

enfocus PITSTOP PRO 2020

Reference Guide

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enfocus

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1. Overview of the PitStop Pro documentation

The complete PitStop Pro documentation consists of multiple parts.

Part	Description/location
Quick Start Guide	Describes how to install and activate PitStop Pro and gives a brief introduction to the PitStop Pro features. *http://www.enfocus.com/manuals/QuickStartGuide/PP/20/enUS/home.html*
Reference Guide	Describes the PitStop Pro features in detail. *http://www.enfocus.com/manuals/ReferenceGuide/PP/20/enUS/home.html*
Action List Library Action Manual	Library with Action Lists available for download: *http://www.enfocus.com/en/support/downloads/pitstop-action-lists* Gives an overview of all available Actions: *http://www.enfocus.com/manuals/Extra/Actions/20/home.html*
Global Changes Manual	Gives an overview of all available Global Changes: *http://www.enfocus.com/manuals/Extra/GlobalChanges/20/home.html*
Preflight Profile Library	Library with Preflight Profiles available for download: *http://www.enfocus.com/en/support/downloads/pitstop-preflight-profiles*
Preflight Checks	Overview of the available checks in a Preflight Profile. *http://www.enfocus.com/manuals/Extra/PreflightChecks/20/home.html*
Customizing Report Templates	Describes how you can customize Preflight Report templates, e.g. add a company logo, change the header or colors used in the Report, ... *http://www.enfocus.com/manuals/Extra/CustomReportTemplate/20/home.html*
Preflight Report Help	Explains the meaning of the messages that can be found in the Preflight Report and descibes how issues can be fixed.

Part	Description/location
	http://www.enfocus.com/manuals/Extra/PreflightReportHelp/20/home.html
Training material, such as interactive eLearning courses, product movies, webinars and recorded workshops.	Go to the 'Learn' section of the Enfocus website and search for the PitStop courses. You can indicate your level (beginner, intermediate, or advanced) and the type of course you want to take (eLearning, movie, webinar, or workshop). *https://www.enfocus.com/learn*
Solution articles	*https://www.enfocus.com/en/support/known-issues-and-solutions*

2. PitStop Pro at a glance

2.1. About PitStop Pro

PitStop Pro is a plug-in for Adobe Acrobat Standard, Pro and DC that enables you to edit and log changes to PDF documents.



Note: Adobe Acrobat Reader DC is not supported. For more details and version info, refer to the *system requirements on the Enfocus website*.

PitStop Pro involves	More info
Editing objects	*Editing objects* on page 195
Action Lists	• *About Action Lists* on page 16 (Quick Reference) • *Automating tasks with Action Lists, Global Changes and QuickRuns* on page 305
Preflight Profiles	• *About Preflight Profiles* on page 18 (Quick Reference) • *Preflighting and checking PDF documents* on page 118
Global Changes	• *About Global Changes* on page 20 (Quick Reference) • *Using Global Changes* on page 344
QuickRuns	• *About QuickRuns* on page 22 (Quick Reference) • *Using QuickRuns* on page 360
Certified PDF documents and edit logs	*Working with Certified PDF documents* on page 170

2.2. About Action Lists

An Action List is a list of successive actions that PitStop Pro has to perform on a PDF document.

You can:

- Define Action Lists.
- Import and export Action Lists (.eal files).

- Run Action Lists.

This part of the documentation only provides a quick overview. For a full description, refer to the chapter *Automating tasks with Action Lists* on page 305.

2.2.1. To open the Action Lists dialog

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

Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

2.2.2. To define an Action List

1. Open the **Action Lists** dialog box.
2. Select an Action List.
3. Click > **Edit**.

2.2.3. To run an Action List

1. Open the **Action Lists** dialog box.
2. Select an Action List.
3. If necessary, change the following options:
   - **Run on**
   - **Show results**
4. Click .

2.2.4. To import Action Lists

1. Open the **Action Lists** dialog box.

2. Click > **Import/Export**, and click one of the following:
   - **Import**
   - **Import Group**

2.2.5. To export Action Lists

1. Open the **Action Lists** dialog box.
2. Select one or more of the following:
   - Action List.
   - Group of Action Lists. Example: **Local**.
3. Click > **Import/Export**, and click one of the following:
   - **Export**
   - **Export Group**

2.3. About Preflight Profiles

A Preflight Profile is a group of checks and fixes that PitStop Pro has to perform on a PDF document.

You can:

- Define Preflight Profiles.
- Import and export Preflight Profiles (.ppp files).
- Run Preflight Profiles.

2.3.1. To open the Preflight Profiles dialog

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

Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

2.3.2. To define a Preflight Profile

1. Open the **Preflight Profiles** dialog box.
2. Select a Preflight Profile.
3. Click > **Edit**.

2.3.3. To run a Preflight Profile

1. Open the **Preflight Profiles** dialog box.
2. Select a Preflight Profile.
3. If necessary, change the following options:
   - **Certified PDF Preflight**: Select this checkbox if you want the Preflight to be part of a Certified PDF workflow. See also *Difference between a regular and a Certified preflight check* on page 121.

     Note: A Certified PDF Preflight is always run on the complete document. When choosing Certified PDF Preflight, the page selecting options (under **Run on:**) will be unavailable.

   - **Run on**: Set the page range on which you want to run the Preflight Profile.
   - **Allow fixes**: Define if fixes should be performed. If the Preflight Profile doesn't allow fixes, the option will be disabled.
4. Click .

After finishing, the Enfocus Navigator will show all errors, allow to restart the Preflight, suggest solutions, etc. See *Using the Enfocus Navigator* on page 144.

2.3.4. To import Preflight Profiles

You can import Preflight Profiles with file name extension .ppp (Enfocus Preflight Profile).

1. Open the **Preflight Profiles** dialog box.
2. Click > **Import/Export**, and click one of the following:
   - **Import** to import one or more Preflight Profiles.

- **Import Group** to import a folder with one or more Preflight Profiles. The whole folder will be imported as a Group.

2.3.5. To export Preflight Profiles

1. Open the **Preflight Profile** dialog box.
2. Select one or more of the following:
   - A Preflight Profile.
   - A Group of Preflight Profiles, for example: **Local**.
3. Click  > **Import/Export**, and click one of the following:
   - **Export** to export the selected Preflight Profile(s) as .ppp file(s).
   - **Export Group** to export all Preflight Profile(s) belonging to the selected Group (i.e. folder) as .ppp file(s).
   - **Export as Plain Text** to export a text version of the selected Preflight Profile(s). This option is not available if you selected a Group.

   .ppp files (Enfocus Preflight Profiles) can be imported again in (another copy of) PitStop Pro as required.
4. Choose a location and click **Save**.

2.4. About Global Changes

A Global Change is a change that PitStop Pro has to perform on a PDF document.

You can:

- Define Global Changes.
- Import and export Global Changes (.egc files).
- Run Global Changes.

This part of the documentation only provides a quick overview. For a full description, refer to the chapter *Using Global Changes* on page 344.

2.4.1. To open the Global Changes dialog

OS/Acrobat	Do one of the following
In Acrobat	• In the menu bar, click **PitStop Pro** > **Global Changes**. • In the **Tools** pane, click **PitStop Process** >  **Global Changes**.

OS/Acrobat	Do one of the following
Windows shortcut	Press Alt+Ctrl+G.
Mac OS shortcut	Press ⌥⌘G.

Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

2.4.2. To define a Global Change

1. Open the **Global Changes** dialog box.
2. Select a Global Change.
3. Click > **Edit**.

2.4.3. To run a Global Change

1. Open the **Global Change** dialog box.
2. Select a Global Change.
3. If necessary, change the following options:
   - **Run on**
   - **Show results**
4. Click .

2.4.4. To import Global Changes

1. Open the **Global Changes** dialog box.
2. Click > **Import/Export**, and click one of the following:
   - **Import**
   - **Import Group**

2.4.5. To export Global Changes

1. Open the **Global Changes** dialog box.
2. Select one or more of the following:

- Global Change.
- Group of Global Changes. Example: **Local**.

3. Click  > **Import/Export**, and click one of the following:
   - **Export**
   - **Export Group**

2.5. About QuickRuns

A QuickRun is a group of Action Lists, Global Changes and maximum one Preflight Profile that PitStop Pro has to perform on a PDF document.

You can:

- Define QuickRuns.
- Import and export QuickRuns (.eqr files).
- Run QuickRuns.

This part of the documentation only provides a quick overview. For a full description, refer to the chapter *Using QuickRuns* on page 360.

