.

   Refer to the chapter *Checking the results of a Global Change* on page 16.

Tip: If the result is **not OK**, choose **Edit** > **Enfocus Undo Execute Global Change** or click the **Undo** button . Change the settings of the Global Change as required. See *Editing a Global Change* on page 13.

2.3.4. Saving a Global Change as an Action List

If a Global Change is saved as an Action List, you can see the different Actions it consists of, and you can change or remove the Actions inside the Action List as required. You can also add extra Actions, to add extra functionality.

To save a Global Change as an Action List

1. Open the Global Changes dialog.

   Refer to *Where to find Global Changes* on page 8.

2. To search for the Global Change you need, do one of the following:

   - Click **Standard** and check the different categories.
   - In the Search field at the top of the dialog, type a keyword, or part of a keyword. For example, type `scale` to see the Global Changes that relate to scaling.

3. Right-click the Global Change you want to save as an Action List.

4. From the context menu, select **Save as Action List**.

   Note: If **Save as Action List** is not available in the context menu, some information is missing in the Global Change. First configure the Global Change (e.g. select the Design Layout to apply, or make a selection in the PDF), then try again.

5. Enter a meaningful name for the Action List.

6. Click **OK**.

   The new Action List is available in the Action Lists dialog. To see it, click and search for the new Action List in the Local folder. For more information about Action Lists, refer to the Action Manual on the *Enfocus website*.

2.3.5. Exporting a Global Change

You can export your Global Changes, for example to share them with other users, or to use them on another computer.

To export a Global Change

1. Open the Global Changes dialog.

   Refer to *Where to find Global Changes* on page 8.

2. To search for the Global Change you want to export, do one of the following:

   - Click **Standard** and check the different categories.
   - In the Search field at the top of the dialog, type a keyword, or part of a keyword. For example, type `scale` to see the Global Changes that relate to scaling.

3. Do one of the following:
   - Click  > **Import/Export** > **Export**.
   - Right-click and select **Import/Export** > **Export**.
4. Select a download location.
5. Click **Save**.

2.3.6. Importing a Global Change

You can import Global Changes you received from other users, or which were created on another computer.

Global Changes have file extension .egc.

To import a Global Change

1. Open the Global Changes dialog.

   Refer to *Where to find Global Changes* on page 8.

2. Click  > **Import/Export** > **Import**.

   If you want to import multiple Global Changes, you may want to group them into a folder and import this entire folder into the application. In that case, choose **Import Group** and select the appropiate folder on your system.
3. Select the appropriate Global Change.
4. Click **Open**.

The imported Global Change appears in the Local folder in the Global Changes dialog. You can run and/or edit this Global Change as required.

2.4. Checking the results of a Global Change

When you run a Global Change, you may want to check what exactly has been changed or what the result of the Global Change is. This information is accessible via the Enfocus Navigator. You can also generate a Report with all this information.

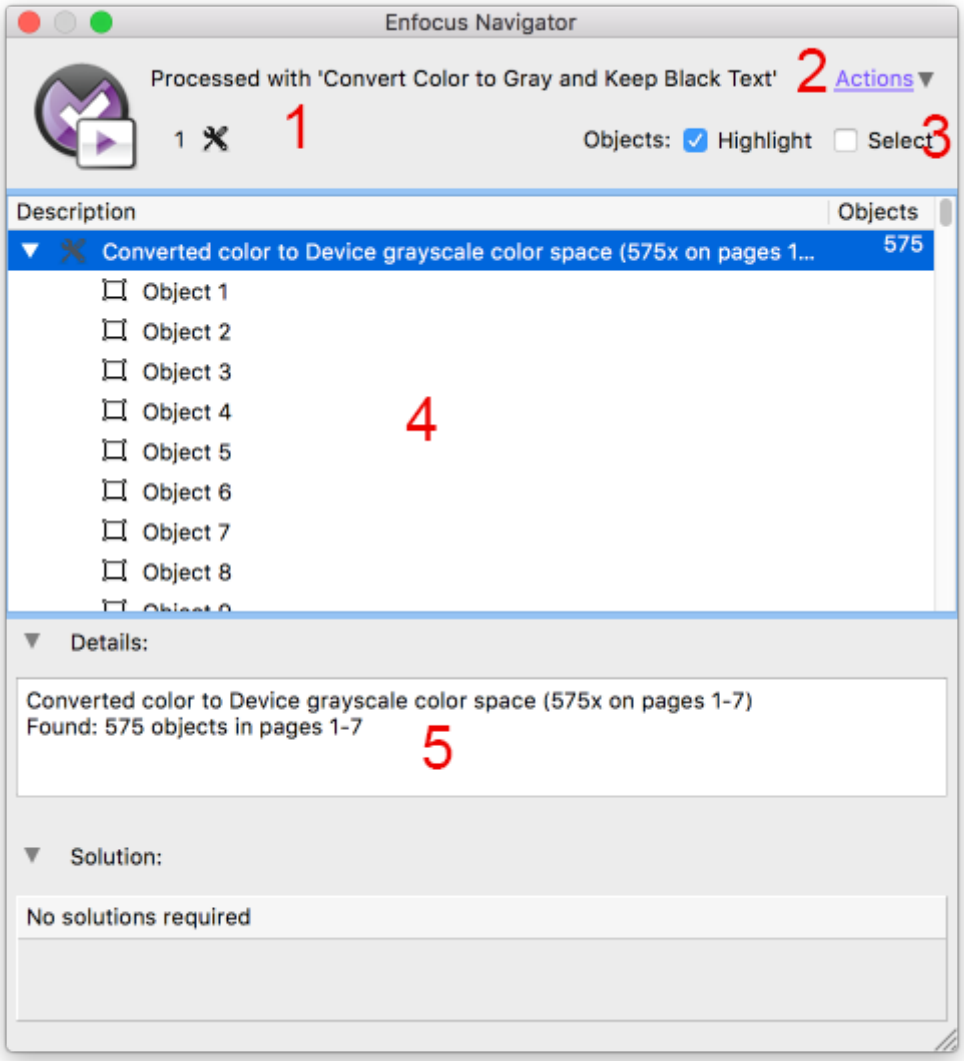


Note: The Enfocus Navigator and the Report also show the results of Action Lists and Preflight Checks. For more information about Action Lists and preflighting of PDF documents, refer to the corresponding chapters in the PitStop Pro Reference Guide.

2.4.1. The Enfocus Navigator

The Enfocus Navigator allows you to check the results of the performed Action List, Global Change and/or Preflight check if applicable. Depending on your PitStop Pro preferences (under General), the Enfocus Navigator may pop up immediately after you have run an Action List, Global Change and/or Preflight Profile.

Tip: If it doesn't appear, you can open the Enfocus Navigator via **Tools** > **PitStop Process** > **Navigator** or **PitStop Pro** > **Navigator**.



The Enfocus Navigator consists of the following screen parts:

#	Description
1	Name of the Action List, Global Change or Preflight Profile and the number of changes. In the above example, only one change has been carried out. The icon indicates that the change was successful. In case of problems, you may see (Warning), (Error which can be signed-off) or (Error).
2	Click the **Actions** link and select **Show Report** to view a Report with information about the PDF being processed (e.g. document properties, security information, the performed Actions,...).

#	Description
	Note: If you have used an Action of the type "informs", you should open the Report to find the information you wanted to collect with the Action List!
3	Select the checkboxes if you want to highlight and/or select the objects that have been affected by the performed Actions, Global Change, or Preflight check.
4	The **Description** section indicates which objects have been changed. Select a line to see the corresponding details in the **Details** section below. This way you can browse through the results. **Note:** It may be handy to use this browser in combination with the Enfocus Inspector to see more details about a particular problem or to correct the problem immediately. For more information, refer to "Browsing throught the results" in the PitStop Pro Reference Guide.
5	The **Details** section provides information about the items selected under **Description**.
6	The Solution section allows you to fix problems, in case of warnings or errors. For example, if an Action of the type "Check" has detected a font problem, you will get the possibility to select an alternative font and change the font immediately.

2.4.2. The Report

If you have run an Action List, a Global Change or a Preflight Profile, you have the possibility to create a report (in PDF format) with information about what has or has not changed. In case of Actions of the type "Informs", you need to generate such a report in order to see the information you asked for.

Note: If you want to generate a report, choose "Always show results", when running the Action List, Global Change or Preflight Profile. See also *Generating a Report* on page 20.

Content of a Report

A Report usually contains the following sections:

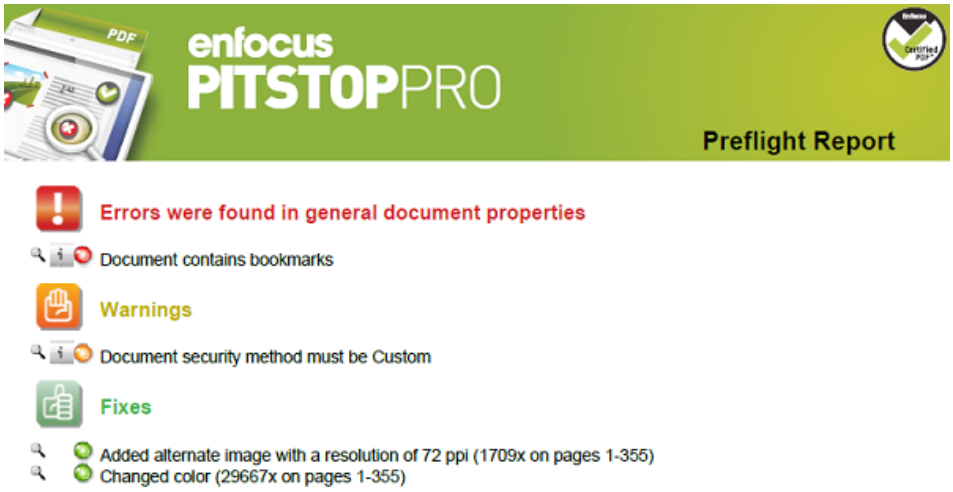
Section	Content
Errors, Warnings & Fixes	(Potential) problems and changes. It depends on the log level of the "check" Actions in the Action List whether or not something is tagged as an Error or Warning.
General File Information	Properties of the PDF document, such as PDF version, title, author, etc. and security information.
Font Information	All fonts used in the PDF document, along with their attributes (type of font, embedded or subset, etc.).
Image Information	All images in the PDF document, along with additional information (for example physical and effective resolution, page, angle, custom color functions, etc.).

Section	Content
OPI Information	OPI usage in the PDF document.
Color Information	All color spaces (RGB, CMYK, etc.) used in the PDF document, with additional information where required.
Ink Information	CMYK ink coverage calculated for the whole document and for each page separately.
Layer Information	Properties of the layers that are present in the document. A clickable tree view shows the sequence of the layers.

Fixes, warnings, and errors

The results of the Action List, Global Change or Preflight Check can be found in the Preflight Report section. Errors, warnings and fixes are grouped and preceded by a number of icons:

- A magnifying glass icon . Clicking this icon opens the Enfocus Navigator and allows you to browse through the list of affected objects.
- An information icon (in case of a warning or error) . Clicking this icon opens a Help topic with information about the problem concerned.
- A green, orange or red bullet, indicating the type of problem:
  - Green for a fix
  - Orange for a warning
  - Red for an error



Report styles

When generating a report, you can choose the report layout style that suits your needs.

There are four "annotated" reports (first four in the table below). An annotated report is a combination of the original document and the report. 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, in Acrobat Reader or in a browser, without using any Enfocus software.

The three other report styles (Regular, Minimum, Continuous) do not include a copy of the original document.

Report style	Description
Annotated Report	Report with annotations. The report is a copy of the processed PDF; checks and changes are annotated.
Low Resolution Annotated Report	Report with annotations and with low resolution images, which reduces the file size of the report.
Secured Annotated Report	Report with annotations and protected with a password. Users are not allowed to edit the report. **Note:** When selecting this report style, you are asked to enter a password. With this password, you can still change the security settings of the report as required.
Scaled Low Resolution Annotated Report (max A4)	Report with annotations. The entire document is scaled and has a low resolution. The size of the pages in the report will not exceed the A4 size and the images are also compressed to a smaller size. **Note:** This may be useful if you want to send reports for large format documents through email.
Regular	Report which does NOT include the processed PDF. It contains general file information and an overview of the fixes, failures, warnings, and errors (if any).
Minimum	Regular report with minimal information.
Continuous	Regular report, but without page breaks between the topics (information about the fixes and general file information, font information, ...) as in the Regular Report. Printed in grayscale.

2.4.3. Generating a Report

This topic explains how to generate a Report using the Enfocus Navigator. If you have configured the PitStop Pro Preferences (under General) to always display the Preflight Report (with a chosen report style), you only must run the Action List, Global Change or Preflight Profile with the option **Show results: Always**.

To generate a Report which gives an overview of the results of your Action List, Global Change or Preflight Check

1. Run the Action List, Global Change or Preflight Check on your document.

   Make sure to select **Always** from the **Show results** list. Otherwise the Enfocus Navigator won't pop up. If you have forgotten to do so, you can open the Enfocus Navigator via **Tools** > **PitStop Process** > **Navigator** or **PitStop Pro** > **Navigator**.

   The Enfocus Navigator appears. Here you can already see the result of the Action List, Global Change or Preflight Check you performed. Refer to *The Enfocus Navigator* on page 16.

2. Click the **Actions** link (in the top right corner of the Enfocus Navigator).

3. From the list, select **Show Report**.
4. Select a Report style and click **Show Report**.

   For more information about the Report styles, refer to *The Report* on page 18.

   The Report appears and the errors, warnings and fixes are listed on the first page.
5. Using the Adobe Acrobat **Hand Tool** , you can now:

   - Click the magnifying glass  next to an error, warning or fix to select and highlight the corresponding object in the PDF document. Remember that you can browse through the affected objects in the Enfocus Navigator. It may be a good idea to open at the same time the Enfocus Inspector to see more details about a particular problem or to correct the problem immediately.

   - Click the information icon  next to an error, warning or fix to see a Help topic. A dialog box may appear, asking you where you wish to view the Help topic (Open Weblink). If so, select **In Web Browser**.
6. Click **File** > **Save** and save the file.