2.5.1. To open the QuickRuns dialog

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



Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

2.5.2. To define a QuickRun

1. Open the **QuickRuns** dialog box.
2. Select a QuickRun.

3. Click > **Edit**.

2.5.3. To run a QuickRun

1. Open the **QuickRun** dialog box.
2. Select a QuickRun.
3. Click .

2.5.4. To run a QuickRun favorite

OS/Acrobat	Do one of the following
Acrobat	• In the menu bar, click **PitStop Pro** > **QuickRun Favorites**, and select a QuickRun. • In the **Tools** pane, click **PitStop Process** > **QuickRun Favorites** and select a QuickRun.
Windows	Use the shortcut of the QuickRun favorite. Example: • Favorite 1: Alt+Shift+Ctrl+A • Favorite 2: Alt+Shift+Ctrl+B
Mac OS	Use the shortcut of the QuickRun favorite. Example: • Favorite 1: ⌥⇧⌘A • Favorite 2: ⌥⇧⌘B

Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

2.5.5. To import QuickRuns

1. Open the **QuickRun** dialog box.
2. Click > **Import/Export**, and click one of the following:
   - **Import**

- **Import Group**

2.5.6. To export QuickRuns

1. Open the **QuickRuns** dialog box.
2. Select one or more of the following:
   - QuickRun.
   - Group of QuickRuns. Example: **Local**.
3. Click  > **Import/Export**, and click one of the following:
   - **Export**
   - **Export Group**

2.6. Menu bar: overview

Note: A small number of entries differs between Windows and Mac OS.

Windows:



Mac OS:



Acrobat menu (Mac OS)

Entry	More info
About Third-Party Plug-Ins > **About Enfocus PitStop Pro**	See Quick Start Guide.
About Third-Party Plug-Ins > **About Enfocus StatusCheck**	—
Preferences > **Enfocus PitStop Pro Preferences**	*Setting your PitStop Pro Preferences* on page 47
Preferences > **Enfocus StatusCheck**	

File menu

Entry	More info
Enfocus New Document	—
Enfocus Sign and Save	*Working with Certified PDF documents* on page 170

Entry	More info
• **Enfocus Sign and Save As** (Windows) • **Save As** > **Enfocus Sign and Save As** (Mac OS)	*Starting a Certified PDF workflow for a PDF document* on page 175
Enfocus Remove Report Info	*Remove the Report information* on page 149

Edit menu

Entry	More info
Enfocus Undo	*Undoing or redoing actions* on page 92
Enfocus Redo	
Preferences > **Enfocus PitStop Pro Preferences** (Windows)	*Setting your PitStop Pro Preferences* on page 47
Preferences > **Enfocus StatusCheck** (Windows)	

View menu

Entry	More info
Tools > • **PitStop Process** • **Certified PDF** • **PitStop Inspect** • **PitStop Edit** • **PitStop View** • **PitStop Color** • **PitStop Page Box**	Opens the corresponding panel in the **Tools** pane. See *Tools pane: overview* on page 29.

Certified PDF menu

Entry	More info
Certified PDF	*Working with Certified PDF documents* on page 170
• **Start Edit Log**, or • **Remove Certified PDF Data**	

Entry	More info
Edit Log	
History	

PitStop Pro menu

Entry	More info
Object	See below.
Preflight	• *About Preflight Profiles* on page 18 • *Preflighting and checking PDF documents* on page 118
Global Changes	• *About Global Changes* on page 20 • *Using Global Changes* on page 344
Action Lists	• *About Action Lists* on page 16 • *Automating tasks with Action Lists, Global Changes and QuickRuns* on page 305
QuickRuns	• *About QuickRuns* on page 22 • *Using QuickRuns* on page 360
QuickRun Favorites	
Navigator	*Using the Enfocus Navigator* on page 144
Object Browser	*Selecting objects using the Object Browser* on page 203
Variable Sets	• *Preferences > Enfocus PitStop Pro Preferences > Variable Sets* on page 57 • *Smart Preflight* on page 150

PitStop Pro Object menu

Entry	More info
Split in Words	*Splitting and merging text segments* on page 291
Split in Characters	
Convert to Outlines	
Merge into Text Lines	
Merge into Words	
Make Mask	*Masking objects* on page 265
Release Mask	
Enfocus Replace	*To replace an object* on page 94

Entry	More info
Enfocus Find and Replace Text	*Enfocus Find And Replace Text* on page 280
Set Line Anchor Point	*About paths, anchor points and direction points* on page 197 *Editing a path* on page 251
Set Curve Anchor Point	
Smoothen Anchor Point	
Open Path	
Close Path	
Reverse Path	
Make Compound Path	
Release Compound Path	
Bring Forward	*Changing the stacking order of objects* on page 210
Send Backward	
Bring to Front	
Send to Back	
Make Mask	*Masking objects* on page 265
Release Mask	
Show All	*Hiding and showing selected objects* on page 209
Hide Selection	
Group	*Grouping and ungrouping* on page 206
Ungroup	
Align and Distribute	*Aligning and distributing* on page 207
Combine/Divide Shapes	*Combining and dividing the shapes of objects* on page 247
Set Trim Box	*Trim Box Margins* on page 48
Varnish	—
Extract ICC Profile	*Using ICC profiles* on page 379
Rasterize Selection	*Rasterizing Selection* on page 301

PitStop Pro Dashboard menu

Entry	More info
My PitStop Pro Dashboard	This is a direct link to your PitStop Pro Dashboard on the Enfocus website. If you opt in, you get a lot of info about your use of PitStop Pro, how many files were preflighted by you, how many failed and how many passed, etc. The data is linked to your Enfocus ID. This is the Enfocus ID that was used to opt in to the PitStop Pro Dashboard.

Entry	More info
Opt in/Opt out	You can opt out whenever you want. Note that we can keep your data for later use, if you want to.

Help menu

Entry	More info
Plug-In Help > **Enfocus PitStop Pro Help** > • **License** • **Enfocus Home Page** • **Buy Now!** • **Check for updates** • **PitStop Pro Help (HTML)** • **Preflight Report Help (HTML)** • **Read Me (PDF)** • **License Agreement (PDF)** • **Online Documentation** • **Product Movies** • **Preflight Profile Library** • **Action List Library** • **Solution Articles** • **Get Support**	-
About Third-Party Plug-Ins > **About Enfocus PitStop Pro**(Windows)	See the *Quick Start Guide* (on the Enfocus website)
About Third-Party Plug-Ins > **About Enfocus StatusCheck** (Windows)	See the *StatusCheck documentation* (on the Enfocus website)

2.7. Tools pane: overview

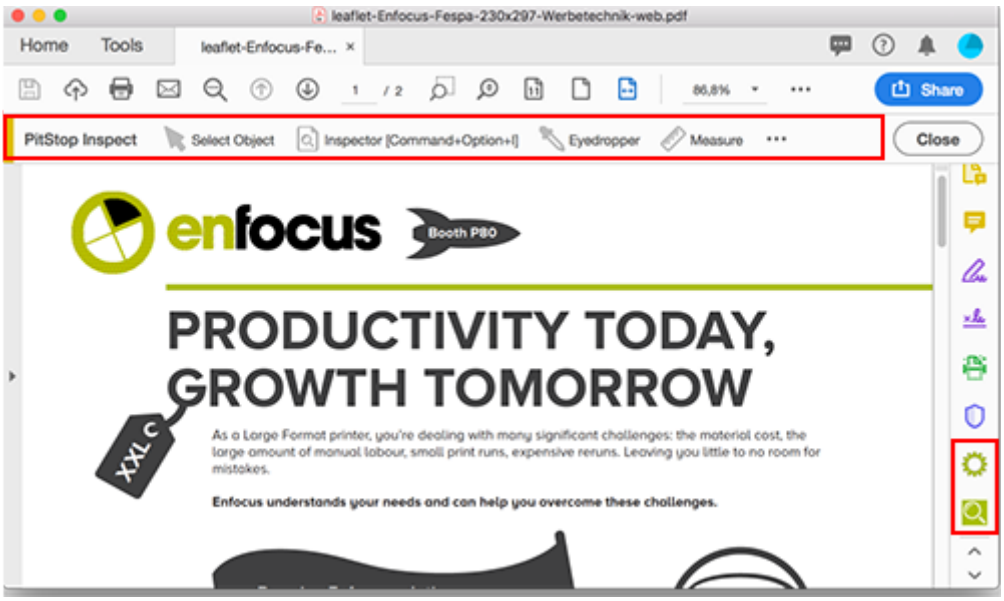
About the Tools pane in Adobe Acrobat

In Acrobat, the Enfocus PitStop panels are not shown by default in the Tools pane; **you have to add them manually** before you can use the PitStop Pro tools. However, once they are available, you can use them in the same way as in previous Acrobat versions.

Refer to *Adding PitStop Pro panels to the Tools pane* on page 36.

The image below shows where you can find the PitStop Pro panels. The tools included in a particular panel are shown next to the name of the panel. In the example below, the PitStop Inspect panel is selected, and "Select Object", "Inspector", "Eyedropper", and "Measure" are available. Clicking ••• gives access to the other tools belonging to this panel.

Note: The Tools pane on the right gives access to the PitStop panels that were added manually as described higher.



Tip: You can hide the labels (next to the icons), by right-clicking in the toolbar and selecting the (selected) **Show All Labels** option.

PitStop Process panel

Tool	More info
Preflight Profiles	• *About Preflight Profiles* on page 18 • *Preflighting and checking PDF documents* on page 118
	• *About Global Changes* on page 20

Tool	More info
Global Changes	• *Using Global Changes* on page 344
 **Action Lists**	• *About Action Lists* on page 16 • *Automating tasks with Action Lists, Global Changes and QuickRuns* on page 305
 **QuickRuns**	• *About QuickRuns* on page 22 • *Using QuickRuns* on page 360
 **QuickRun Favorites**	
 **Navigator**	*Using the Enfocus Navigator* on page 144
 **No Active Variable Set**  **[Active Variable Set]**	• *Preferences > Enfocus PitStop Pro Preferences > Variable Sets* on page 57 • *Smart Preflight* on page 150

Certified PDF panel

Tool	More info
 **Certified PDF**	*Working with Certified PDF documents* on page 170
 **Sign and Save**	• *Working with Certified PDF documents* on page 170 • *Starting a Certified PDF workflow for a PDF document* on page 175

PitStop Inspect panel

Tool	More info
	*Selecting objects* on page 199

Tool	More info
Select Object	
 **Inspector**	*Using the Enfocus Inspector* on page 94
 **Eyedropper**	*Viewing object attributes using the Eyedropper tool* on page 94
 **Measure**	*Measuring the distance between two points* on page 93
 **Show Object Browser**	*Selecting objects using the Object Browser* on page 203

PitStop Edit panel

Tool	More info
 **Select Object**	*Selecting objects* on page 199
 **Select Similar Objects**	
 **Group**	*Grouping and ungrouping* on page 206
 **Ungroup**	
 **Copy and Paste Attributes**	*Copying and pasting object attributes* on page 91
 **Move**	*Moving an object* on page 239

Tool	More info
 **Rotate**	*Rotating an object* on page 231
 **Shear**	*Shearing an object* on page 241
 **Scale**	*Scaling an object* on page 235
 **Add Rectangle**	*Creating new shapes* on page 249
 **Add Ellipse**	
 **Edit Shadings**	*Applying gradients to text or line-art objects* on page 222
 **Add Path**	• *About paths, anchor points and direction points* on page 197 • *Creating a new path* on page 250 • *Editing a path* on page 251 • *Adding or removing an anchor point* on page 264
 **Edit Path**	
 **Add Anchor Point**	
 **Remove Anchor Point**	
 **Edit Text Line**	• *Editing a single text line* on page 285 • *Editing a text paragraph* on page 285 • *Editing vertical text* on page 287

Tool	More info
 **Edit Paragraph**	• *Enfocus Find And Replace Text* on page 280
 **Edit Vertical Text Line**	
 **Find and Replace Text**	
 **Edit Form**	*Editing forms* on page 299
 **Place PDF File**	*Placing PDF documents in PDF documents* on page 298
 **Undo**	*Undoing or redoing actions* on page 92
 **Undo Selection**	
 **Redo**	
 **Redo Selection**	
 **Select Area**	—
 **Select Polygonal Area**	

PitStop View panel

Tool	More info
 **Show Page Boxes**	*Page boxes* on page 104 *Viewing a PDF document's trim and bleed* on page 105
 **Show Objects Outside Page Box**	*Viewing objects outside the crop box* on page 111
 **Hide Annotations**	*Showing or hiding annotations* on page 73
 **Show All Layers**	*Working with Layers* on page 116
 **Show Wireframe**	*Viewing a PDF document in wireframe view* on page 72
 **Speed Up Image Display**	*Speeding up image display using alternate images* on page 74
 **Workspaces**	*Workspaces* on page 80

PitStop Color panel

Tool	More info
 **Color Management Switched off**  **Active Color Management Preset**	*Managing color* on page 371
 **Convert Color**	*Converting a color using the Enfocus Convert Color Panel* on page 221

Tool	More info
 **Apply Output Intent**	*Rendering intents* on page 373
 **Image Matching**	*Using ICC profiles* on page 379
 **Color Picker**	Shortcut to the color picker, allowing you to manage and check the color libraries.

PitStop Page Box panel

Tool	More info
 **Edit Design Layout**	*Design Layouts* on page 96
 **No Active Design Layout**  **[Design Layout Activated But Not Applied]**  **[Design Layout Applied]**	
 **Edit Page Boxes**	
 **Show Page Boxes**	

 **Note:**

- All icons exist in two flavors: the gray version is used when the tool is inactive; the green version is used when the tool is activated.

2.7.1. Adding PitStop Pro panels to the Tools pane

The Enfocus PitStop Pro panels are not shown by default. You have to add them manually to the Tools pane, in order to be able to use the PitStop Pro tools.

To add the PitStop Pro panels

1. Open Adobe Acrobat.
2. Below the menu bar in the top left, click the **Tools** tab.
3. In the search field below, type `PitStop` and click the search icon .
   The PitStop Pro panels are listed.
4. From the list below the PitStop Pro panel you want to add to the Tools pane, select **Add**.
   The added PitStop Pro panel appears in the Tools pane (on the right).
5. Do this for all PitStop Pro panels.
   To add the Certified PDF panel as well, type `Certified PDF` in the search field (step 3) and click **Add** in the list below the search result.
6. To access the tools included in the PitStop Pro panels, do one of the following:
   - Click the name of the PitStop Pro panel concerned.
   - Right-click the name of the PitStop Pro panel concerned and click **Open**.
   - In the Acrobat menu bar, click **View** > **Tools** > **<name of the PitStop Pro Panel concerned>** > **Open**.

   The tools are shown at the top of the document or on the right side (PitStop Edit panel).

Note: If there is not enough room to display all tools, you will see the following icon: •••; simply click this icon to see the missing tools.

2.8. Dialog boxes: overview

Dialog box	More info
Enfocus Inspector	*Using the Enfocus Inspector* on page 94
About Enfocus PitStop Pro	See Quick Start Guide.
Enfocus Navigator	*Using the Enfocus Navigator* on page 144
Enfocus Certified PDF Panel	*Working with Certified PDF documents* on page 170
Enfocus PitStop Pro Preferences	*Setting your PitStop Pro Preferences* on page 47
Enfocus StatusCheck Preferences	

Dialog box	More info
Eyedropper	*Viewing object attributes using the Eyedropper tool* on page 94
Enfocus Measure	*Measuring the distance between two points* on page 93
Enfocus Copy and Paste Attributes	*Copying and pasting object attributes* on page 91
Find and Replace Text	*Enfocus Find And Replace Text* on page 280
Enfocus Place PDF	*Placing PDF documents in PDF documents* on page 298
Color Management Preset Editor	*Managing color* on page 371
Enfocus Convert Color Panel	*Converting a color using the Enfocus Convert Color Panel* on page 221
Enfocus Output Intent Panel	*Rendering intents* on page 373
Enfocus Image Matching Panel	*Using ICC profiles* on page 379
Preflight Profiles	• *About Preflight Profiles* on page 18 • *Preflighting and checking PDF documents* on page 118
Global Changes	• *About Global Changes* on page 20 • *Using Global Changes* on page 344
Action Lists	• *About Action Lists* on page 16 • *Automating tasks with Action Lists, Global Changes and QuickRuns* on page 305
QuickRuns	• *About QuickRuns* on page 22 • *Using QuickRuns* on page 360
Enfocus Design Layout Panel	*Design Layouts* on page 96
Enfocus Workspace Panel	*Workspaces* on page 80
Certified PDF > **Edit Log**	*Viewing the Edit Log* on page 189

2.9. Enfocus Inspector dialog box: overview

Category	Subcategory	More info
 **Fill and Stroke**	 **Fill**	• *Changing the color of text or line-art objects* on page 215 • *Applying gradients to text or line-art objects* on page 222
	 **Stroke**	
	 **Stroke Details**	
	 **Overprint**	*Overprint* on page 387
 **Line Art Editing**	 **Combine and Divide Shapes**	*Combining and dividing the shapes of objects* on page 247
	 **Offset Shapes**	*Creating an offset path* on page 255
	 **Convert Stroke To Fill**	*Converting stroke to fill* on page 257
	 **Crop Line Art To Clip**	*Cropping line art* on page 258
	 **Trace Objects**	*Tracing objects* on page 260

Category	Subcategory	More info
 **Text**	 **Text**	• *Editing a single text line* on page 285 • *Editing a text paragraph* on page 285 • *Editing vertical text* on page 287
 **Image**	 **Properties**	—
	 **Curve Editing**	*Adjusting brightness and contrast of pixel images* on page 270
	 **Resample**	*Resampling pixel images* on page 275
	 **Compress**	*Compressing pixel images* on page 277
	 **Brightness and Contrast**	*Adjusting brightness and contrast of pixel images* on page 270
	 **Sharpen with Unsharp Mask**	*Sharpening pixel images* on page 273
 **Transparency**	 **General**	*Changing the transparency of objects* on page 212
	 **Transparency Group**	*Changing transparency group properties* *Transparency group properties* on page 215
		*Viewing transparency group properties*