3. Global Changes sorted per category

This section lists and describes all Global Changes. They are sorted per category as displayed in the user interface (Global Changes dialog).

3.1. Add

The following Global Changes allow you to add something to your PDF document, for example graphics, page numbers, a watermark ...

3.1.1. Add Graphics

Belongs to

- **Category:** Add

What it does

Inserts one or more given graphics at the specified position, in the foreground or background. You can change the rotation, scaling and transparency settings of the graphic(s) as required.

How to proceed

1. Select a graphic in the PDF using the PitStop Select Object tool.

   Tip: If you place this graphic at the correct position, you can use it to automatically enter the offset values in step 5.

2. In the Enfocus Global Change Editor, click the Grab Selection button . A preview of the selected image is shown.
3. Change the rotation, scaling and transparency values as required.
4. Indicate whether the inserted graphic should be placed in the foreground or background.
5. Under **Position**, indicate where you want to insert the graphic (relative to one of the page boxes). You can set the offsets manually, or take them from the selected image, by clicking the Grab Offsets button .

3.1.2. Add Letterhead

Belongs to

- **Category:** Add

What it does

Adds an existing PDF layout in the background as letterhead, possibly with different cover and continuation pages.

How to proceed

1. Create a PDF layout if necessary.

   Requirements:

   - The PDF layout should be a PDF file.
   - If you want to use a cover page, this should be the first page of the template.
   - If odd and even pages should have a different layout, the layout for even pages should be on page 2; the one for odd pages on page 3.
   - If you want to use a different layout for the last page in your PDF, the layout for this page should also be the last page in your template.
2. Upload your PDF Letterhead. To do so, click **Browse** and select it.
3. To indicate which pages of the template should be used in your PDF, from the **Page Template** list, select the appropriate option:

   - **All Pages**: Copies the layout of the first page in the template to all pages in your PDF. Use this, if all pages should have the same layout.
   - **First and Continuation**: Copies the layout of the first page in the template to the first page in your PDF, and the layout of the second page to all other pages in your PDF.
   - **First and Last**: Copies the layout of the first and last page in the template to the first and last page in the PDF.
   - **First, Middle and Last**: Copies the layout of the first and last page in the template to the first and last page in the PDF; the layout of the second page in the template will be used for all other pages.
   - **First, Even, Odd and Last**: Copies the layout of the first and last page in the template to the first and last page in the PDF; the layout of the second page in the template will be used for even pages, whereas the layout of the third page will be used for all odd pages.

   The Preview window gives an idea of how it will look like when the template is applied.

3.1.3. Add Page Numbers

Belongs to

- **Category:** Add

What it does

Adds text with the appropriate page number on each page at the same position as a grabbed example.



Note: The Action **Add page number** provides the same functionality.

How to proceed

1. Create an example text in the PDF at the correct position, using the desired text, font, font size and font color to be used for all page numbers in the document.

   Note:

   - If your example is "Page 3", when running the Global Change, "Page" will be printed on every page, and "3" will be replaced with the appropriate page number.
   - You can as well add the total number of pages, for example "Page 3 of 10". In that case, you'll have to indicate which of the two numbers (3 or 10) is your page number. Refer to step 4 of this procedure.

2. Select the example text using the Enfocus Select Object tool.
3. In the Enfocus Global Change Editor, click the Grab Page Number Text button .

   The Preview window shows you how the text will look like in the PDF.
4. Enter the appropriate value for the following options:

   - **Number sequence indicating page number**: Number that will be replaced with the appropriate value/page number when running the Global Change. Any other number in your example text will remain unchanged. For example, if your text example is "Page 3 of 10", the first number (3) should be dynamic, so enter "1".
   - **First added page number is**, for example: 5, if the first page the Global Change is applied to should get page number 5.
5. Determine how the page number text should be aligned:

   - **Left**
   - **Centered**
   - **Right**
6. Under **Options**, select the appropriate setting(s):

   - **Remove existing text that overlaps with the new text**: Removes existing page numbers.
   - **Only number pages that already have a number**: Only inserts a new page number if the page has already a page number (which should be removed, see previous option).
   - **Add a white background**: Adds a white background, to ensure that the page numbers are visible, even if the PDF has a dark background.

3.1.4. Add Printer Marks

Belongs to

- **Category:** Add

What it does

Adds trim marks, bleed marks, slug area text, color bars or the Ghent Workgroup overprint patch.

How to proceed

1. Select the marks you want to add to the PDF:
   - **Trim marks**, and/or
   - **Bleed marks**
2. To add registration marks as well, select the **Style** checkbox and choose the desired style:
   - **InDesign**
   - **QuarkXPress**
3. To add printing information in the Slug area, under **Add Slug Area Info**, select the **Text** checkbox.

   The slug area holds instructions and printing information. This information is shown on-screen and printed, but as it is positioned outside the trim box, it will disappear when the document is trimmed to its final size.
4. Enter the information to be contained in the Slug area. You can enter static or dynamic text (variables such as the date or time, the page box dimensions, ...).

   To use variables

   1. Click **Use Variable**.
   2. In the **Use Variable** dialog, select the appropriate variable, for example "%Current Document Name%" or "%Page Box Dimensions%". For an overview of all variables, refer to *Variables* on page 61.

      Note: At run-time, these variables will be replaced with the appropriate values. Below the list of variables, you can see what the current value is.
   3. Click **Insert**.

      The inserted variable is shown in the Text field (in the Global Change Editor).

      Note: You can combine static text and variables as required, for example: "Media box: %Page Dimensions%" will result in: "Media box: <actual dimensions>."
5. To add a color bar or a Ghent Workgroup overprint patch, select the appropriate checkboxes:
   - **Gray color bar**
   - **Multi color bar**
   - **Ghent Workgroup overprint patch**

3.1.5. Add Stamp

Belongs to

- **Category:** Add

What it does

Adds one or more graphics in the foreground as a stamp. You can change the rotation, scaling and transparency settings of the graphic(s) as required.

How to proceed

1. Select the graphic you want to use as a stamp, using the PitStop Select Object tool.

   Tip: If you place this graphic at the correct position, you can use it to automatically enter the offset values in step 4.

2. In the Enfocus Global Change Editor, click the Grab Selection button . A preview of the selected image is shown.
3. Change the rotation, scaling and transparency values as required.
4. Under **Position**, indicate where you want to insert the graphic (relative to one of the page boxes). You can set the offsets manually, or take them from the selected image, by clicking the Grab Offsets button .

3.1.6. Add Variable Text

Belongs to

- **Category:** Add

What it does

Automatically adds text to the pages of your choice in your PDF documents. This can be:

- Static text, for example a header or footer.
- Dynamic, variable text, for example a page number or the current date and time.

You can choose the font, size, color, and position of the text, and a number of other settings, such as a white background.

How to proceed

1. Under **Text Settings**, specify the text to insert, the font, the size and the color.
   - **To use the properties of a text that is present in the PDF:**
     1. Select the text concerned using the PitStop Object Select tool.
     2. Click  and select the appropriate option(s), depending on what you want to use from your selection
        - **Grab Text** (text only)
        - **Grab Font Style** (font and font size only)
        - **Grab Color** (font color only)
   - **To manually choose the preferred text, font, size and color**, enter the appropriate values in the different fields.
   - **To use variable text**,
     1. Click **Use Variable**.

2. In the **Use Variable** dialog, select the appropriate variable, for example "%Current Document Name%" or "%Time%". For an overview of all variables, refer to *Variables* on page 61.

   Note: At run-time, these variables will be replaced with the appropriate values. Below the list of variables, you can see what the current value is.

3. Click **Insert**. The inserted variable is shown in the Text field.

   Note: You can combine static text and variables as required, for example: "Page %Page Number%", which will result in: "Page 1, Page 2, ..."

2. Under **Position**, indicate where the text should be inserted on the page (i.e. relative to one of the page boxes) or click the Grab offsets button  to copy the offsets of the selected text.
3. Under **Options**, select the appropriate setting(s):
   - **Remove existing text that overlaps with the new text**: In case of overlapping text, removes the text that is already present in the PDF.
   - **Only add text to pages that already have text at the specified position**: Does not add text if there is for example an image at the specified position.
   - **Add a white background**: Adds a white background, to ensure that the text is visible, even if the PDF has a dark background.

3.1.7. Add Watermark

Belongs to

- **Category:** Add

What it does

Adds one or more graphics in the background as a watermark. You can change the rotation, scaling and transparency settings of the graphic(s) as required.

How to proceed

1. Select the graphic you want to use as a watermark, using the PitStop Select Object tool.

   Tip: If you place this graphic at the correct position, you can use it to automatically enter the offset values in step 4.

2. In the Enfocus Global Change Editor, click the Grab Selection button .

   A preview of the selected image is shown.
3. Change the rotation, scaling and transparency values as required.
4. Under **Position**, indicate where you want to insert the graphic (relative to one of the page boxes). You can set the offsets manually, or take them from the selected image, by clicking the Grab Offsets button .

3.2. Color

The following Global Changes allow you to change the color of you PDF document, for example convert them you another color or color space.

3.2.1. Change Specific Color

Belongs to

- **Category:** Color

What it does

Changes a chosen color to another color.

How to proceed

1. Under **Remap**, select the color you want to change. Do one of the following:
   - To use the color of a previously selected object, click  > **Grab Fill** or **Grab Stroke**.
   - To select a color from the color library, click  and choose the desired color. The selected color will be shown below the button.
   - To select Device Gray, RGB or CMYK, or calibrated gray or RGB, select the appropriate option from the list and use the sliders to select the required color variant.
2. Under **To**, select the target color. Proceed in the same way as described in step 1 of this procedure.

3.2.2. Clean Up Black

Belongs to

- **Category:** Color

What it does

Converts certain colors to real gray or real or CMYK black (see options). You can choose whether or not to convert ICC tagged colors as well.

Converting black to "real" black, is usually done to save on ink (so that only one ink is needed, instead of three or four inks, for almost the same result).

How to proceed

1. Select the appropriate option(s):

- **Convert Registration Color to real gray** (Registration Color = Separation all; typically used for printer marks)
- **Convert RGB gray or impure gray to real gray**
- **Convert RGB black or impure black to real black**
- **Convert Gray to CMYK black**

2. Select **Include ICC tagged colors** as required.

3.2.3. Convert Spot to CMYK

Belongs to

- **Category:** Color

What it does

Converts all spot colors in the PDF to CMYK. This is useful to reduce the cost of printing the document, as printing in only four colors (CMYK) is less expensive than adding an extra spot color on the press.

3.2.4. Convert to Color Space

Belongs to

- **Category:** Color

What it does

Converts all colors in the document to a certain color space.

How to proceed

1. Select the appropriate target color space:
   - **Device gray**
   - **Device RGB**
   - **Device CMYK**
   - **Separation**
2. If you have chosen Separation in step 1, click  and choose the desired color. The selected color and color name will be shown beside the button.

3. Select **Force gray to keep same intensity** as required.

3.2.5. Remap Colors

Belongs to

- **Category:** Color

What it does

Remaps unwanted original colors to the desired colors taking into account the specified overprint settings.

How to proceed

1. Under **Remap**, select the appropriate option:
   - **Color**
   - **Color space**
   - **Color range**
   - **Channel**
2. Proceed as follows:
   - **If you have chosen Color:**
     - To use the color of a previously selected object, click  > **Grab Fill** or **Grab Stroke**.
     - To select a color from the color library, click  and choose the desired color. The selected color will be shown below the button.
     - To select Device Gray, RGB or CMYK, or calibrated gray or RGB, select the appropriate option from the list and use the sliders to select the required color variant.
   - **If you have chosen Color Space or Channel:**
     - Choose the appriopriate color space or channel from the list.
   - **If you have chosen Color Range:**
     1. Select the desired color space.
     2. Enter the appropriate values to define the color range (From and To)
3. Under **To**, select the target color or select **Keep**.
4. Select the appropriate overprint setting:
   - To not change any overprint settings, select **Keep**.
   - To change all overprint settings to "On", select **On**.
   - To change all overprint settings to "Off", select **Off**.

3.3. Document

The following Global Changes change something on document level, for example the document info or the PDF/X Output Intent.

3.3.1. Set Document Info

Belongs to

- **Category:** Document

What it does

Changes the document properties such as title, author, subject and keywords, optionally with the use of variables.

How to proceed

1. Select the document properties you want to change:
   - **Title**
   - **Author**
   - **Subject**
   - **Keywords**
2. Enter the new value. You can type a string, or you can use variables, such as the user name (for the Author) or the title and document name (for the Keywords).

   To use variable text:

   a. Click **Use Variable**.
   b. In the **Use Variable** dialog, select the appropriate variable, for example "%Current Document Name%" or "%User Company%". For an overview of all variables, refer to *Variables* on page 61.

   Note: At run-time, these variables will be replaced with the appropriate values. Below the list of variables, you can see what the current value is.

   c. Click **Insert**. The inserted variable is shown.

   Note: You can combine fixed text and variables as required, for example: "Coauthor: %User Name%".

3.3.2. Set Output Intent

Belongs to

- **Category:** Document

What it does

Changes or removes the PDF/X Output Intent as required.

How to proceed

- To change the PDF/X Output Intent:
  1. Select the first option and click **Import**.
  2. Select the Output Intent you want to use, either from the database or from your computer. The file extension is ".eoi" (Enfocus Output Intent).
  3. Click **OK**.
- To remove the PDF/X Output Intent, select **Remove**.

3.4. Font

The following Global Changes allow you to make changes related to the font of the text in your PDF document, for example embed or subset the font or remap it.

3.4.1. Convert To Outlines

Belongs to

- **Category:** Font

What it does

Converts text to outlines, optionally based on the font or font type.

How to proceed

1. Do one of the following:
   - To convert only text with a particular font, select the first option and define the font as follows:
     - To select the required font from a list of fonts, click . Select the desired font and click **OK**.
     - To grab the font from an example in the PDF, make sure you have selected some text in the PDF (with the PitStop Select Object tool) and click the Grab Selection button .
   - To convert only fonts of a particular font type, select the second option and choose a font type from the list.

- To convert all text, regardless of the font, select **Any font**.

3.4.2. Embed Font

Belongs to

- **Category:** Font

What it does

Embeds the selected fonts in the PDF document. You can embed all fonts, only fonts of a particular font type or only one particular font.

How to proceed

1. Do one of the following:
   - To embed only one particular font, select the first option and define the font as follows:
     - To select the font from a list of fonts, click AA. Select the desired font and click **OK**.
     - To grab the font from an example in the PDF, make sure you have selected some text in the PDF (with the PitStop Select Object tool) and click the Grab Selection button .
   - To embed only fonts of a particular font type, select the second option and choose a font type from the list.
   - To embed all fonts used in the PDF document, select **Any font**.

3.4.3. Remap Font

Belongs to

- **Category:** Font

What it does

Remaps a particular font. You can restrict the remapping to a size range or to a specific font.

You can at the same time adjust the point size, character and word spacing, or convert the text to outlines.

How to proceed

1. Do one of the following:
   - To remap only one particular font, select the first option and define the font as follows:
     - To select the font from a list of fonts, click AA. Select the desired font and click **OK**.

- To grab the font from an example in the PDF, make sure you have selected some text in the PDF (with the PitStop Select Object tool) and click the Grab Selection button .

- To embed all fonts used in the PDF document, select **Any font**.

2. To only remap text of a particular size (e.g. between 6.00 and 15.00 pt), select the **Limit to point size between ... and ...** checkbox and enter the required values.



Note: This option applies to the font chosen in step 1.

3. Define the target font and related properties:
   - **Font**: Proceed as explained in step 1.
   - **Point Size**: You can either enter a target point size (select **to**), or add a particular amount of points (select **by**).
   - **Character spacing**
   - **Word spacing**
4. Select **Convert text to outlines** as required.

3.4.4. Subset Font

Belongs to

- **Category:** Font

What it does

Embeds a subset of the font(s) in the PDF document. You can subset all fonts, only fonts of a particular font type or only one particular font.

How to proceed

1. Do one of the following:
   - To subset only one particular font, select the first option and define the font as follows:
     - To select the font from a list of fonts, click . Select the desired font and click **OK**.
     - To grab the font from an example in the PDF, make sure you have selected some text in the PDF (with the PitStop Select Object tool) and click the Grab Selection button .
   - To subset only fonts of a particular font type, select the second option and choose a font type from the list.
   - To subset all fonts used in the PDF document, select **Any font**.

3.5. Image

The following Global Changes allow you to make changes to the images in your PDF document, for example resample or compress them.

3.5.1. Compress Images

Belongs to

- **Category:** Image

What it does

Recompresses color, grayscale and single-bit images in the PDF.

This may reduce the size of your PDF file.

For more information, refer to the chapter "Compressing pixel images" in the PitStop Pro Reference Guide available on the *Enfocus website*.

How to proceed

1. For each of the image types, select the appropriate compression method:
   - **Keep original compression**
   - **No compression**
   - **ZIP**, **JPEG** or **JPEG2000** (for color and grayscale images)
   - **ZIP**, **CCITT Group 3**, **CCITT Group 4**, **Runlength** (for single-bit images)
2. If you have chosen JPEG or JPEG2000 in step 1, select the appropriate quality level.

   Note:
   - The higher the quality level, the more detail in the image will be preserved, but the larger the size of your PDF file will be.
   - In case of JPEG2000, "lossless compression" is supported.
3. If you need to transmit your PDF documents through channels where only ASCII characters are allowed, select the appropriate ASCII filter. Note that **ASCII HEX** may double the image data size, whereas **ASCII 85** may increase it by approximately 25%.

   Otherwise choose **No filter**.

3.5.2. Resample Images

Belongs to

- **Category:** Image

What it does

Recompresses and resamples color, grayscale and single-bit images in the PDF. This is usually done to reduce the size of the PDF file.

Note: If you only want to recompress images, you can use *Compress Images* on page 35.

For more information, refer to the chapters "Compressing pixel images" and "Resampling pixel images" in the PitStop Pro Reference Guide available on the *Enfocus website*.

How to proceed - sampling images:

1. For each of the image types, select the appropriate **sampling** method:
   - **Keep original sampling**
   - **Average resampling at**
   - **Subsample at**
   - **Bicubic resampling at**
   - **Bilinear resampling at**
   - **Bicubic B-Spline resample at**
2. If you have chosen to resample the image, enter the desired ppi.
3. To set a threshold, select **Resample above** and enter the desired ppi.

How to proceed - compressing images:

1. For each of the image types, select the appropriate **compression** method:
   - **Keep original compression**
   - **No compression**
   - **ZIP**, **JPEG** or **JPEG2000** (for color and grayscale images)
   - **ZIP**, **CCITT Group 3**, **CCITT Group 4**, **Runlength** (for single-bit images)
2. If you have chosen JPEG or JPEG2000 in step 1, select the appropriate quality level.

   Note:
   - The higher the quality level, the more detail in the image will be preserved but the larger the size of your PDF file will be.
   - In case of JPEG2000, "lossless compression" is supported.
3. If you need to transmit your PDF documents through channels where only ASCII characters are allowed, select the appropriate ASCII filter. Note that **ASCII HEX** may double the image data size, whereas **ASCII 85** may increase it by approximately 25%.

   Otherwise choose **No filter**.

3.6. Insert

The following Global Changes allow you to insert something in your PDF document, for example empty pages or another PDF document.

3.6.1. Insert Empty Page

Belongs to

- **Category:** Insert

What it does

Inserts one or more empty pages as required.

How to proceed

1. Select the appropriate option:
   - To insert a particular number of empty pages, select the first radio button and enter a number.
   - To insert empty pages until the desired number of pages is reached:
     1. Select the second radio button.
     2. Select an option from the list:
        - **until** + <desired number of pages>: Adds empty pages until the entered number of pages is reached.
        - **until multiple of** + <number>: Adds empty pages until a multiple of the entered number of pages is reached.
        - **until even**: Adds an empty page if required to make sure the total number of pages is even.
        - **until odd**: Adds an empty page if required to make sure the total number of pages is even.
2. Specify the place in the PDF where the empty pages should be inserted:
   - **Before pages** + <page number>.

     Note: If you enter a page range, e.g. Before pages 1-2, the number of pages chosen in step1 is added twice (once before page 1 and once before page 2).

   - **After pages** + <page number>.

     Note: If you enter a page range, e.g. After pages 1-2, the number of pages chosen in step1 is added twice (once after page 1 and once after page 2).

- **Before** or **After** the last page.

3.6.2. Insert PDF Document

Belongs to

- **Category:** Insert

What it does

Inserts one or more pages from an existing PDF document.

How to proceed

1. Select the PDF you want to insert pages from. To do so, click **Browse** and select the file concerned.
2. Specify if you want to insert all pages of the selected PDF, or only a particular page range, for example: "1-4".
3. Choose how often you want to insert extra pages:
   - **Insert indicated pages ... time(s)**, for example: "1"
   - Insert page after page **until multiple of <number> pages**, **until <number> pages**, **until odd** or **until even**.
4. Specify the place in the PDF where the extra pages should be inserted:
   - **Before pages** + <page number>.
   - **After pages** + <page number>.
   - **Before** or **After** the last page.

3.7. Page

The following Global Changes allow you to make changes on page level, for example to flip, move or rotate page content or to scale pages.

3.7.1. Apply Page Boxes

Belongs to

- **Category:** Page

What it does

Applies a chosen Design Layout.

A Design Layout consists of page boxes, guides, and special zones on the page (such as the safe type zone near the trim box or the location of punch holes at the central edge), that are drawn on top of your document to guide your design.

For more information about Design Layouts, refer to the chapter "Working with PDF documents" in the PitStop Pro Reference Guide, available on the *Enfocus website*.

How to proceed

1. Select the appropriate Design Layout:
   a. Click **Import**.
   b. Select the Design Layout from the database or from a file. Design Layouts have file extension .edl.
   c. Click **OK**. The name of the selected Design Layout is shown in the text field next to the Import button.

3.7.2. Clean Up Trim Area

Belongs to

- **Category:** Page

What it does

Sets page boxes based on the currently defined trim box and removes printer marks and other objects as required. You can as well add new printer marks, based on the new page boxes.

How to proceed

1. Set the page boxes based on the current trim box:
   - Define the distance between the different page boxes, by setting the X and Y-coordinates.
   - Set the crop box either to the trim or media box.
2. Indicate which marks should be removed, for example:
   - Color bars (depnding on the size of the patches)
   - Registration marks
   - Trim and bleed marks
3. Optionally, select the appropriate checkboxes to add new registration, trim or bleed marks, based on the new position of the new page boxes and choose the preferred style (**QuarkXPress** or **InDesign**).
4. Indicate which objects should be removed:
   - **Text outside trim box**
   - **Non-text objects with size smaller than <values> outside bleed box but shrunk by a distance of <values>** (i.e. small objects outside but near the bleed box)

3.7.3. Crop To Visible

Belongs to

- **Category:** Page

What it does

Sets the size of the specified page box to fit the size of the visible page content, possibly with an extra margin.

As a consequence, invisible content (for example objects that are clipped away) is not taken into account, hence can be (partly) outside the page box.

How to proceed

1. Specify the page box of which you want to change the size.
2. If you want to set an extra margin, select the **with offsets of** checkbox and define the offsets.

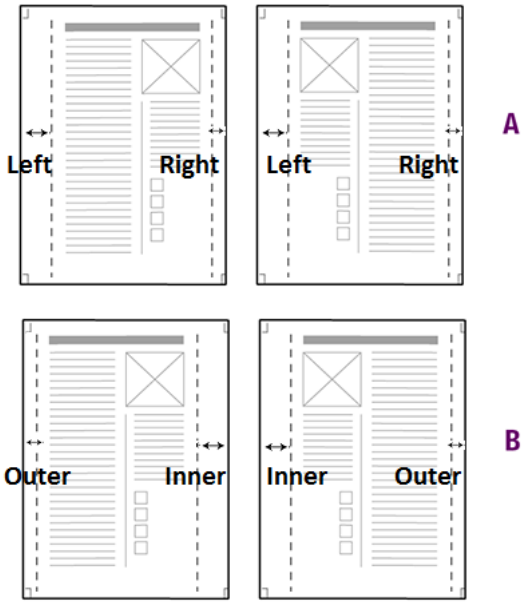


Note: The option **Mirror horizontal margins** determines if you have to specify values for the left and right or the outer and inner margin (see screenshot below).

3. To make sure that even and odd pages are mirrored, select **Mirror horizontal margins**. This is recommended, if the left and right margin have a different size.

Figure 1: Mirror horizontal margins illustrated

A = ***Mirror horizontal margins*** *is not selected. Margins of odd and even pages are the same; the left margin is larger than the right margin.*
B = ***Mirror horizontal margins*** *is selected. Odd and even pages are mirrored; the outer margin is smaller than the inner margin.*



3.7.4. Extend Bleed

Belongs to

- **Category:** Page

What it does

Extends the bleed on objects to reach the desired bleed size.

How to proceed

1. Specify the distance to the trim box to be checked for objects close to the page edge.

   Remember that the unit is determined by the Units setting in the PitStop Pro Preferences (Units & Guides category), for example: cm or pt
2. For other objects, select the appropriate option:
   - **Bleed beyond the trim box** and enter a value as required.
   - **Bleed to the bleed box**



Note: The small graphic illustrates the difference between these two options. (T = trim box; B= bleed box; the arrows indicate the direction in which the bleed will be extended).

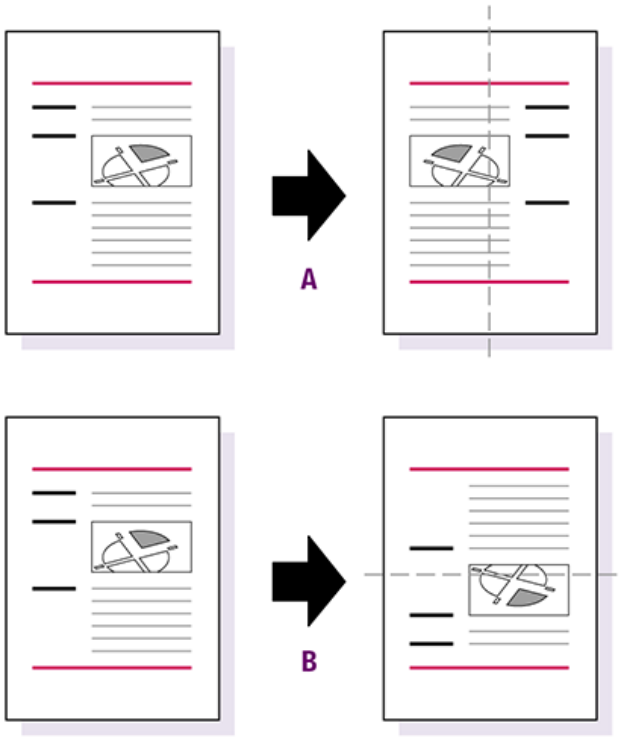
3.7.5. Flip Page Content

Belongs to

- **Category:** Page

What it does

Flips the page content of a PDF around an imaginary axis. Content can be flipped horizontally or vertically, relative to the center of a given page box.



A. *Flip the page content horizontally (left/right): over a vertical axis*
B. *Flip the page content vertically (up/down): over a horizontal axis*

3.7.6. Move Page Content

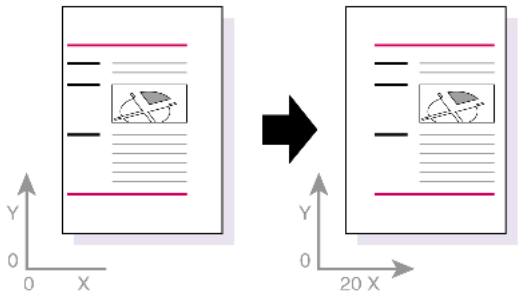
Belongs to

- **Category:** Page

What it does

Changes the physical position of the page content of odd and even pages throughout the entire PDF document by entering new values for the horizontal X and vertical Y axes, or by aligning the page content with a page box edge, corner, or center.

Figure 2: Moving the page content along the horizontal X and vertical Y axes.



Example

You can use this Global Change to fit a PDF in US letter paper size onto a regular A4 without altering the actual page setup of your document.

How to proceed

1. To move he content along the X axis, select the **Move horizontally** checkbox and indicate how the content should be moved:
   - **Move**: Move the content to the right by a specified distance, for example 5 cm.