Category	Subcategory	More info
	Transparency Group Parent	
	 **Masking**	*Inspecting soft masks* on page 266
 **Prepress**	 **General**	—
	 **Halftone**	*Viewing the halftone information of an object* on page 280
	 **OPI**	*Changing or removing the OPI information of objects* on page 212
	 **Layers**	*Working with Layers* on page 116
	 **Output Intent**	*Rendering intents* on page 373
 **Separations**	 **Remap**	—
	 **Varnish**	—
 **Position**	 **Position**	*Transforming an object by specifying exact values* on page 245
	 **Align and Distribute**	*Aligning and distributing* on page 207

Category	Subcategory	More info
	 **Page Box Overview**	*Page boxes* on page 104
	 **Edit Page Boxes**	
 **Summary**	 **Summary**	*Viewing statistics of selected objects* on page 279 Only available if you click , , or . (**Tools** pane > **PitStop Edit** panel)
 **Select Similar Objects**	 **Select Similar Objects**	*Selecting similar objects* on page 202 Only available if you click . (**Tools** pane > **PitStop Edit** panel)
 **Move**	 **Numeric Feedback**	*Moving an object* on page 239 Only available if you click . (**Tools** pane > **PitStop Edit** panel)
 **Rotate**	 **Rotate**	*Rotating an object* on page 231 Only available if you click . (**Tools** pane > **PitStop Edit** panel)
 **Shear**	 **Numeric Feedback**	*Shearing an object* on page 241 Only available if you click . (**Tools** pane > **PitStop Edit** panel)
 **Scale**	 **Numeric Feedback**	*Scaling an object* on page 235 Only available if you click . (**Tools** pane > **PitStop Edit** panel)
 **Rectangle**	 **Bounding Box**	*Creating new shapes* on page 249 Only available if you click . (**Tools** pane > **PitStop Edit** panel)
		*Creating new shapes* on page 249 Only available if you click .

Category	Subcategory	More info
Ellipse	**Bounding Box**	(**Tools** pane > **PitStop Edit** panel)
 **Line Art**	 **Editing Path Editing**	• *About paths, anchor points and direction points* on page 197 • *Creating a new path* on page 250 • *Editing a path* on page 251 • *Adding or removing an anchor point* on page 264 Only available if you click , ,  or . (**Tools** pane > **PitStop Edit** panel)

2.10. PitStop Pro shortcuts: overview

PitStop Pro provides you with a set of predefined shortcuts. They are listed below.



Note: You can customize these keyboard shortcuts or create your own set of shortcuts. For more information, refer to *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

General

Windows	Mac OS	Description
Alt+Ctrl+N	⌥⌘N	Creates a new PDF document.
Alt+Ctrl+Z	⌥⌘Z	Undoes the last action.
Alt+Ctrl+Y	⌥⌘Y	Redoes the last undo.
Alt+Ctrl+R	⌥⌘R	Opens the last used from the following dialog boxes: • **Preflight Profiles** • **Global Changes** • **Action Lists** • **QuickRuns**
Alt+Ctrl+P	⌥⌘P	Opens the **Preflight Profiles** dialog box.
Alt+Ctrl+G	⌥⌘G	Opens the **Global Changes** dialog box.
Alt+Ctrl+A	⌥⌘A	Opens the **Action Lists** dialog box.

Windows	Mac OS	Description
Alt+Ctrl+Q	⌥⌘Q	Opens the **QuickRuns** dialog box.
• Alt+Shift+Ctrl+A • Alt+Shift+Ctrl+B	• ⌥⇧⌘A • ⌥⇧⌘B	Runs: • QuickRun favorite 1 • QuickRun favorite 2
Alt+Ctrl+I	⌥⌘I	Opens the **Enfocus Inspector** dialog box.
Alt+Ctrl+C	⌥⌘C	Opens the **Enfocus Convert Color Panel** dialog box.
Alt+Ctrl+O	⌥⌘O	Opens the **Enfocus Output Intent Panel** dialog box.
Alt+Ctrl+U	⌥⌘U	Opens the **Enfocus Workspace Panel** dialog box.
Alt+Ctrl+E	⌥⌘E	Opens the **Enfocus Design Layout Panel** dialog box.
Alt+Ctrl+K	⌥⌘K	Opens the **Enfocus PitStop Pro Preferences** dialog box.
Alt+Ctrl+J	⌥⌘J	Opens the **About Enfocus PitStop Pro** dialog box.
Alt+Ctrl+L	⌥⌘L	Opens the **Enfocus Place PDF** dialog box.

When editing objects

Windows	Mac OS	Description
Alt+Ctrl+F	⌥⌘F	Brings a selected object forward.
Alt+Ctrl+B	⌥⌘B	Sends a selected object backward.
Alt+è	⌥7	Makes a mask from selected objects. **Note:** You must select at least one object and one line-art or text object.
Alt+Ctrl+è	⌥⌘7	Releases a mask.
Alt+Ctrl+S	⌥⌘S	Shows all objects.
Alt+Ctrl+H	⌥⌘H	Hides a selected object.
Alt+Ctrl+T	⌥⌘T	Sets a trim box.
Alt+Ctrl+V	⌥⌘V	Varnishes a selected object.

When the Design Layout is active and the Edit Design Layout tool is selected

See also *Design Layouts* on page 96.

Windows	Mac OS	Description
Enter	Enter	Applies the Design Layout to the current page.
Shift+Enter	⇧ Enter	Applies the Design Layout to the entire document.
Ctrl	⌘	Switches to the **Select** tool while holding this key. Releasing the key goes back to the **Edit Design Layout** tool.
V	V	Adds a vertical guide centered on the page.
H	H	Adds a horizontal guide centered on the page.
+	+	Adds a new guide.
-	-	Removes a selected guide.
Esc	Esc	Deactivates the Design Layout.
G	G	Shows or hides guides.
C	C	Centers the Design Layout.
S	S	Saves the current Design Layout.
R	R	Reverts to the saved version of the Design Layout.
D	D	Duplicates the current Design Layout.
Shift	⇧	Duplicates the guide you are dragging.
Arrow keys	Arrow keys	Moves the entire Design Layout.
Shift+Arrow keys	⇧ Arrow keys	Moves the entire Design Layout in bigger steps.

2.11. PitStop Edit Tools: modifier keys

Two ways to toggle between the PitStop Edit tools

When using the tools in the PitStop Edit panel, you often have to switch between them. For example, when you want to scale an object, you first have to activate the Scale tool, then select the object, then drag to scale the object proportionally, and you may also want to create a copy of it.

To do this, you can toggle between the different tools by clicking them in the Tools pane, or you can use modifier keys (CTRL/CMD, SHIFT and ALT/Option). It's clear that this last option is more efficient.

Example

To scale an object proportionally and make a copy of it, proceed as follows:

Using modifier keys (4 steps):

1. Activate the PitStop Edit Scale tool (so the icon turns green).
2. Press CTRL/CMD + click to select the object you want to scale.
3. Hold down the SHIFT key while dragging to scale the object proportionally.
4. Hold down the ALT/Option key while dragging to create a scaled copy of the selected object.

Without modifier keys (8 steps):

1. Activate the PitStop Select Object tool (so the icon turns green).
2. Click the object you want to scale.
3. Click the PitStop Edit Scale tool (so the icon turns green).
4. Drag one of the selection handles (in the corner) towards or away from the center of origin.
5. Click the PitStop Select Object tool (so the icon turns green).
6. Click the scaled object you want to copy.
7. Right-click to open the context menu and click **Copy**.
8. Right-click to open the context menu and click **Paste**.

Overview

In general:

- **CTRL** (on Windows) or **CMD** (on Mac) are used to toggle between an active PitStop Edit tool and the PitStop Object selection tool.
- **SHIFT** is used to select multiple objects and to constrain the PitStop Edit and the PitStop Object selection tool.
- **ALT** (on Windows) or **Option** (on Mac) are used to make a copy of the active selection.

For the exact functionality, refer to the overview below.

Active Tool	Use CTRL (Win) Use CMD (Mac)	Use SHIFT	Use ALT(Windows) Use Option (Mac)
	To move the selection	To select several objects in one go	To select objects that are partially or fully enclosed in the selection rectangle (See the PitStop Pro preferences - Edit category)
	To make a selection	To move the selection along a fixed horizontal or vertical axis	To create a copy of the selection in the new location
	To make a selection	To rotate the selection in fixed angles	To create a rotated copy of the selection
	To make a selection	To limit the shear movement to a fixed angle of constraint	To create a sheared copy of the selection

Active Tool	Use CTRL (Win) Use CMD (Mac)	Use SHIFT	Use ALT(Windows) Use Option (Mac)
	To make a selection	To scale the object proportionally	To create a scaled copy of the selection
	To make a selection	To draw a square	To draw a rectangle starting from its center and not from its side
	To make a selection	To draw a circle	To draw an ellipse starting from its center and not from its side
	To copy the attributes. This is also mentioned in the Enfocus Inspector.	-	-
	-	To select the anchor points (after selection)	-
	To select form and content	(in combination with the other modifier keys) Select multiple forms and/or contents	To select content, but not the form itself
	-	To select multiple adjacent words	-

For more information, refer to the topics on editing objects or to *the Tools pane overview* (where you can find links to all relevant topics).

Modifier keys preference

In PitStop 2018 *a new preference* has been introduced, which allows you to change the functionality of the modifier keys CTRL/CMD and SHIFT. That means that you can choose to use CTRL/CMD for the functionality mentioned in the 3rd column of the table above and SHIFT for the functionality in the 2nd column.

This is a workaround for users working with the Adobe Output Preview dialog. When this dialog is active, using SHIFT while a PitStop Edit tool is active does not work properly; instead, it inserts an icon. By switching the modifier keys in PitStop, the functionality that is normally associated with SHIFT becomes available through CTRL/CMD.

Note that this preference also takes effect if the Output Preview dialog is not active.

This preference also applies to the Design Layout tool. The default behavior is as follows:

Active tool	Use CTRL (Win) Use CMD (Mac)	Use SHIFT
	To make a selection	To duplicate the guides you're dragging

3. Setting your PitStop Pro Preferences

3.1. PitStop Pro and StatusCheck preferences

PitStop Pro comes with the Certified PDF plug-in called "StatusCheck". Certified PDF will be installed automatically when you install PitStop Pro and you can set your preferences for both.

3.2. Sharing preferences

A number of preferences can be shared. This means that you will have to specify these preferences once and then you can share them with other Enfocus products. For example, you can use the same language for both PitStop Pro and StatusCheck.

3.3. To access the PitStop Pro preferences

Proceed as follows to access the **Enfocus PitStop Pro Preferences**:

Choose **Edit > Preferences** (Windows OS) or **Acrobat > Preferences** (Mac OS) and select one of the following:

- **Enfocus PitStop Pro Preferences**
- **Enfocus StatusCheck Preferences** (to set the preferences for the Certified PDF plug-in)



Note: You may wish to open a sample PDF document to test some preferences interactively: select a preference and apply it to see its effect on your PDF document.

3.4. Preferences > Enfocus PitStop Pro Preferences > General

3.4.1. Processing

When you have run an Action List or Preflight Profile, you will probably want to see the result of this action or preflight check. You can select how you wish to see this result:

- In the **Enfocus Navigator**
- In the Preflight Report

In the **Report Style** drop-down menu, you can select a layout style for the report when you view the results in the Preflight Report.

You can use the **Enfocus Navigator** to browse through the checked, fixed or changed objects in your PDF document, but it also allows you to select a report layout first and then click the **Show report** button.

3.4.2. Save Document

There is a difference between the version number of the PDF standard used by the PDF document and the version number of Adobe Acrobat with which the PDF document is compatible. The "version of the PDF standard" is often referred to as the "PDF version" for short.

PDF version	Is supported by
PDF 1.3	Adobe Acrobat 4.x and later
PDF 1.4	Adobe Acrobat 5.x and later
PDF 1.5	Adobe Acrobat 6.x and later
PDF 1.6	Adobe Acrobat 7.x and later
PDF 1.7	Adobe Acrobat 8.x and later

If you edit a PDF document of a different version than your version of Adobe Acrobat , you may be changing the PDF version of the document without realizing it. For example, suppose you have a PDF document which was last saved in Adobe Acrobat 5.x. The PDF version of this document is 1.4. You open this PDF document in Adobe Acrobat 7.x, change it and save it. Normally, you will then change the PDF version of this document to 1.6. To prevent this, you can select the option **Prevent the automatic increase of the PDF version**.



Note:

- You can open PDF 1.7 (Acrobat 8) documents in Adobe Acrobat 7, but you will get a warning saying that the document "may not open or display correctly". You can edit and save these documents in Adobe Acrobat 7 and still keep their PDF version 1.7.
- Exceptionally (e.g. when trying to edit and save a signed PDF using "Save as"), Acrobat does increase the version number, even if **Prevent the automatic increase of the PDF version** is enabled.

3.4.3. Trim Box Margins

Enter values in the **Horizontally** and the **Vertically** textboxes. These values will be used to set margins when defining a trim box relative to a selection.

3.4.3.1. Setting a trim box relative to a selection

To set a trim box relative to a selection

1. Select one or more objects, using the PitStop Select Objects tool .
2. Select **PitStop Pro** > **Object** > **Set Trim Box**.
   The trim box is set with the margins defined in the Trim Box Margins Preference.

3.5. Preferences > Enfocus PitStop Pro Preferences > Edit

3.5.1. Number of Undos

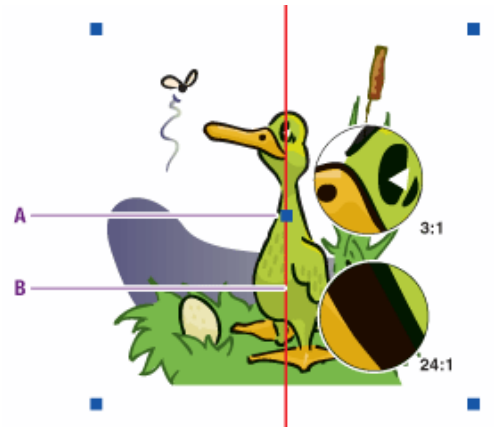
Specify the number of undos you wish to have. Remember that a higher number of undos requires more memory.

3.5.2. Text in Wireframe View

Determine how text in Wireframe View should be displayed. For information on the different options, refer to *What is a wireframe view?* on page 72.

3.5.3. Show center selection handle

You can choose to show or hide the center point of your selection. Sometimes, it can be useful to see the center point of your selection, for example to align the center of a number of objects. You can use guides and position the center selection handle exactly on the guide.



Example: Center selection handle (**A**) positioned on a guide (**B**)

3.5.4. Change mouse pointer over object

You can select to change the mouse pointer from  to  when you move it over an object. Thus you will see when you can click an object to select it. For complex PDF documents which contain a large number of objects, however, you may not wish to do this because of performance issues.

3.5.5. Move objects when dragging selection

If you select this option, you can select an object and immediately move it by dragging. If you don't select this option, you will have to hold down the **CONTROL** (**CTRL**) key (Windows) or **Command** (⌘) key (Macintosh) to move the selected object.

3.5.6. Modifier keys

Choose the modifier key you want to use in PitStop Pro.

You have the choice between CTRL (on Windows) and CMD (on Mac) on one hand, and SHIFT on the other hand. It's not possible to use the same modifier key for both functions.

The default combination is as follows:

- Preferred key to toggle between an active Edit tool and the Select tool: CTRL (on Windows) or CMD (on Mac)
- Preferred key to select multiple objects and constrain the Edit and Select tools: SHIFT

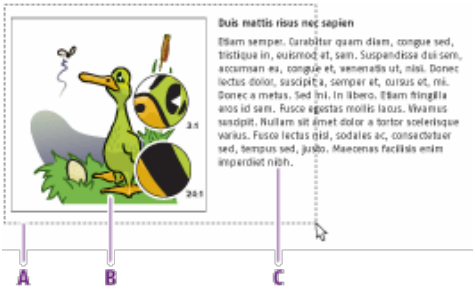
This is workaround for users working with the Adobe Output Preview dialog, which does not support the PitStop Edit tools in combination with the SHIFT key. Hence, to make use of the functionality to select multiple objects and constrain the Edit and Select tools, you should set this preference to CTRL/CMD (instead of SHIFT).

For more details, refer to *PitStop Edit Tools: modifier keys* on page 44.

3.5.7. Hold down Alt key when dragging a selection area

You can choose what should happen when you hold down the **Alt** key and drag to select an object:

- Objects which overlap the bounding outline (the dotted rectangle also called **marquee**) of your selection should be selected as well.
- Only objects inside the bounding outline should be selected.

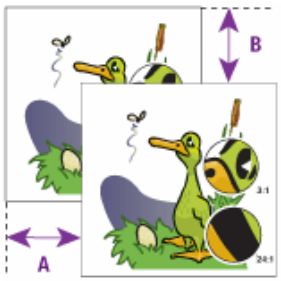


A. *Bounding outline of your selection, the dotted rectangle is also known as marquee*
B. *Object inside the bounding outline*
C. *Objects overlapping the bounding outline*

3.5.8. Paste copied objects

Use this option when you want to copy an object and paste it with an offset. The objects will be pasted with an offset of the coordinates you enter here in the **Horizontal Offset** and the **Vertical Offset** textboxes.

For example: If you enter 5 pt in the **Horizontal Offset** and the **Vertical Offset** textboxes, when you paste the copied object, it will be placed lower and to the right by 5 pt when compared to the original object.



Example: Horizontal offset (right) (**A**) and vertical offset (down) (**B**)

3.5.9. Default Styles for New Objects

This helps you to change the default setting configured for new text objects and new line-art objects in PitStop Pro.

The default setting for new text objects in PitStop Pro is Arial 12 pt. To change this, select a text object which has font/ size of your choice and click the **Grab Text Style** button.

The default setting for new line-art objects in PitStop Pro is a stroked element. To change this, select a line-art object which has attributes of your choice and click the **Grab Line-art Style** button.

3.5.9.1. Using default attributes of text and line art for new objects

If you create new objects using one of the PitStop Pro tools, you may want these objects to have specific default attributes. For example, if you type new text in your PDF document using the **Edit Text Line** or **Edit Paragraph** tool, you may want this text to use the font Helvetica, 10 pt. Or, if you create a new rectangle or a new ellipse, you want these objects to have a specific fill and stroke color by default.