     Note: The unit is defined by a setting in the PitStop Pro Preferences, in the Units & Guides category.

     You must specify the distance and whether or not the specified distance should be mirrored on even pages.
     - If **Mirror on even page** is cleared, the content of both even and odd pages will be moved to the right.
     - If **Mirror on even page** is selected, the content of odd pages will be moved to the right and the content of even pages will be moved to the left.
   - **Center**: Move the content to the right or the left, to align it with the center of the page box of your choice.
   - **Align**: Align the content with the left or right side of the page box of of your choice. You can add a margin and specify how the content of even pages should be moved:
     - If **Mirror on even page** is cleared, the content of both even and odd pages will be moved in the same direction (e.g. aligned with the left side of the trim box).
     - If **Mirror on even page** is selected, the content of even pages will be moved in the opposite direction (e.g. if the odd pages are aligned with the left side of the trim box, even pages will be aligned with the right side of the trim box).
2. To move the content along the Y axis, select the **Move vertically** checkbox and indicate how the content should be moved. *The options are similar to the ones under Move horizontally:*
   - **Move**: Move the content up by a fixed distance, for example 5 cm.

     Note: The unit is defined by a setting in the PitStop Pro Preferences, in the Units & Guides category.
   - **Center**: Move the content up or down, to align it with the center of the page box of your choice.
   - **Align**: Align the content with the top or bottom of the page box of of your choice. You can add a margin as required.

3.7.7. Rotate Page Content

Belongs to

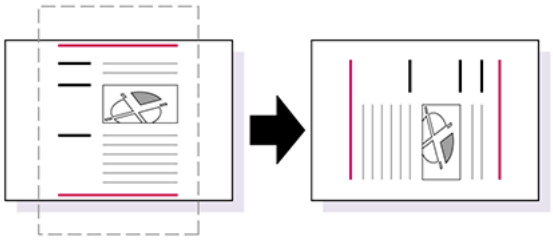
- **Category:** Page

What it does

Rotates the page content by a given number of degrees, and relative to a given page box.

Note: You can also use Adobe Acrobat's standard functionality to rotate one or more pages in your PDF document. However, both the page and the content will be rotated in that case.

Figure 3: Rotate the content but keep the page orientation



Example

You can use this Global Change if you have changed the crop or media box first and may then wish to rotate the content to fit onto the "page" again.

3.7.8. Scale By Percent

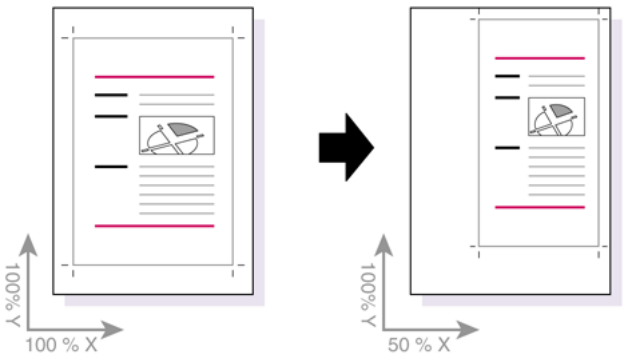
Belongs to

- **Category:** Page

What it does

Scales the page boxes and possibly the page content with a specified percentage using a point of a page box as anchor point.

Figure 4: Scale the page content and move it to the upper left corner of the crop box



Example

You can use this Global Change to make the page content narrower or larger.

How to proceed

1. Select **Scale: Page boxes** and/or **Page content**.
2. Enter the percentage by which the page box should be scaled:
   - A value for width (X), and
   - A value for height (Y).
3. Determine the anchor point, for example: Anchored at the upper left of the crop box (as in the image above).

3.7.9. Scale To Format

Belongs to

- **Category:** Page

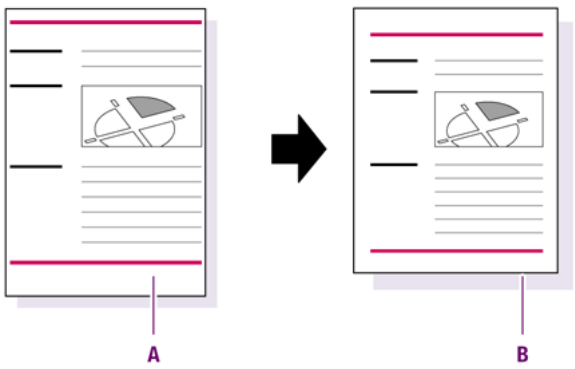
What it does

Scales the page boxes and possibly page content in order to fit the specified page size, optionally preserving proportions.

Example

You can use this Global Change to scale the page boxes and the page content of a A4-size PDF document (210 x 297 mm) to fit the US Letter page size (8.5 x 11").

Figure 5: Scale the entire page and the page content from A4 size (**A**) to US Letter (**B**).



How to proceed

1. Do one of the following:
   - If you want to scale both page content and page boxes, select **Also scale page content**.
   - If you want to scale the page boxes only, select **Anchor page content to the <position> of the <page box>** and select the preferred options, e.g. anchor page content to the **upper right** of the **media box**.
2. Determine which page box should match the target size.
3. Select the target page size, for example **A4**, **US Letter** or **Custom** (if you want to determine width and height yourself). The corresponding dimensions are displayed below.
4. Indicate if non-proportional scaling is allowed:

- **Not allowed**
- **Only allowed for page boxes**
- **Allowed**

Note: Usually, page content is scaled proportionally (to avoid distortion of text and objects), whereas the page boxes must be scaled non-proportionally to fit a different page format. This is the case because the proportions (width to height) of e.g. an A4 page are different from those of a US Letter.

3.7.10. Scale To Page Box

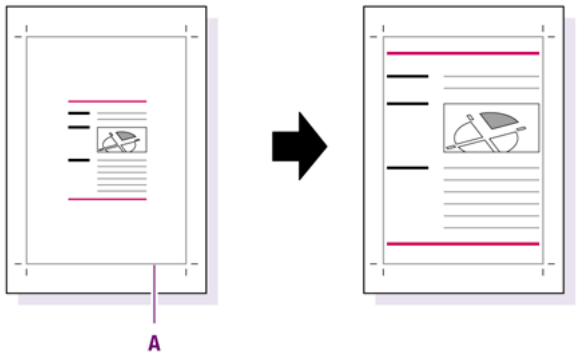
Belongs to

- **Category:** Page

What it does

Scales the page content to fit a given page box using a point of that page box as anchor point. You can add extra margins, if necessary.

Figure 6: Scale the page content to fit the size of the trim box (**A**).

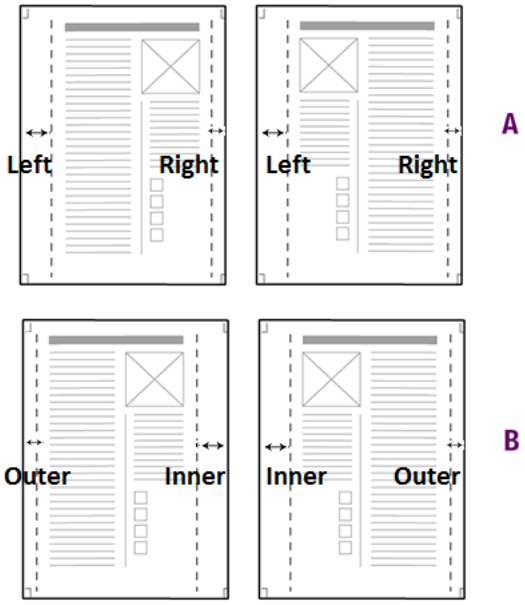


How to proceed

1. Determine which page box the page content should fit and select the preferred anchor point, for example: scale page content to fit the trim box, anchored at the center.
2. To add extra margins to the page content, select the corresponding option and enter the preferred values.

   Note: The option **Mirror horizontal margins** determines if you have to specify values for a left and right or an outer and inner margin (see screenshot below).
3. To make sure that even and odd pages are mirrored, select **Mirror horizontal margins**. This is recommended, if the left and right margin have a different size.

A = ***Mirror horizontal marges*** *is not selected. Margins of odd and even pages are the same; the left margin is larger than the right margin.*
B = ***Mirror horizontal marges*** *is selected. Odd and even pages are mirrored; the outer margin is smaller than the inner margin.*



4. If you don't want to enlarge the page box, select **Only allow shrink to fit**.

3.7.11. Set Page Boxes to Marks

Belongs to

- **Category:** Page

What it does

Detects print marks and sets the trim and bleed boxes to those marks.

How to proceed

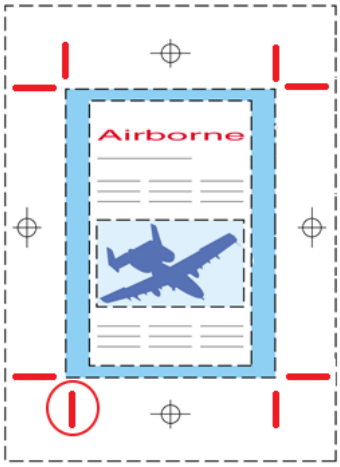
1. Specify the color of the trim marks by choosing one or more of the following options:
   - 400% CMYK
   - Separation All (registration)
   - 100% black
   - A specific color
2. If desired, specify how much the marks are allowed to deviate from the expected position.

   The unit is the unit set in the PitStop Pro Preferences (Units & Guides category), for example: cm or pt

Example

In the image below, the red marks are detected as trim marks and used to set the trim box (blue box). The position of the vertical marks in the top and bottom left corner is not as expected (they

are not exactly on one vertical line), but the deviation (= difference between the position of both marks) is less than the specified threshold.



3.7.12. Split Pages in Half

Belongs to

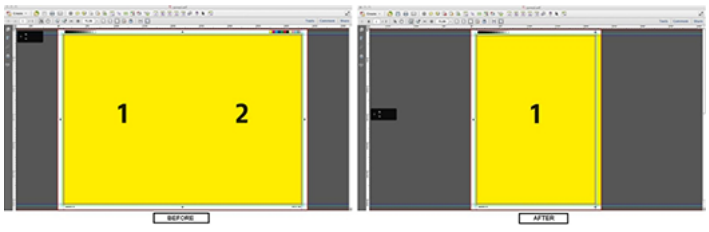
- **Category:** Page

What it does

Splits pages in half. A page (or pages) can be split horizontally, vertically or depending on the orientation defined for the page (example: portrait or landscape). You can also select the page box you want to base this split on.

Example

The following screenshot shows a page before it is split and after it is **vertically** split.



How to proceed

1. From the **Split pages in half** drop-down menu, select the appropriate option:
   - To split all the pages horizontally in half, select **all pages horizontally**.
   - To split all the pages vertically in half, select **all pages vertically**.
   - To split only portrait pages in half, select **only portrait pages**.

- To split only landscape pages in half, select **only landscape pages**.
- To split the pages with the least used orientation, choose **automatic**.

  First, the PDF is analyzed for portrait and landscape pages and then the pages are split. Landscape pages will be split vertically and portrait pages will be split horizontally. All other pages will be untouched.

2. From the second drop-down menu, select the page box to base the split on:
   - **media box**
   - **trim box**
   - **detected Trim Marks**
3. To clear the area outside the trim box (after the pages have been split), select **Remove all objects that lie completely outside the trim box**.
4. To append any new printer marks to the split pages, select **Add new printer marks**.

3.8. Prepress

The following Global Changes allow you to prepare your PDF document for printing. You can for example apply color curves, and change line weight, overprint or the rendering intent.

3.8.1. Apply Color Curves

Belongs to

- **Category:** Prepress

What it does

Applies color curves on separations of certain objects within a specified page box or in the entire document.



Note: The PitStop Action Library contains an Action with the same functionality ("Apply color curve"); similar Actions are Apply *Gray* curve, Apply *Lab* curve, and Apply *CMYK* curve.

How to proceed

1. From the **Channel** drop-down, select the separation on which you want to apply a color curve:
   - **Cyan**
   - **Magenta**
   - **Yellow**
   - **Black**

- **Other** (= all other separations in the file, except for CMYK)

2. You can as well add a curve for another spot color or varnish separation, which will be used if that color appears in the processed file.

   To add another spot color to the Channel list:

   1. Click .
   2. Select the preferred option:
      - **Add Spot Color**, and select a spot color from the Color library. Click **OK** to confirm.
      - **Add Document Spot Colors**, to add all spot colors present in the document being processed.
      - **Add Page Spot Colors**, to add all spot colors present in the document being processed.
      - **Add Selection Spot Colors**, to add all spot colors selected with the PitStop Select Object tool.

        If no spot colors are present/selected, the last three options won't do anything. Note that you can *remove all added colors* from the Channel list, by clicking .
3. Create the curve:
   - Add points and drag them to the preferred position, or
   - Enter values in the the **Input** and **Output** field below the curve.
4. Repeat the previous steps until you have created all curves you need. Note that you can *reset all curves*, by clicking .
5. Select the objects the curves should be applied on:
   - **Image**
   - **Line art**
   - **Text**
   - **Shading**
6. If you want to restrict the changes to the objects inside a particular page box, select **Only on objects within the ...** and select the appropriate page box.

3.8.2. Change Line Weight

Belongs to

- **Category:** Prepress

What it does

Increases the line weight if it is below a certain threshold, optionally depending on the number/brightness of color separations used.

How to proceed

1. Select the checkboxes and enter the values as required. Options:
   - **Set minimum line weight to <value>**. Use this option to make **all** lines thicker than a certain value.
   - **If colored with <value> or more separations, set minimum weight to <value>**. Use this option to only increase the line weight if a line is colored with more than x colors.
   - **If not all separations are solid (0% or 100%), set minimum line weight to <value>**. Use this option to only increase the weight of lines of which at least one color is not solid.

3.8.3. Change Overprint

Belongs to

- **Category:** Prepress

What it does

Changes the overprint settings of overlapping objects in a PDF. You can treat dark and light objects in a different way, and/or set overprint settings for specific colors.

For more information about overprint and knockout, refer to the chapter "Overprint" in the PitStop Pro Reference Guide on the *Enfocus website*.

How to proceed

1. Under **Overprint Settings**, select the appropriate options for black, white and other colors.
   - In case of **black objects**, you can apply overprint to very small text objects only, and/or indicate that only the darkest objects must be set to overprint. Use the slider to specify the brightness.
   - In case of **white objects**, you can apply knockout to text objects only, and/or indicate that only the brightest objects are set to knockout. Use the slider to specify the brightness.
   - In case of other colors, you can set them all to overprint as required.
2. Under **Special**, add the preferred spot color(s) for which you want to change the overprint settings:
   a. Click .
   b. Select the color you want to add.
   c. Click **OK**.
   d. To change the Overprint setting to **On** or **Off**, make sure the color is selected in the table, and click the **Toggle Overprint** button.

3.8.4. Change Rendering Intent

Belongs to

- **Category:** Prepress

What it does

Sets or removes the rendering intent for images and/or text and line-art.

A rendering intent is a method to remap colors so that they best match the intended use. For more information, refer to the chapter "Rendering intents" in the PitStop Pro Reference Guide on the *Enfocus website*.

How to proceed

1. Either select the preferred rendering intent from the **To** list, or select the **Remove** radio button.
2. Select the object(s) the change should apply to:
   - **Text and line-art**
   - **Image**

3.9. Remove

The following Global Changes allow you to remove something from your PDF document, for example graphics, non-printing data or data outside a particular page box.

3.9.1. Minimize File Size

Belongs to

- **Category:** Remove

What it does

Minimizes the file size of your PDF by making a number of changes, such as downsampling and compressing images, removing non-printable data, ...

How to proceed

Select the appropriate option(s):

- **Downsample images to** <desired value>, for example: 300 ppi.
- **Compress images** and choose the desired quality, for example: Medium
- **Remove non-printable data (Certified PDF data, annotations, invisible objects, ...)**
- **Subset all fonts**
- **Remove objects outside of <desired page box> and crop clipped images**
- **Remove OPI**: OPI = Open Prepress Interface; for more information, refer to the PitStop Reference Guide on the *Enfocus website*.

3.9.2. Remove Graphics

Belongs to

- **Category:** Remove

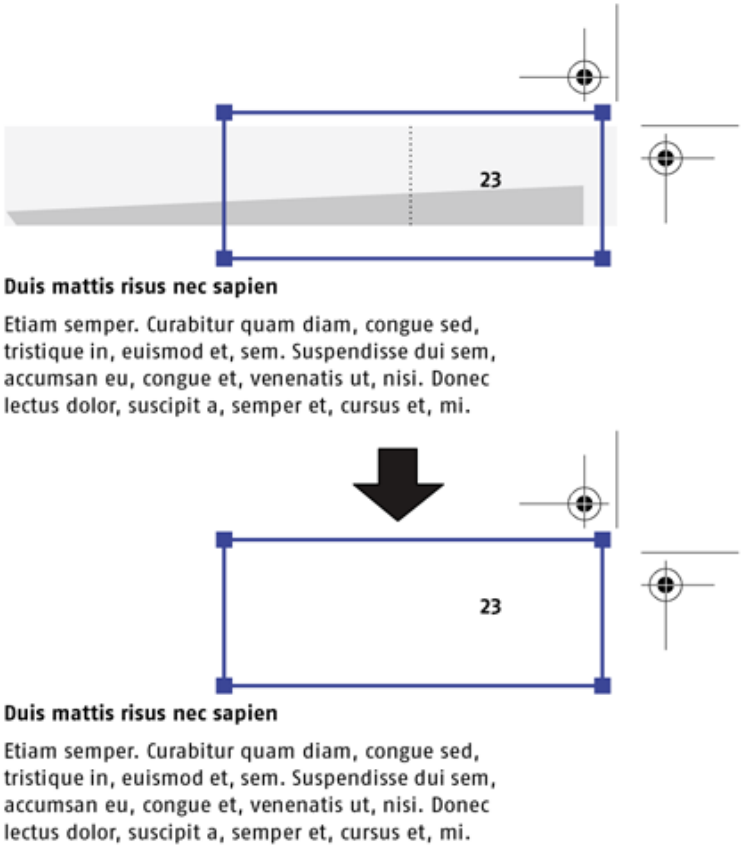
What it does

Removes text, image, line art or shadings positioned inside or outside a specific area, with the option to remove overlapping objects as well.

Example

Suppose you have a PDF document in which the header of each page contains a page number on a shaded line-art background. You can use this Global Change to remove the line art with shading, but keep the page numbers.

Figure 7: Removing line art with shading inside and overlapping the selected area but keeping the text



How to proceed

1. Under **Remove Objects**, select the items you want to remove:
   - **Text**
   - **Image**
   - **Line Art**
   - **Shading**
2. Define the area inside or outside which you want to remove something.
   - If you want to select the area in the PDF:

1. In your PDF document, draw a rectangular area on the page using the **Select Rectangular Area** tool .
2. In the Global Change Editor, click the **Grab** button .
3. Select **Grab Area From Selection**. The X and Y coordinates and the width and height are filled in automatically.

- If you want to define the area by a page box:

1. In the Global Change Editor, click the **Grab** button .
2. Select **Grab Area From Page Box**.
3. Select the desired page box, for example the Media Box.

   The X and Y coordinates and the width and height are filled in automatically.

3. Select the option to remove objects **inside or outside the defined area**.
4. To include overlapping text or object segments, select **Overlapping the area**.

3.9.3. Remove Non-Printing Data

Belongs to

- **Category:** Remove

What it does

Removes information that is irrelevant for printing, such as Certified PDF data, OPI information and other non-printable data.

How to proceed

Select the appropriate option(s):

- **Non-printing annotations**, such as video and sound files
- **Various non-printable elements (form fields, thumbnails etc.)**
- **Certified PDF data**
- **Piece info**: PieceInfo comes from Illustrator; removing it makes the file smaller, but it won't be possible anymore to import the document in Illustrator.
- **OPI info**: OPI = Open Prepress Interface; for more information, refer to the PitStop Reference Guide on the *Enfocus website*.

3.9.4. Remove Outside Page Box

Belongs to

- **Category:** Remove

What it does

Removes all objects positioned outside a specified page box.

How to proceed

1. Select the items to remove:
   - **Text**
   - **Image**
   - **Line art**
   - **Shading**
2. Select the page box concerned.

4. Global Changes sorted alphabetically

This section lists and describes all Global Changes. They are sorted alphabetically.

4.1. Add Graphics

Belongs to

- **Category:** Add

What it does

Inserts one or more given graphics at the specified position, in the foreground or background. You can change the rotation, scaling and transparency settings of the graphic(s) as required.

How to proceed

1. Select a graphic in the PDF using the PitStop Select Object tool.

   Tip: If you place this graphic at the correct position, you can use it to automatically enter the offset values in step 5.

2. In the Enfocus Global Change Editor, click the Grab Selection button . A preview of the selected image is shown.
3. Change the rotation, scaling and transparency values as required.
4. Indicate whether the inserted graphic should be placed in the foreground or background.
5. Under **Position**, indicate where you want to insert the graphic (relative to one of the page boxes). You can set the offsets manually, or take them from the selected image, by clicking the Grab Offsets button .

4.2. Add Letterhead

Belongs to

- **Category:** Add

What it does

Adds an existing PDF layout in the background as letterhead, possibly with different cover and continuation pages.

How to proceed

1. Create a PDF layout if necessary.

   Requirements:

- The PDF layout should be a PDF file.
- If you want to use a cover page, this should be the first page of the template.
- If odd and even pages should have a different layout, the layout for even pages should be on page 2; the one for odd pages on page 3.
- If you want to use a different layout for the last page in your PDF, the layout for this page should also be the last page in your template.

2. Upload your PDF Letterhead. To do so, click **Browse** and select it.
3. To indicate which pages of the template should be used in your PDF, from the **Page Template** list, select the appropriate option:

   - **All Pages**: Copies the layout of the first page in the template to all pages in your PDF. Use this, if all pages should have the same layout.
   - **First and Continuation**: Copies the layout of the first page in the template to the first page in your PDF, and the layout of the second page to all other pages in your PDF.
   - **First and Last**: Copies the layout of the first and last page in the template to the first and last page in the PDF.
   - **First, Middle and Last**: Copies the layout of the first and last page in the template to the first and last page in the PDF; the layout of the second page in the template will be used for all other pages.
   - **First, Even, Odd and Last**: Copies the layout of the first and last page in the template to the first and last page in the PDF; the layout of the second page in the template will be used for even pages, whereas the layout of the third page will be used for all odd pages.

   The Preview window gives an idea of how it will look like when the template is applied.

4.3. Add Page Numbers

Belongs to

- **Category:** Add

What it does

Adds text with the appropriate page number on each page at the same position as a grabbed example.



Note: The Action **Add page number** provides the same functionality.

How to proceed

1. Create an example text in the PDF at the correct position, using the desired text, font, font size and font color to be used for all page numbers in the document.

   Note:

   - If your example is "Page 3", when running the Global Change, "Page" will be printed on every page, and "3" will be replaced with the appropriate page number.

- You can as well add the total number of pages, for example "Page 3 of 10". In that case, you'll have to indicate which of the two numbers (3 or 10) is your page number. Refer to step 4 of this procedure.

2. Select the example text using the Enfocus Select Object tool.
3. In the Enfocus Global Change Editor, click the Grab Page Number Text button .

   The Preview window shows you how the text will look like in the PDF.
4. Enter the appropriate value for the following options:
   - **Number sequence indicating page number**: Number that will be replaced with the appropriate value/page number when running the Global Change. Any other number in your example text will remain unchanged. For example, if your text example is "Page 3 of 10", the first number (3) should be dynamic, so enter "1".
   - **First added page number is**, for example: 5, if the first page the Global Change is applied to should get page number 5.
5. Determine how the page number text should be aligned:
   - **Left**
   - **Centered**
   - **Right**
6. Under **Options**, select the appropriate setting(s):
   - **Remove existing text that overlaps with the new text**: Removes existing page numbers.
   - **Only number pages that already have a number**: Only inserts a new page number if the page has already a page number (which should be removed, see previous option).
   - **Add a white background**: Adds a white background, to ensure that the page numbers are visible, even if the PDF has a dark background.

4.4. Add Printer Marks

Belongs to

- **Category:** Add

What it does

Adds trim marks, bleed marks, slug area text, color bars or the Ghent Workgroup overprint patch.

How to proceed

1. Select the marks you want to add to the PDF:
   - **Trim marks**, and/or
   - **Bleed marks**
2. To add registration marks as well, select the **Style** checkbox and choose the desired style:
   - **InDesign**

- **QuarkXPress**

3. To add printing information in the Slug area, under **Add Slug Area Info**, select the **Text** checkbox.

   The slug area holds instructions and printing information. This information is shown on-screen and printed, but as it is positioned outside the trim box, it will disappear when the document is trimmed to its final size.

4. Enter the information to be contained in the Slug area. You can enter static or dynamic text (variables such as the date or time, the page box dimensions, ...).

   To use variables

   1. Click **Use Variable**.
   2. In the **Use Variable** dialog, select the appropriate variable, for example "%Current Document Name%" or "%Page Box Dimensions%". For an overview of all variables, refer to *Variables* on page 61.

      Note: At run-time, these variables will be replaced with the appropriate values. Below the list of variables, you can see what the current value is.

   3. Click **Insert**.

      The inserted variable is shown in the Text field (in the Global Change Editor).

      Note: You can combine static text and variables as required, for example: "Media box: %Page Dimensions%" will result in: "Media box: <actual dimensions>."

5. To add a color bar or a Ghent Workgroup overprint patch, select the appropriate checkboxes:

   - **Gray color bar**
   - **Multi color bar**
   - **Ghent Workgroup overprint patch**

4.5. Add Stamp

Belongs to

- **Category:** Add

What it does

Adds one or more graphics in the foreground as a stamp. You can change the rotation, scaling and transparency settings of the graphic(s) as required.

How to proceed

1. Select the graphic you want to use as a stamp, using the PitStop Select Object tool.

   Tip: If you place this graphic at the correct position, you can use it to automatically enter the offset values in step 4.

2. In the Enfocus Global Change Editor, click the Grab Selection button . A preview of the selected image is shown.
3. Change the rotation, scaling and transparency values as required.
4. Under **Position**, indicate where you want to insert the graphic (relative to one of the page boxes). You can set the offsets manually, or take them from the selected image, by clicking the Grab Offsets button .

4.6. Add Variable Text

Belongs to

- **Category:** Add

What it does

Automatically adds text to the pages of your choice in your PDF documents. This can be:

- Static text, for example a header or footer.
- Dynamic, variable text, for example a page number or the current date and time.

You can choose the font, size, color, and position of the text, and a number of other settings, such as a white background.

How to proceed

1. Under **Text Settings**, specify the text to insert, the font, the size and the color.
   - **To use the properties of a text that is present in the PDF:**
     1. Select the text concerned using the PitStop Object Select tool.
     2. Click  and select the appropriate option(s), depending on what you want to use from your selection
        - **Grab Text** (text only)
        - **Grab Font Style** (font and font size only)
        - **Grab Color** (font color only)
   - **To manually choose the preferred text, font, size and color**, enter the appropriate values in the different fields.
   - **To use variable text**,
     1. Click **Use Variable**.
     2. In the **Use Variable** dialog, select the appropriate variable, for example "%Current Document Name%" or "%Time%". For an overview of all variables, refer to *Variables* on page 61.

        Note: At run-time, these variables will be replaced with the appropriate values. Below the list of variables, you can see what the current value is.
     3. Click **Insert**. The inserted variable is shown in the Text field.

Note: You can combine static text and variables as required, for example: "Page %Page Number%", which will result in: "Page 1, Page 2, ..."

2. Under **Position**, indicate where the text should be inserted on the page (i.e. relative to one of the page boxes) or click the Grab offsets button  to copy the offsets of the selected text.
3. Under **Options**, select the appropriate setting(s):
   - **Remove existing text that overlaps with the new text**: In case of overlapping text, removes the text that is already present in the PDF.
   - **Only add text to pages that already have text at the specified position**: Does not add text if there is for example an image at the specified position.
   - **Add a white background**: Adds a white background, to ensure that the text is visible, even if the PDF has a dark background.