Proceed as follows:

1. Open a PDF document which contains objects of which you want to use the attributes.
2. Using the **Select Objects** tool , select text or line art in your PDF document.
3. If necessary, display the Enfocus Inspector to see and change the attributes (font, color, etc.) of the selected object.
   See *Opening the Enfocus Inspector dialog* on page 95
4. Choose **Edit** > **Preferences** > **Enfocus PitStop Pro Preferences** and select the **Edit** category.
5. Click the **Grab Text Style** button or the **Grab Line-art Style** button to use the selected object's attributes when you create new objects.



Note: You can leave the **Enfocus PitStop Pro Preferences** panel open, select text and line art and set the respective preference.

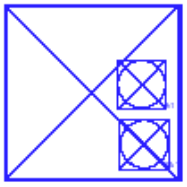
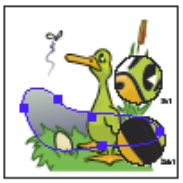
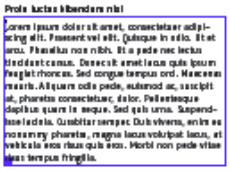
3.6. Preferences > Enfocus PitStop Pro Preferences > Colors

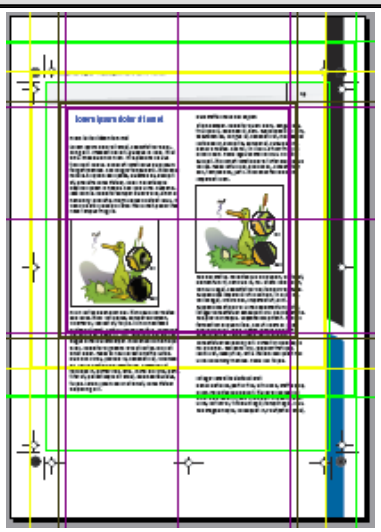
3.6.1. Changing a color

To change a color

1. Double-click a color patch.
2. Click anywhere in the color wheel.
3. If necessary, drag the sliders at the right of the color wheel to change the **Hue**, **Saturation** or **Brightness** of the color.
4. Once you have defined the color you want, click **OK**.

   You can define the colors for the following:

Color for	Example
Wireframe object	
Selected object	
Selected form object	
Selected clipping mask	
Paragraph editing	
Page boxes	

Color for	Example
	
Navigator dim color	

3.7. Preferences > Enfocus PitStop Pro Preferences > Language

3.7.1. Changing the language of the PitStop Pro User Interface

To change the language of the user interface

1. Open *the Preferences dialog* and switch to the **Language** category.

2. Select or clear the **Share language with StatusCheck** checkbox as required.

   This checkbox is selected by default. It enables Enfocus PitStop Pro and StatusCheck (present on the same machine and compatible with the same version of the software) to share the same language preference.

3. Select the language in which you wish to see the user interface of PitStop Pro, or choose **Same as Acrobat**.

   Supported languages:

   - English
   - French
   - German
   - Dutch
   - Italian
   - Spanish
   - Polish
   - Brazilian Portuguese
   - Chinese (only available if you licensed a Chinese copy of PitStop)
   - Japanese (only available if you licensed a Japanese copy of PitStop)

   Note that presets (example Action Lists, Preflight Profiles,...) are only available in English. Japanese users can obtain presets in Japanese, if they use a Japanese installer to install PitStop Pro (on Windows) or if the language of their system is set to Japanese (on Mac).

4. Click **OK**.

5. Restart Adobe Acrobat.

3.8. Preferences > Enfocus PitStop Pro Preferences > Fonts

Some fonts may be licensed for View and Print only, so before performing certain font manipulations (e.g. conversion to outlines) PitStop Pro checks if they are allowed by the font provider.

However, you may have an agreement with the font provider, or you may have checked the license conditions and be sure that the requested manipulation is allowed. In that case, select the **Skip font license checks** checkbox to overrule the font license restrictions. A dialog will pop up. Read it carefully and click **Yes** if you agree. Remember that you are responsible for complying with the font license restrictions!

3.9. Preferences > Enfocus PitStop Pro Preferences > Color Management

3.9.1. Color Management in a nutshell

A Color Management system is designed to reconcile the different color capabilities of input devices, for example a scanner or digital camera, and output devices, for example a printer or press, to ensure consistent color throughout the creation, display, and print process. Ideally, this means that the colors displayed on your monitor accurately represent the colors of the final output. It also means that different applications, monitors, and operating systems will display colors consistently.

3.9.2. Using ICC color profiles for color conversion

To eliminate, or at least minimize, color differences between devices, you can use ICC (International Color Consortium) color profiles whenever color conversions are made during preflight and correction.

An ICC color profile is a mathematical description of the color space used by a specific device. All objects in your PDF documents, i.e. text, graphics and images, can be associated, or "tagged", with an ICC profile for a given color space (Grayscale, RGB or CMYK).

You can select an ICC profile for each color space in the PitStop Pro preferences. If you want to make separate settings for Images and other objects, select the "Use other settings for images than for objects". The pane underneath will then show two tabs, one for images and one for other objects.

However, you may also be using Preflight Profiles or Action Lists in which ICC profiles have been specified too. In that case, the ICC profiles in the respective Preflight Profiles or Action Lists will take precedence over those which you selected in the PitStop Pro preferences.

3.9.3. Using Color Management

Color Management settings are handled as presets, and can be accessed in two ways:

- By choosing **Edit** > **Preferences** > **Enfocus PitStop Pro Preferences** and selecting the **Color Management** category. The Color Management Settings are shown using the **Preset Manager**: see *The Enfocus Preset Manager* on page 75.

  Using this Preset Manager you can select a predefined set, and click **Apply** button to use it, or you can create your own Color Management Preset using the **Color Management Preset Editor**. See *Using the Color Management Preset Editor* on page 57

  Underneath the Preset Manager, an overview of the **Currently applied** Color Management Preferences is shown.
- Using Color Management in the toolbar, you can select a Color Management Preset, open the Color Management preferences, or open the **Color Management Preset Editor**.

3.9.4. Using the Color Management Preset Editor

1. Define the name and Description
2. If you want to use the active settings in your preset, select **Grab current Color Management Preferences** from the **Actions** menu. All these settings will be entered automatically.
3. If you want to use the Acrobat Preferences in your preset, select **Grab current Acrobat Preferences** from the **Actions** menu.
4. Configure the general color management settings in the **General** tab.
5. In the **Images** tab, you can select the **Apply General color settings** checkbox to apply the general settings for the images too or you can select the **Enable color management** checkbox to override the general color settings and configure separate settings for images.
6. Select a default source and target ICC profile for each color space. By selecting **Sync with Acrobat**, the corresponding ICC profile defined in the Acrobat preference will be used.
7. Select the **CMM Engine** to be used, and (if applicable) select **Use black point compensation** checkbox.
8. Click the **Save** button to just save the settings or click the **Save and Apply** button to apply the settings too.

3.10. Preferences > Enfocus PitStop Pro Preferences > Variable Sets

About variables and Variable Sets

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

Variable Sets in PitStop Pro help you to change the parameters of the Preflight Check and Action List at runtime. It allows data from sources such as manual entry to be used.

PitStop Pro comes with a number of *Variable Sets*. You can use them as they are, or you can extend them with your own variables.

Applying a Variable Set

If you want to use variables in Action Lists and/or Preflight Profiles, you should activate or 'apply' the Variable Set in which these variables are defined. To do so, select the Variable Set concerned and click the **Apply** button.

For more information on configuring Variable Sets and smart preflighting, refer to the chapter on *Smart Preflight*.

3.10.1. Variable Sets Overview

The following Variable Sets come with PitStop Pro:

Variable Set	Description
Smart Preflight Variable Set - PitStop Pro - v1.1	This Variable Set was configured for use with the Smart Preflight - PitStop Pro - v1.1 Preflight Profile. It can be used with older versions of PitStop Pro.
Smart Preflight Variable Set - PitStop Pro - v1.2	This is an extension of the version 1.1 Smart Preflight Variable Set with variables for use with some of the Default Action Lists supplied with PitStop 2017.
Smart Preflight Variable Set - PitStop Pro - v1.3	This is an extension of the version 1.2 Smart Preflight Variable Set with extra variables for use with some of the Default Action Lists supplied with PitStop 2018 (barcode generation, offset path and color values).
Smart Preflight Variable Set - PitStop Pro - v1.4	This is an extension of the version 1.3 Smart Preflight Variable Set with extra variables for use with the GWG Preflight Profiles for Digital Cutsheet and Digital Large Format. It contains a number of calculation variables that are only supported in PitStop 2019 and later.
GWG_Digital_Cutsheet_2015_CMYK + RGB	This is a Variable Set that contains the Variables needed for the GWG Preflight Profiles for Digital Cutsheet.
GWG_Digital_Large_Format_2015 CMYK + RGB	This is a Variable Set that contains the Variables needed for the GWG Preflight Profiles for Digital Large Format.