4.6.1. Variables

You can use variables to add text to your PDF document which may:

- Vary, for example page numbers or the current date and time
- Already be available and known in PitStop Pro, for example your user name or company name.

Instead of typing this information in a text box, you can use variables to provide the required information. The actual text of the variable will then be filled in automatically when you run the Global Change.

You can use the following variables in the following situations:

Variable	Meaning	Example of display
%Current Document Name%	The name of the PDF document.	MyDesign.pdf
%Full Document Path%	The file name of the PDF document with its full path.	C:\Users\ancu\downloads \Info.pdf
%Time%	The current time in your time zone. Format: hh:mm:ss	09:50:29 (meaning 9.50 a.m., 29 seconds)
%UTC Time%	The current time in the Coordinated Universal Time (UTC) zone. UTC is an alternative name for Greenwich Mean Time (GMT). Format: hh:mm:ss	08:50:29 (meaning 8.50 a.m., 29 seconds)

Variable	Meaning	Example of display
%Date%	The current date in a format acceptable for the current language.	January 25, 2008
%UTC Date%	The current date in the Coordinated Universal Time (UTC) zone. UTC is an alternative name for Greenwich Mean Time (GMT).	January 25, 2008
%User Company%	The name of the registered company of PitStop Pro.  **Note:** • If is not registered, the actual value of this variable will be "Trial". • If the company has not been filled out in the registration information (when creating an Enfocus user account), this variable will be empty.	Enfocus
%User Name%	The name of the registered user of PitStop Pro.  **Note:** If PitStop Pro is not registered, the actual value of this variable will be "Trial".	Mary Smith
%Page Number%	The current page number. You can: • Modify the page number (**Increment/Decrement page numbers with** ...). This is useful if you don't want page numbers on certain pages, e.g. the cover page or the table of contents.	4

Variable	Meaning	Example of display
	• To increment the page number, enter a positive value, e.g. 2 • To decrement the page number, enter a negative value, e.g. -2 **Example:** If the PDF contains a table of contents of 2 pages, the first page number should be printed on page 3. Page 3 will then become "page 1", which means you have to deduct "2" from the actual page number (Increment/Decrement page numbers: -2). Make sure to run the Global change on page 3 and later (run on all pages - 3 - (<last page>). • Specify the number of digits to display (**Total digits**); this will add leading zeros to the actual page numbers. For example, if Total digits is set to "4", page "14" will become page "0014". This variable is not available for *the Global Change "Set Document Info"*.	
%Page Count%	The total number of pages in a PDF document. Optionally, you can add leading zeros by entering a value in **Total digits**. **Note:** This variable only returns a number. To print "Page x of y", you must also insert the Page Number variable and the	(Page x of) 12

Variable	Meaning	Example of display
	strings "Page" and "of" surrounded by spaces. Example: Page %Page Number% of %Page Count%	
%Document Title%	The title of the PDF document (as displayed in the Document Properties).	Prototype for customer X
%Page Box Dimensions%	Width and height of the selected page box. **Note:** • The unit depends on your settings in the PitStop Pro preferences (Units & Guides category). • This variable is only available for the Global Changes *Add Printermarks* and *Add Variable Text*.	21 x 29.1 cm

4.7. Add Watermark

Belongs to

- **Category:** Add

What it does

Adds one or more graphics in the background as a watermark. You can change the rotation, scaling and transparency settings of the graphic(s) as required.

How to proceed

1. Select the graphic you want to use as a watermark, using the PitStop Select Object tool.



Tip: If you place this graphic at the correct position, you can use it to automatically enter the offset values in step 4.

2. In the Enfocus Global Change Editor, click the Grab Selection button .

   A preview of the selected image is shown.
3. Change the rotation, scaling and transparency values as required.
4. Under **Position**, indicate where you want to insert the graphic (relative to one of the page boxes). You can set the offsets manually, or take them from the selected image, by clicking the Grab Offsets button .

4.8. Apply Color Curves

Belongs to

- **Category:** Prepress

What it does

Applies color curves on separations of certain objects within a specified page box or in the entire document.



Note: The PitStop Action Library contains an Action with the same functionality ("Apply color curve"); similar Actions are Apply *Gray* curve, Apply *Lab* curve, and Apply *CMYK* curve.

How to proceed

1. From the **Channel** drop-down, select the separation on which you want to apply a color curve:
   - **Cyan**
   - **Magenta**
   - **Yellow**
   - **Black**
   - **Other** (= all other separations in the file, except for CMYK)
2. You can as well add a curve for another spot color or varnish separation, which will be used if that color appears in the processed file.

   To add another spot color to the Channel list:

   1. Click .
   2. Select the preferred option:
      - **Add Spot Color**, and select a spot color from the Color library. Click **OK** to confirm.

- **Add Document Spot Colors**, to add all spot colors present in the document being processed.
- **Add Page Spot Colors**, to add all spot colors present in the document being processed.
- **Add Selection Spot Colors**, to add all spot colors selected with the PitStop Select Object tool.

  If no spot colors are present/selected, the last three options won't do anything. Note that you can *remove all added colors* from the Channel list, by clicking .

3. Create the curve:
   - Add points and drag them to the preferred position, or
   - Enter values in the the **Input** and **Output** field below the curve.
4. Repeat the previous steps until you have created all curves you need. Note that you can *reset all curves*, by clicking .
5. Select the objects the curves should be applied on:
   - **Image**
   - **Line art**
   - **Text**
   - **Shading**
6. If you want to restrict the changes to the objects inside a particular page box, select **Only on objects within the ...** and select the appropriate page box.

4.9. Apply Page Boxes

Belongs to

- **Category:** Page

What it does

Applies a chosen Design Layout.

A Design Layout consists of page boxes, guides, and special zones on the page (such as the safe type zone near the trim box or the location of punch holes at the central edge), that are drawn on top of your document to guide your design.

For more information about Design Layouts, refer to the chapter "Working with PDF documents" in the PitStop Pro Reference Guide, available on the *Enfocus website*.

How to proceed

1. Select the appropriate Design Layout:
   a. Click **Import**.

b. Select the Design Layout from the database or from a file. Design Layouts have file extension .edl.
c. Click **OK**. The name of the selected Design Layout is shown in the text field next to the Import button.

4.10. Change Line Weight

Belongs to

- **Category:** Prepress

What it does

Increases the line weight if it is below a certain threshold, optionally depending on the number/ brightness of color separations used.

How to proceed

1. Select the checkboxes and enter the values as required. Options:
   - **Set minimum line weight to <value>**. Use this option to make **all** lines thicker than a certain value.
   - **If colored with <value> or more separations, set minimum weight to <value>**. Use this option to only increase the line weight if a line is colored with more than x colors.
   - **If not all separations are solid (0% or 100%), set minimum line weight to <value>**. Use this option to only increase the weight of lines of which at least one color is not solid.

4.11. Change Overprint

Belongs to

- **Category:** Prepress

What it does

Changes the overprint settings of overlapping objects in a PDF. You can treat dark and light objects in a different way, and/or set overprint settings for specific colors.

For more information about overprint and knockout, refer to the chapter "Overprint" in the PitStop Pro Reference Guide on the *Enfocus website*.

How to proceed

1. Under **Overprint Settings**, select the appropriate options for black, white and other colors.
   - In case of **black objects**, you can apply overprint to very small text objects only, and/or indicate that only the darkest objects must be set to overprint. Use the slider to specify the brightness.

- In case of **white objects**, you can apply knockout to text objects only, and/or indicate that only the brightest objects are set to knockout. Use the slider to specify the brightness.
- In case of other colors, you can set them all to overprint as required.

2. Under **Special**, add the preferred spot color(s) for which you want to change the overprint settings:
   a. Click .
   b. Select the color you want to add.
   c. Click **OK**.
   d. To change the Overprint setting to **On** or **Off**, make sure the color is selected in the table, and click the **Toggle Overprint** button.

4.12. Change Rendering Intent

Belongs to

- **Category:** Prepress

What it does

Sets or removes the rendering intent for images and/or text and line-art.

A rendering intent is a method to remap colors so that they best match the intended use. For more information, refer to the chapter "Rendering intents" in the PitStop Pro Reference Guide on the *Enfocus website*.

How to proceed

1. Either select the preferred rendering intent from the **To** list, or select the **Remove** radio button.
2. Select the object(s) the change should apply to:
   - **Text and line-art**
   - **Image**

4.13. Change Specific Color

Belongs to

- **Category:** Color

What it does

Changes a chosen color to another color.

How to proceed

1. Under **Remap**, select the color you want to change. Do one of the following:
   - To use the color of a previously selected object, click  > **Grab Fill** or **Grab Stroke**.
   - To select a color from the color library, click  and choose the desired color. The selected color will be shown below the button.
   - To select Device Gray, RGB or CMYK, or calibrated gray or RGB, select the appropriate option from the list and use the sliders to select the required color variant.
2. Under **To**, select the target color. Proceed in the same way as described in step 1 of this procedure.

4.14. Clean Up Black

Belongs to

- **Category:** Color

What it does

Converts certain colors to real gray or real or CMYK black (see options). You can choose whether or not to convert ICC tagged colors as well.

Converting black to "real" black, is usually done to save on ink (so that only one ink is needed, instead of three or four inks, for almost the same result).

How to proceed

1. Select the appropriate option(s):
   - **Convert Registration Color to real gray** (Registration Color = Separation all; typically used for printer marks)
   - **Convert RGB gray or impure gray to real gray**
   - **Convert RGB black or impure black to real black**
   - **Convert Gray to CMYK black**
2. Select **Include ICC tagged colors** as required.

4.15. Clean Up Trim Area

Belongs to

- **Category:** Page

What it does

Sets page boxes based on the currently defined trim box and removes printer marks and other objects as required. You can as well add new printer marks, based on the new page boxes.

How to proceed

1. Set the page boxes based on the current trim box:
   - Define the distance between the different page boxes, by setting the X and Y-coordinates.
   - Set the crop box either to the trim or media box.
2. Indicate which marks should be removed, for example:
   - Color bars (depnding on the size of the patches)
   - Registration marks
   - Trim and bleed marks
3. Optionally, select the appropriate checkboxes to add new registration, trim or bleed marks, based on the new position of the new page boxes and choose the preferred style (**QuarkXPress** or **InDesign**).
4. Indicate which objects should be removed:
   - **Text outside trim box**
   - **Non-text objects with size smaller than <values> outside bleed box but shrunk by a distance of <values>** (i.e. small objects outside but near the bleed box)

4.16. Compress Images

Belongs to

- **Category:** Image

What it does

Recompresses color, grayscale and single-bit images in the PDF.

This may reduce the size of your PDF file.

For more information, refer to the chapter "Compressing pixel images" in the PitStop Pro Reference Guide available on the *Enfocus website*.

How to proceed

1. For each of the image types, select the appropriate compression method:
   - **Keep original compression**
   - **No compression**
   - **ZIP**, **JPEG** or **JPEG2000** (for color and grayscale images)
   - **ZIP**, **CCITT Group 3**, **CCITT Group 4**, **Runlength** (for single-bit images)
2. If you have chosen JPEG or JPEG2000 in step 1, select the appropriate quality level.

Note:

- The higher the quality level, the more detail in the image will be preserved, but the larger the size of your PDF file will be.
- In case of JPEG2000, "lossless compression" is supported.

3. If you need to transmit your PDF documents through channels where only ASCII characters are allowed, select the appropriate ASCII filter. Note that **ASCII HEX** may double the image data size, whereas **ASCII 85** may increase it by approximately 25%.

   Otherwise choose **No filter**.

4.17. Convert Spot to CMYK

Belongs to

- **Category:** Color

What it does

Converts all spot colors in the PDF to CMYK. This is useful to reduce the cost of printing the document, as printing in only four colors (CMYK) is less expensive than adding an extra spot color on the press.

4.18. Convert to Color Space

Belongs to

- **Category:** Color

What it does

Converts all colors in the document to a certain color space.

How to proceed

1. Select the appropriate target color space:
   - **Device gray**
   - **Device RGB**
   - **Device CMYK**
   - **Separation**
2. If you have chosen Separation in step 1, click  and choose the desired color. The selected color and color name will be shown beside the button.
3. Select **Force gray to keep same intensity** as required.

4.19. Convert To Outlines

Belongs to

- **Category:** Font

What it does

Converts text to outlines, optionally based on the font or font type.

How to proceed

1. Do one of the following:
   - To convert only text with a particular font, select the first option and define the font as follows:
     - To select the required font from a list of fonts, click AR. Select the desired font and click **OK**.
     - To grab the font from an example in the PDF, make sure you have selected some text in the PDF (with the PitStop Select Object tool) and click the Grab Selection button .
   - To convert only fonts of a particular font type, select the second option and choose a font type from the list.
   - To convert all text, regardless of the font, select **Any font**.

4.20. Crop To Visible

Belongs to

- **Category:** Page

What it does

Sets the size of the specified page box to fit the size of the visible page content, possibly with an extra margin.

As a consequence, invisible content (for example objects that are clipped away) is not taken into account, hence can be (partly) outside the page box.

How to proceed

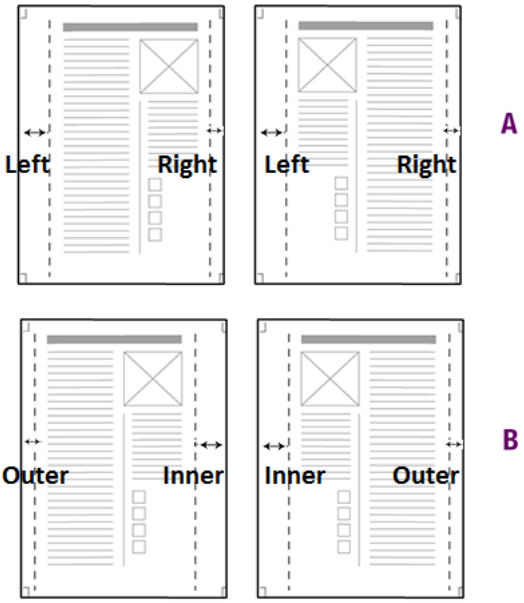
1. Specify the page box of which you want to change the size.
2. If you want to set an extra margin, select the **with offsets of** checkbox and define the offsets.

Note: The option **Mirror horizontal margins** determines if you have to specify values for the left and right or the outer and inner margin (see screenshot below).

3. To make sure that even and odd pages are mirrored, select **Mirror horizontal margins**. This is recommended, if the left and right margin have a different size.

Figure 8: Mirror horizontal margins illustrated

A = ***Mirror horizontal margins*** *is not selected. Margins of odd and even pages are the same; the left margin is larger than the right margin.*
B = ***Mirror horizontal margins*** *is selected. Odd and even pages are mirrored; the outer margin is smaller than the inner margin.*



4.21. Embed Font

Belongs to

- **Category:** Font

What it does

Embeds the selected fonts in the PDF document. You can embed all fonts, only fonts of a particular font type or only one particular font.

How to proceed

1. Do one of the following:
   - To embed only one particular font, select the first option and define the font as follows:
     - To select the font from a list of fonts, click AR. Select the desired font and click **OK**.

- To grab the font from an example in the PDF, make sure you have selected some text in the PDF (with the PitStop Select Object tool) and click the Grab Selection button .

- To embed only fonts of a particular font type, select the second option and choose a font type from the list.
- To embed all fonts used in the PDF document, select **Any font**.

4.22. Extend Bleed

Belongs to

- **Category:** Page

What it does

Extends the bleed on objects to reach the desired bleed size.

How to proceed

1. Specify the distance to the trim box to be checked for objects close to the page edge.

   Remember that the unit is determined by the Units setting in the PitStop Pro Preferences (Units & Guides category), for example: cm or pt
2. For other objects, select the appropriate option:
   - **Bleed beyond the trim box** and enter a value as required.
   - **Bleed to the bleed box**



Note: The small graphic illustrates the difference between these two options. (T = trim box; B= bleed box; the arrows indicate the direction in which the bleed will be extended).

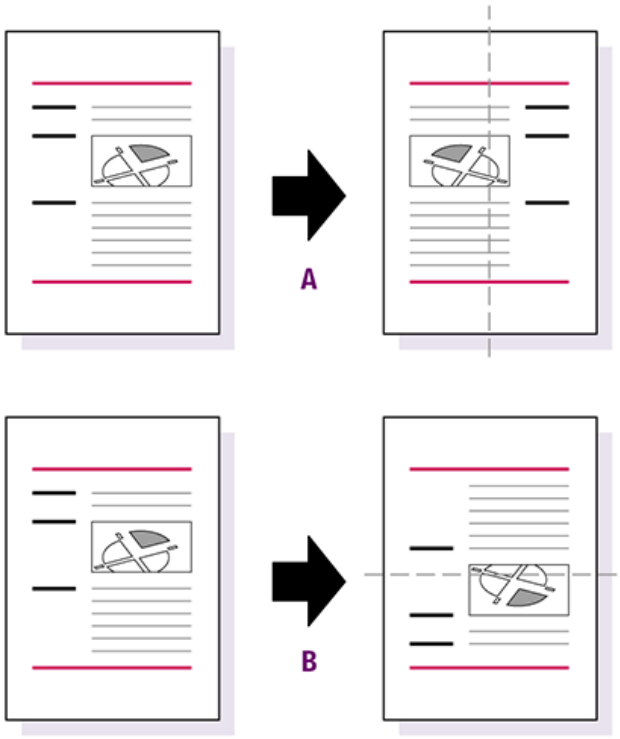
4.23. Flip Page Content

Belongs to

- **Category:** Page

What it does

Flips the page content of a PDF around an imaginary axis. Content can be flipped horizontally or vertically, relative to the center of a given page box.



A. *Flip the page content horizontally (left/right): over a vertical axis*
B. *Flip the page content vertically (up/down): over a horizontal axis*

4.24. Insert Empty Page

Belongs to

- **Category:** Insert

What it does

Inserts one or more empty pages as required.

How to proceed

1. Select the appropriate option:
   - To insert a particular number of empty pages, select the first radio button and enter a number.
   - To insert empty pages until the desired number of pages is reached:
     1. Select the second radio button.
     2. Select an option from the list:
        - **until** + <desired number of pages>: Adds empty pages until the entered number of pages is reached.
        - **until multiple of** + <number>: Adds empty pages until a multiple of the entered number of pages is reached.

- **until even**: Adds an empty page if required to make sure the total number of pages is even.
- **until odd**: Adds an empty page if required to make sure the total number of pages is even.

2. Specify the place in the PDF where the empty pages should be inserted:
   - **Before pages** + <page number>.

     Note: If you enter a page range, e.g. Before pages 1-2, the number of pages chosen in step1 is added twice (once before page 1 and once before page 2).

   - **After pages** + <page number>.

     Note: If you enter a page range, e.g. After pages 1-2, the number of pages chosen in step1 is added twice (once after page 1 and once after page 2).

   - **Before** or **After** the last page.

4.25. Insert PDF Document

Belongs to

- **Category:** Insert

What it does

Inserts one or more pages from an existing PDF document.

How to proceed

1. Select the PDF you want to insert pages from. To do so, click **Browse** and select the file concerned.
2. Specify if you want to insert all pages of the selected PDF, or only a particular page range, for example: "1-4".
3. Choose how often you want to insert extra pages:
   - **Insert indicated pages ... time(s)**, for example: "1"
   - Insert page after page **until multiple of <number> pages**, **until <number> pages**, **until odd** or **until even**.
4. Specify the place in the PDF where the extra pages should be inserted:
   - **Before pages** + <page number>.
   - **After pages** + <page number>.
   - **Before** or **After** the last page.

4.26. Minimize File Size

Belongs to

- **Category:** Remove

What it does

Minimizes the file size of your PDF by making a number of changes, such as downsampling and compressing images, removing non-printable data, ...

How to proceed

Select the appropriate option(s):

- **Downsample images to** <desired value>, for example: 300 ppi.
- **Compress images** and choose the desired quality, for example: Medium
- **Remove non-printable data (Certified PDF data, annotations, invisible objects, ...)**
- **Subset all fonts**
- **Remove objects outside of <desired page box> and crop clipped images**
- **Remove OPI**: OPI = Open Prepress Interface; for more information, refer to the PitStop Reference Guide on the *Enfocus website*.

4.27. Move Page Content

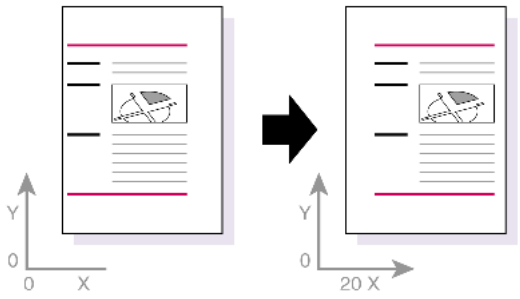
Belongs to

- **Category:** Page

What it does

Changes the physical position of the page content of odd and even pages throughout the entire PDF document by entering new values for the horizontal X and vertical Y axes, or by aligning the page content with a page box edge, corner, or center.

Figure 9: Moving the page content along the horizontal X and vertical Y axes.



Example

You can use this Global Change to fit a PDF in US letter paper size onto a regular A4 without altering the actual page setup of your document.

How to proceed

1. To move he content along the X axis, select the **Move horizontally** checkbox and indicate how the content should be moved:
   - **Move**: Move the content to the right by a specified distance, for example 5 cm.

     Note: The unit is defined by a setting in the PitStop Pro Preferences, in the Units & Guides category.

     You must specify the distance and whether or not the specified distance should be mirrored on even pages.
     - If **Mirror on even page** is cleared, the content of both even and odd pages will be moved to the right.
     - If **Mirror on even page** is selected, the content of odd pages will be moved to the right and the content of even pages will be moved to the left.
   - **Center**: Move the content to the right or the left, to align it with the center of the page box of your choice.
   - **Align**: Align the content with the left or right side of the page box of of your choice. You can add a margin and specify how the content of even pages should be moved:
     - If **Mirror on even page** is cleared, the content of both even and odd pages will be moved in the same direction (e.g. aligned with the left side of the trim box).
     - If **Mirror on even page** is selected, the content of even pages will be moved in the opposite direction (e.g. if the odd pages are aligned with the left side of the trim box, even pages will be aligned with the right side of the trim box).
2. To move the content along the Y axis, select the **Move vertically** checkbox and indicate how the content should be moved. *The options are similar to the ones under Move horizontally:*
   - **Move**: Move the content up by a fixed distance, for example 5 cm.

     Note: The unit is defined by a setting in the PitStop Pro Preferences, in the Units & Guides category.
   - **Center**: Move the content up or down, to align it with the center of the page box of your choice.
   - **Align**: Align the content with the top or bottom of the page box of of your choice. You can add a margin as required.

4.28. Remap Colors

Belongs to

- **Category:** Color

What it does

Remaps unwanted original colors to the desired colors taking into account the specified overprint settings.

How to proceed

1. Under **Remap**, select the appropriate option:
   - **Color**
   - **Color space**
   - **Color range**
   - **Channel**
2. Proceed as follows:
   - **If you have chosen Color:**
     - To use the color of a previously selected object, click  > **Grab Fill** or **Grab Stroke**.
     - To select a color from the color library, click  and choose the desired color. The selected color will be shown below the button.
     - To select Device Gray, RGB or CMYK, or calibrated gray or RGB, select the appropriate option from the list and use the sliders to select the required color variant.
   - **If you have chosen Color Space or Channel:**
     - Choose the appriopriate color space or channel from the list.
   - **If you have chosen Color Range:**
     1. Select the desired color space.
     2. Enter the appropriate values to define the color range (From and To)
3. Under **To**, select the target color or select **Keep**.
4. Select the appropriate overprint setting:
   - To not change any overprint settings, select **Keep**.
   - To change all overprint settings to "On", select **On**.
   - To change all overprint settings to "Off", select **Off**.

4.29. Remap Font

Belongs to

- **Category:** Font

What it does

Remaps a particular font. You can restrict the remapping to a size range or to a specific font.

You can at the same time adjust the point size, character and word spacing, or convert the text to outlines.

How to proceed

1. Do one of the following:
   - To remap only one particular font, select the first option and define the font as follows:
     - To select the font from a list of fonts, click AB. Select the desired font and click **OK**.
     - To grab the font from an example in the PDF, make sure you have selected some text in the PDF (with the PitStop Select Object tool) and click the Grab Selection button .
   - To embed all fonts used in the PDF document, select **Any font**.
2. To only remap text of a particular size (e.g. between 6.00 and 15.00 pt), select the **Limit to point size between ... and ...** checkbox and enter the required values.

   Note: This option applies to the font chosen in step 1.
3. Define the target font and related properties:
   - **Font**: Proceed as explained in step 1.
   - **Point Size**: You can either enter a target point size (select **to**), or add a particular amount of points (select **by**).
   - **Character spacing**
   - **Word spacing**
4. Select **Convert text to outlines** as required.

4.30. Remove Graphics

Belongs to

- **Category:** Remove

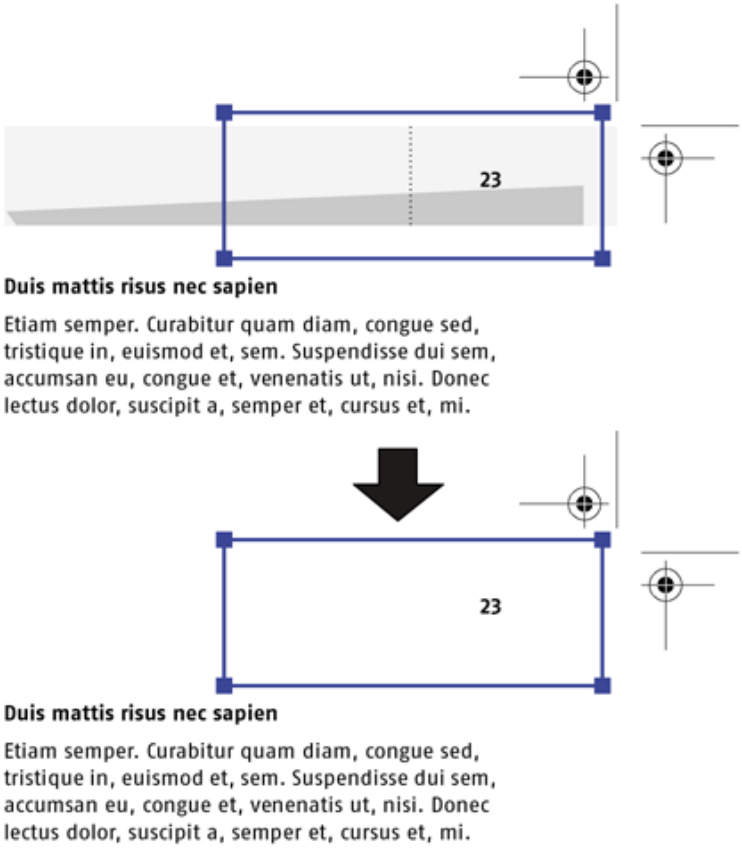
What it does

Removes text, image, line art or shadings positioned inside or outside a specific area, with the option to remove overlapping objects as well.

Example

Suppose you have a PDF document in which the header of each page contains a page number on a shaded line-art background. You can use this Global Change to remove the line art with shading, but keep the page numbers.

Figure 10: Removing line art with shading inside and overlapping the selected area but keeping the text



How to proceed

1. Under **Remove Objects**, select the items you want to remove:
   - **Text**
   - **Image**
   - **Line Art**
   - **Shading**
2. Define the area inside or outside which you want to remove something.
   - If you want to select the area in the PDF:

1. In your PDF document, draw a rectangular area on the page using the **Select Rectangular Area** tool .
2. In the Global Change Editor, click the **Grab** button .
3. Select **Grab Area From Selection**. The X and Y coordinates and the width and height are filled in automatically.

- If you want to define the area by a page box:

1. In the Global Change Editor, click the **Grab** button .
2. Select **Grab Area From Page Box**.
3. Select the desired page box, for example the Media Box.

   The X and Y coordinates and the width and height are filled in automatically.

3. Select the option to remove objects **inside or outside the defined area**.
4. To include overlapping text or object segments, select **Overlapping the area**.

4.31. Remove Non-Printing Data

Belongs to

- **Category:** Remove

What it does

Removes information that is irrelevant for printing, such as Certified PDF data, OPI information and other non-printable data.