Tip: When you apply Smart Preflight Variable Set - PitStop Pro - v1.4, you'll be able to run all standard Preflight Profiles that come with PitStop Pro.

3.11. Preferences > Enfocus PitStop Pro Preferences > Units & Guides

3.11.1. Units & Guides

You can select the measurement units and guides which have to appear after the values in the various dialog boxes of PitStop Pro.

Measurements

In the **Units** drop-down menu, select the measurement unit you want to use in the PitStop Pro tools, the Preflight Profile and the Action Lists.

For example, if you measure the distance between two points or if you want to determine the position of an object, you may want to see these measurements in millimeters or in inches. Specific properties will always use the common measurement unit, for example font size will always be in points (pt.) and word spacing or character spacing will always be in em spaces.

Select the **Show percentages** checkbox if you want the value of the RGB color components to be displayed as a percentage rather than as a range between 0 and 255.

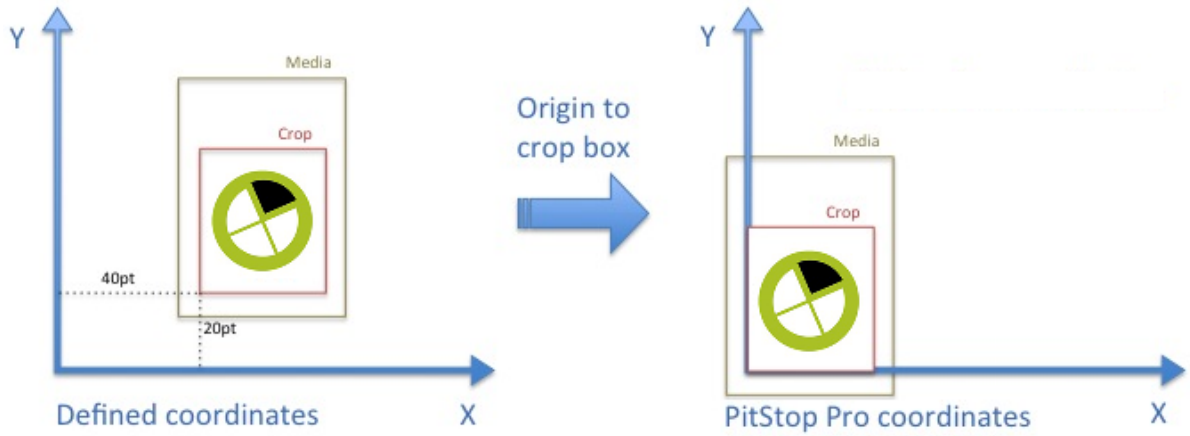
Page Coordinates

If you select the **Rotate x-y axis** checkbox, absolute coordinates in PitStop panels take the Acrobat view rotation setting into account, i.e. the coordinates change if the user rotates the view.

If you do not select the **Rotate x-y axis** checkbox, absolute coordinates in PitStop panels ignore the Acrobat view rotation setting, i.e. the coordinates do not change if the user rotates the view.

In both cases, the rotate key stored in the PDF page is properly honored.

The **Origin** list allows you to have the origin of the page coordinates coincide with one of the page boxes (media, crop, trim or art box). This means that PitStop Pro will show all x and y coordinates relative to the lower left of the chosen box.



Guides

Select the **Snap to guides** checkbox if you want objects to snap to the guides as soon as they are moved inside the magnetic area.

In the **Snapping Tolerance** textbox, enter the magentic area. For example, if you enter 5 pt here, objects that are moved towards the guide will snap to the guide as soon as they are within 5 pt of that guide.

3.12. Preferences > Enfocus PitStop Pro Preferences > Shortcuts

Note: Different from other Presets, shortcuts can only be configured in the Preferences.

Enfocus PitStop Pro shortcuts

Enfocus PitStop Pro provides you with a number of predefined keyboard shortcuts to access its tools.

For example:

- To open the **Preflight Profiles** dialog, you can press **Alt+Ctrl+P** on Windows, or ⇧+⌘+**P** on Mac.
- To open the **Global Changes** dialog, you can press **Alt+Ctrl+G** on Windows or ⇧+⌘+**G** on Mac.

You can use these keys as they are, or you can use your own set of shortcuts.

For the complete list, refer to *PitStop Pro shortcuts: overview* on page 42.

Customized shortcuts

If you want to use your own shortcuts, you should create a new shortcut *set* and "apply" it. This is also the case if you want to change only one or two shortcuts - it is not possible to change shortcuts on their own.

Note: You can only configure shortcuts for PitStop Pro menus. You cannot change shortcuts for Adobe Acrobat or 3rd party plug-in menu options.

You can have several shortcuts sets on your system. This can be useful, if different operators use the same computer; they can each have their own shortcut set. Only one set can be applied.

All available sets are shown in the upper part of the Shortcuts pane; the currently applied set is mentioned in the lower part.

Managing shortcut sets

The Shortcuts pane allows you to manage your shortcut sets. You can for example:

- Create new shortcut sets.
- View existing shortcut sets.
- Export or import existing shortcut sets.

- Rename sets.
- Remove sets.
- Print sets.
- Group sets into folders.

Click  or right-click a shortcut set to access the available options.

3.12.1. Creating a shortcut set

If you do not want to use the predefined PitStop Pro shortcuts or if you want to configure some additional shortcuts, you can create your own set.

To create a shortcut set

1. Go to **Edit** > **Preferences** (Windows OS) or **Acrobat > Preferences** (Mac OS) and select **Enfocus PitStop Pro Preferences**.
2. In the Category field, click **Shortcuts**.
   In the Shortcuts pane, all available shortcut sets are shown. The shortcut set that is active is shown in the **Currently applied** section.
3. In the right part of the pane, select a folder (as required) and click .
   If you do not select a folder, the new shortcut set will be placed under Local. Note that you can afterwards still move the shortcut sets as required.
4. To create a new shortcut set, do one of the following:
   - To start from an existing shortcut set available in PitStop, select **New** > **New from** and select the shortcut set concerned.
   - To start from an exported shortcut set saved on your computer, select **New** > **New from File** and select the shortcut set concerned.

     Shortcut sets are files with extension .esc.
   - To start from the currently applied shortcut set, click **New**.

   The Shortcut Preset Editor is displayed. All PitStop Pro menu commands are shown with the corresponding shortcuts as defined in the currently applied or selected shortcut set.
5. Enter a name and a description for your shortcut set.
6. Modify the shortcuts as required:

Modification	Procedure
To modify an existing shortcut or to add a new one	1. Select the menu command in the upper part of the pane. 2. In the **Edit Shortcut** section, configure the new shortcut: • On Windows: Click the **Alt+**, **Shift+** and/or the **Ctrl+** button as required. The selected buttons are highlighted in blue.

Modification	Procedure
	To remove a modifier key from your shortcut, click the **Alt+**, **Shift+** and/or the **Ctrl+** once more, until it is no longer highlighted. On Mac OS: Click the ⌥⌘+, ⇧+ and/or the ⌘+ button as required. The selected buttons are highlighted in blue. To remove a modifier key from your shortcut, click the ⌥⌘+, ⇧+ and/or the ⌘+ button once more, until it is no longer highlighted. • In the last field, type a character. Only uppercase characters are allowed. The new shortcut combination is shown in the list.
To delete an existing shortcut	1. Select the menu command in the upper part of the pane. 2. Click the **Delete shortcut** button.
To restore the default Enfocus PitStop Pro shortcuts	1. Click the **Reset all shortcuts** button. The default shortcuts are shown in the list.

Note: If you select a combination that is already in use or that is not allowed, you will receive a warning.

7. Do one of the following:
   - To save and apply your new shortcut set, so you can use it immediately, click **Save and Apply**.
   - To save your new shortcut set without applying it, click **Save**.

   The Shortcut Preset Editor is closed. The new set is shown in the upper part of the screen.

3.12.2. Exporting a shortcut set

You can export a shortcut set, to share it with other PitStop users, or to use it on another computer.

To export a shortcut set

1. Go to **Edit** > **Preferences** (Windows OS) or **Acrobat > Preferences** (Mac OS) and select **Enfocus PitStop Pro Preferences**.
2. In the Category field, click **Shortcuts**.
   In the Shortcuts pane, all available shortcut sets are shown. The shortcut set that is active is shown in the **Currently applied** section.

3. Do one of the following:
   - To export one shortcut set
     1. Select the shortcut set you want to export.
     2. Select **Import/Export** > **Export**.
     3. Select a location for the exported shortcut set and click **Save**.
   - To export a number of grouped shortcut sets
     1. Select the folder you want to export.
     2. Select **Import/Export** > **Export Group**.
     3. Select a location for the exported folder and click **Save**.

   The shortcut sets are saved as Enfocus Shortcut sets with file extension .esc.

3.12.3. Importing a shortcut set

You can import shortcut sets that have been exported from PitStop and have file name extension .esc.

Note: Do not import a shortcut set from another Operating system, nor from another version of Acrobat.