How to proceed

Select the appropriate option(s):

- **Non-printing annotations**, such as video and sound files
- **Various non-printable elements (form fields, thumbnails etc.)**
- **Certified PDF data**
- **Piece info**: PieceInfo comes from Illustrator; removing it makes the file smaller, but it won't be possible anymore to import the document in Illustrator.
- **OPI info**: OPI = Open Prepress Interface; for more information, refer to the PitStop Reference Guide on the *Enfocus website*.

4.32. Remove Outside Page Box

Belongs to

- **Category:** Remove

What it does

Removes all objects positioned outside a specified page box.

How to proceed

1. Select the items to remove:
   - **Text**
   - **Image**
   - **Line art**
   - **Shading**
2. Select the page box concerned.

4.33. Resample Images

Belongs to

- **Category:** Image

What it does

Recompresses and resamples color, grayscale and single-bit images in the PDF. This is usually done to reduce the size of the PDF file.

Note: If you only want to recompress images, you can use *Compress Images* on page 35.

For more information, refer to the chapters "Compressing pixel images" and "Resampling pixel images" in the PitStop Pro Reference Guide available on the *Enfocus website*.

How to proceed - sampling images:

1. For each of the image types, select the appropriate **sampling** method:
   - **Keep original sampling**
   - **Average resampling at**
   - **Subsample at**
   - **Bicubic resampling at**
   - **Bilinear resampling at**
   - **Bicubic B-Spline resample at**
2. If you have chosen to resample the image, enter the desired ppi.
3. To set a threshold, select **Resample above** and enter the desired ppi.

How to proceed - compressing images:

1. For each of the image types, select the appropriate **compression** method:
   - **Keep original compression**
   - **No compression**

- **ZIP**, **JPEG** or **JPEG2000** (for color and grayscale images)
- **ZIP**, **CCITT Group 3**, **CCITT Group 4**, **Runlength** (for single-bit images)

2. If you have chosen JPEG or JPEG2000 in step 1, select the appropriate quality level.



Note:

- The higher the quality level, the more detail in the image will be preserved but the larger the size of your PDF file will be.
- In case of JPEG2000, "lossless compression" is supported.

3. If you need to transmit your PDF documents through channels where only ASCII characters are allowed, select the appropriate ASCII filter. Note that **ASCII HEX** may double the image data size, whereas **ASCII 85** may increase it by approximately 25%.

   Otherwise choose **No filter**.

4.34. Rotate Page Content

Belongs to

- **Category:** Page

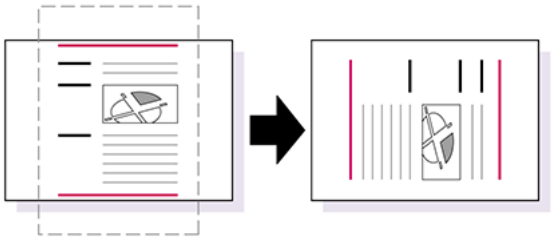
What it does

Rotates the page content by a given number of degrees, and relative to a given page box.



Note: You can also use Adobe Acrobat's standard functionality to rotate one or more pages in your PDF document. However, both the page and the content will be rotated in that case.

Figure 11: Rotate the content but keep the page orientation



Example

You can use this Global Change if you have changed the crop or media box first and may then wish to rotate the content to fit onto the "page" again.

4.35. Scale By Percent

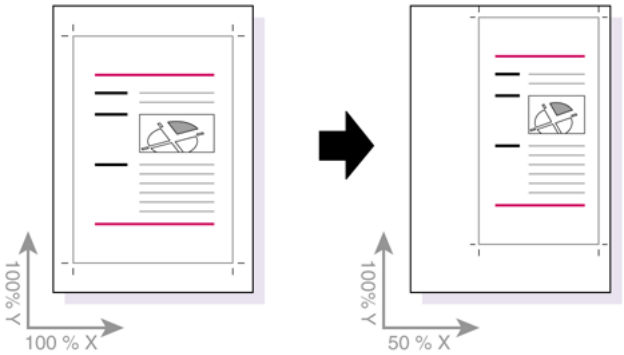
Belongs to

- **Category:** Page

What it does

Scales the page boxes and possibly the page content with a specified percentage using a point of a page box as anchor point.

Figure 12: Scale the page content and move it to the upper left corner of the crop box



Example

You can use this Global Change to make the page content narrower or larger.

How to proceed

1. Select **Scale: Page boxes** and/or **Page content**.
2. Enter the percentage by which the page box should be scaled:
   - A value for width (X), and
   - A value for height (Y).
3. Determine the anchor point, for example: Anchored at the upper left of the crop box (as in the image above).

4.36. Scale To Format

Belongs to

- **Category:** Page

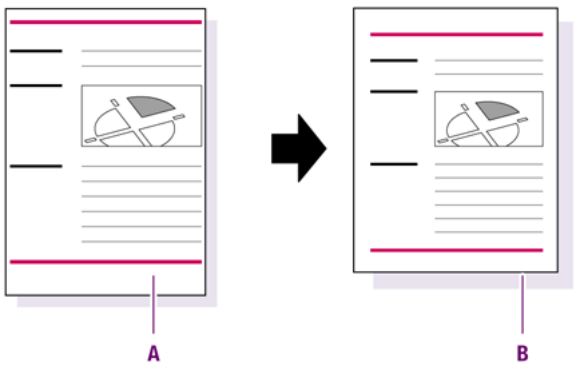
What it does

Scales the page boxes and possibly page content in order to fit the specified page size, optionally preserving proportions.

Example

You can use this Global Change to scale the page boxes and the page content of a A4-size PDF document (210 x 297 mm) to fit the US Letter page size (8.5 x 11").

Figure 13: Scale the entire page and the page content from A4 size (**A**) to US Letter (**B**).



How to proceed

1. Do one of the following:
   - If you want to scale both page content and page boxes, select **Also scale page content**.
   - If you want to scale the page boxes only, select **Anchor page content to the <position> of the <page box>** and select the preferred options, e.g. anchor page content to the **upper right** of the **media box**.
2. Determine which page box should match the target size.
3. Select the target page size, for example **A4**, **US Letter** or **Custom** (if you want to determine width and height yourself). The corresponding dimensions are displayed below.
4. Indicate if non-proportional scaling is allowed:
   - **Not allowed**
   - **Only allowed for page boxes**
   - **Allowed**

   Note: Usually, page content is scaled proportionally (to avoid distortion of text and objects), whereas the page boxes must be scaled non-proportionally to fit a different page format. This is the case because the proportions (width to height) of e.g. an A4 page are different from those of a US Letter.

4.37. Scale To Page Box

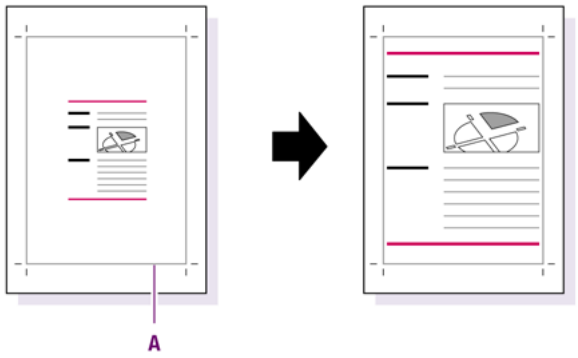
Belongs to

- **Category:** Page

What it does

Scales the page content to fit a given page box using a point of that page box as anchor point. You can add extra margins, if necessary.

Figure 14: Scale the page content to fit the size of the trim box (**A**).



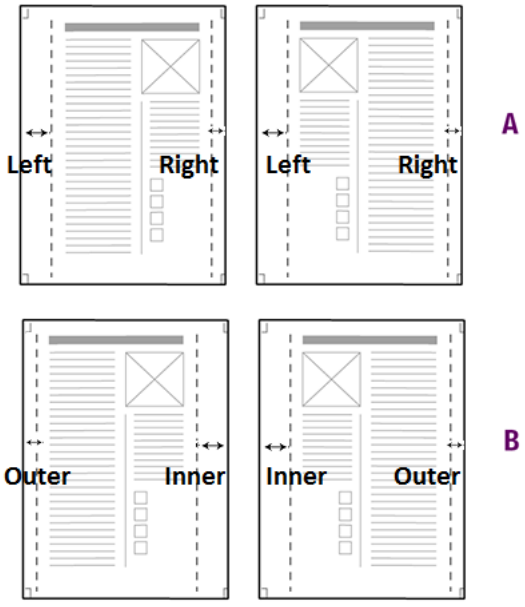
How to proceed

1. Determine which page box the page content should fit and select the preferred anchor point, for example: scale page content to fit the trim box, anchored at the center.
2. To add extra margins to the page content, select the corresponding option and enter the preferred values.

   Note: The option **Mirror horizontal margins** determines if you have to specify values for a left and right or an outer and inner margin (see screenshot below).

3. To make sure that even and odd pages are mirrored, select **Mirror horizontal margins**. This is recommended, if the left and right margin have a different size.

   A = ***Mirror horizontal marges*** *is not selected. Margins of odd and even pages are the same; the left margin is larger than the right margin.*
   B = ***Mirror horizontal marges*** *is selected. Odd and even pages are mirrored; the outer margin is smaller than the inner margin.*



4. If you don't want to enlarge the page box, select **Only allow shrink to fit**.

4.38. Set Document Info

Belongs to

- **Category:** Document

What it does

Changes the document properties such as title, author, subject and keywords, optionally with the use of variables.

How to proceed

1. Select the document properties you want to change:
   - **Title**
   - **Author**
   - **Subject**
   - **Keywords**
2. Enter the new value. You can type a string, or you can use variables, such as the user name (for the Author) or the title and document name (for the Keywords).

   To use variable text:

   a. Click **Use Variable**.
   b. In the **Use Variable** dialog, select the appropriate variable, for example "%Current Document Name%" or "%User Company%". For an overview of all variables, refer to *Variables* on page 61.

   Note: At run-time, these variables will be replaced with the appropriate values. Below the list of variables, you can see what the current value is.

   c. Click **Insert**. The inserted variable is shown.

   Note: You can combine fixed text and variables as required, for example: "Coauthor: %User Name%".

4.39. Set Output Intent

Belongs to

- **Category:** Document

What it does

Changes or removes the PDF/X Output Intent as required.

How to proceed

- To change the PDF/X Output Intent:
  1. Select the first option and click **Import**.
  2. Select the Output Intent you want to use, either from the database or from your computer. The file extension is ".eoi" (Enfocus Output Intent).
  3. Click **OK**.
- To remove the PDF/X Output Intent, select **Remove**.

4.40. Set Page Boxes to Marks

Belongs to

- **Category:** Page

What it does

Detects print marks and sets the trim and bleed boxes to those marks.

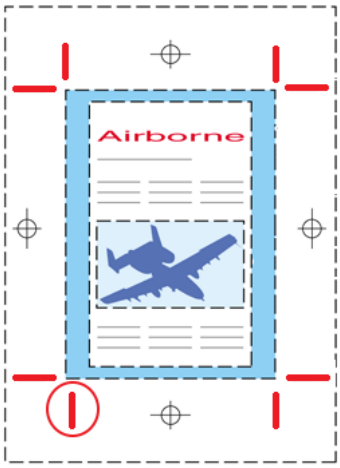
How to proceed

1. Specify the color of the trim marks by choosing one or more of the following options:
   - 400% CMYK
   - Separation All (registration)
   - 100% black
   - A specific color
2. If desired, specify how much the marks are allowed to deviate from the expected position.

   The unit is the unit set in the PitStop Pro Preferences (Units & Guides category), for example: cm or pt

Example

In the image below, the red marks are detected as trim marks and used to set the trim box (blue box). The position of the vertical marks in the top and bottom left corner is not as expected (they are not exactly on one vertical line), but the deviation (= difference between the position of both marks) is less than the specified threshold.



4.41. Split Pages in Half

Belongs to

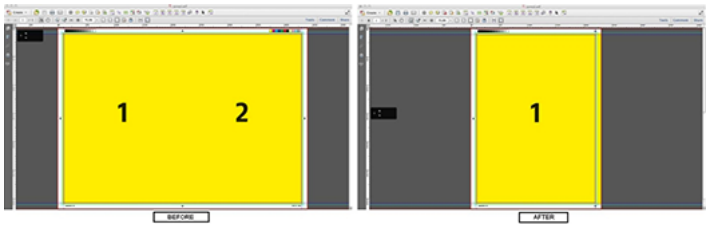
- **Category:** Page

What it does

Splits pages in half. A page (or pages) can be split horizontally, vertically or depending on the orientation defined for the page (example: portrait or landscape). You can also select the page box you want to base this split on.

Example

The following screenshot shows a page before it is split and after it is **vertically** split.



How to proceed

1. From the **Split pages in half** drop-down menu, select the appropriate option:
   - To split all the pages horizontally in half, select **all pages horizontally**.
   - To split all the pages vertically in half, select **all pages vertically**.
   - To split only portrait pages in half, select **only portrait pages**.
   - To split only landscape pages in half, select **only landscape pages**.

- To split the pages with the least used orientation, choose **automatic**.

  First, the PDF is analyzed for portrait and landscape pages and then the pages are split. Landscape pages will be split vertically and portrait pages will be split horizontally. All other pages will be untouched.

2. From the second drop-down menu, select the page box to base the split on:
   - **media box**
   - **trim box**
   - **detected Trim Marks**
3. To clear the area outside the trim box (after the pages have been split), select **Remove all objects that lie completely outside the trim box**.
4. To append any new printer marks to the split pages, select **Add new printer marks**.

4.42. Subset Font

Belongs to

- **Category:** Font

What it does

Embeds a subset of the font(s) in the PDF document. You can subset all fonts, only fonts of a particular font type or only one particular font.

How to proceed

1. Do one of the following:
   - To subset only one particular font, select the first option and define the font as follows:
     - To select the font from a list of fonts, click . Select the desired font and click **OK**.
     - To grab the font from an example in the PDF, make sure you have selected some text in the PDF (with the PitStop Select Object tool) and click the Grab Selection button .
   - To subset only fonts of a particular font type, select the second option and choose a font type from the list.
   - To subset all fonts used in the PDF document, select **Any font**.