To import a shortcut set

1. Go to **Edit** > **Preferences** (Windows OS) or **Acrobat > Preferences** (Mac OS) and select **Enfocus PitStop Pro Preferences**.
2. In the Category field, click **Shortcuts**.
   In the Shortcuts pane, all available shortcut sets are shown. The shortcut set that is active is shown in the **Currently applied** section.
3. Click .
4. Do one of the following:
   - To import one shortcut set
     1. Select **Import/Export** > **Import**.
     2. Select the shortcut set you want to import.
     3. Click **Open**.
   - To import a number of grouped shortcut sets
     1. Select **Import/Export** > **Import Group**.
     2. Select the folder that contains one or more shortcut sets.
     3. Click **Select folder**.

   The selected shortcut set or folder with shortcut sets is displayed in the upper part of the pane.

3.12.4. Applying a shortcut set

Before you can use the shortcuts defined in a particular set, you must apply the shortcut set.

To apply a shortcut set

1. Go to **Edit** > **Preferences** (Windows OS) or **Acrobat > Preferences** (Mac OS) and select **Enfocus PitStop Pro Preferences**.
2. In the Category field, click **Shortcuts**.
   In the Shortcuts pane, all available shortcut sets are shown. The shortcut set that is active is shown in the **Currently applied** section.
3. Select the shortcut set you want to use in the application.
4. Click **Apply**.
   The selected shortcut set is shown in the **Currently applied** section. The shortcuts defined in the new set can be used immediately. The shortcuts are displayed in the menus as well.

3.12.5. Saving and printing a shortcut set

You can save and print a PDF file with an overview of all your PitStop Pro shortcuts. There are two lists available:

- An overview of menu commands *for which a shortcut has been defined*.
- A complete overview of *all* menu commands.

To save and print a shortcut set

1. Go to **Edit** > **Preferences** (Windows OS) or **Acrobat > Preferences** (Mac OS) and select **Enfocus PitStop Pro Preferences**.
2. In the Category field, click **Shortcuts**.
   In the Shortcuts pane, all available shortcut sets are shown. The shortcut set that is active is shown in the **Currently applied** section.
3. Select the shortcut set you want to save and print.
4. Click  (or right-click the file) and select the appropriate option:
   - To save the complete overview of menu commands, click **Save Shortcut Summary (Full List)**.
   - To save the list of commands for which you have defined a shortcut, click **Save Shortcut Summary (Minimized List)**.
5. Select a location for the file and click **Save**.
6. Print the PDF file.

3.13. Preferences > Enfocus PitStop Pro Preferences > Windows

3.13.1. Windows

Sometimes, you want to use a PitStop Pro tool in combination with the Enfocus Inspector. When you select an object, for example, it might be useful to see information about its color in the Enfocus Inspector. Or when you select text, you may want to see its font information. Sometimes it's even necessary to use the Enfocus Inspector, for example to measure the distance between two points.

You can select when the Enfocus Inspector has to appear automatically as soon as you use one of the listed PitStop Pro tools.

You can also choose to rearrange the position and size of the active document window so that it does not overlap with the Inspector, the Processing and the Navigator panels.

3.14. Preferences > Enfocus PitStop Pro Preferences > Warnings

3.14.1. Warning Messages

Individual warning messages can be disabled using the **Don't show this warning again** option at the bottom of the warning dialog. The **Reset all Warning Dialogs** button enables all warnings again.

3.15. Preferences > Enfocus PitStop Pro Preferences > Preset Databases

The Databases can be used to retrieve Preflight Profiles, Action List, or other settings files from other, user defined locations. The appropriate files in the defined folders will be available for selection e.g. when selecting a Preflight Profile.

3.15.1. Adding Database Folders

To add Database Folders

1. Choose **Edit** > **Preferences** > **Enfocus PitStop Pro Preferences** > **Preset Databases**
2. Select the category for which you want to add a folder.
3. Add additional folders by clicking the **+** button.
4. You can remove folders by clicking the **-** button.
5. Restart Acrobat.

3.16. Preferences > Enfocus PitStop Pro Preferences > Licensing

Note: This preference is only applicable if you want to use a **floating license** from Workgroup Manager (instead of a traditional product license or a subscription, activated through the About panel). For more information, refer to the Workgroup Manager documentation.

Proceed as follows:

1. Enter the address of the computer running the Enfocus PitStop Workgroup Manager:
   - Click **Select Server** and select one of the detected Workgroup Manager servers, OR
   - Enter the IP Address or the server name.

   Note: The IP address of the license server can be found in the status bar of Workgroup Manager. You can select it, and copy-paste it into the **Address** textbox.
2. If the computer is accessible through another port than the default port, disable **Use Default Port** and enter the port number to be used, for both the License Server (= the service that will verify your PitStop Pro license) and the Workgroup Manager (= the service that will distribute the Presets). The port of the Workgroup Manager can also be found in the status bar of Workgroup Manager. The port of the PitStop Workgroup Manager is filled out automatically when you enter the server address using the Select Server button (see previous step).
3. Click **OK**.

   You can now start working with PitStop Pro using a floating license from the Workgroup Manager.

3.17. Preferences > Enfocus PitStop Pro Preferences > Updates

3.17.1. Notification for PitStop Pro updates

1. Define how often PitStop Pro should check for application updates by connecting to the internet. You can choose **At startup**, **Daily**, **Weekly**, **Monthly** or **Manually** in the **Check for updates** drop-down menu.
2. Define how often PitStop Pro should notify you that an application update is available. Options available are: **At startup**, **Once a day**, **Once a week** and **Once a month**.

3.18. Preferences > Enfocus StatusCheck Preferences > General

3.18.1. Primary and secondary highlight color

Using the **Edit Log** of Certified PDF documents, you can view the changes in your Certified PDF document highlighted:

- A particular change of an active editing session will be shown in a primary highlight color.
- Other changes on the page, if any, will be shown in a secondary highlight color.



A. *Specific change of an active editing session in the primary highlight color*

B. *Other changes on the page in the secondary highlight color*

Proceed as follows to change the primary or secondary highlight color:

1. Open the StatusCheck preferences and click **General**.

See *To access the PitStop Pro preferences* on page 47.

2. Double-click a color patch.
3. Click anywhere in the color wheel.
4. If necessary, drag the sliders at the right of the color wheel to change the **Hue**, **Saturation** or **Brightness** of the color.
5. Once you have defined the color you want, click **OK**.

3.19. Preferences > Enfocus StatusCheck Preferences > Language

You can select the preferred language for the Certified PDF user interface in this category.

Select the **Share Enfocus language preferences** checkbox, if you want to share the language preferences with all other Enfocus products you have installed.

3.20. Preferences > Enfocus StatusCheck Preferences > Personal Info

3.20.1. Name and contact details

In the **Preferences - Personal Info** category, you can determine the personal information to be added to your Certified PDF documents.

The personal information includes your name and company contact details, together with a message, if any. It is important that you provide as much personal information as possible, because this information will be stored in the Certified PDF documents which you will be creating. Thus, the recipients of your Certified PDF documents will be able to contact you if they have any questions.

See also *Viewing personal information in a Certified PDF document*.

3.21. Preferences > Enfocus StatusCheck Preferences > Databases

3.21.1. Preflight Profile Comparison database

This preference allows you to add folders containing configuration files (*.pcc) to the Enfocus Preflight Profile Compare Panel.

These configuration files are used to compare Preflight Profiles (i.e. the Preflight Profile embedded in the PDF is compared to the Preflight Profiles contained in a configuration file). For more information, refer to *Comparing the Certified PDF Preflight Profile* on page 184.

3.21.2. Adding folders to the Preflight Profile Compare Panel

You can easily import Preflight Profile Compare Configuration files (*.ppc files) on your local computer into the Preflight Profile Compare Panel.

To do so

1. Place the *.pcc files in one or more folders (and subfolders if needed) on your computer.
2. Choose **Edit** > **Preferences** > **Enfocus StatusCheck Preferences** (on Windows) or **Acrobat** > **Preferences** > **Enfocus StatusCheck Preferences** (on Mac).
3. First, click the **Database** category, then click **Preflight Profile Compare**.
4. Click .
5. Select the folder that contains the configuration files.
6. Click **Select Folder**.
   The name of the imported folder and the path on your computer are shown in the Enfocus StatusCheck Preferences dialog.
7. If you don't want to allow users to change the imported folder from within the Preflight Profile Compare Panel, select the **Read-only** checkbox.
8. Click **OK**.
   The folder is added at the highest level in the Preflight Profile Compare Panel. This is different from folders being imported from within this panel (using the  > **Import/Export** > **Import Group** option), which are imported as a subfolder of the Local folder.

3.22. Preferences > Enfocus StatusCheck Preferences > Automation

You can set up the StatusCheck user interface to:

- Prevent it from displaying a dialog box which asks for the session comment every time you save a Certified PDF. Select the **Do not show GUI on save** checkbox to do this.
- Enter a predefined session comment in the **Always use this session comment** text box which will be used instead.

4. Looking at the PitStop Pro work area

4.1. Where to find the PitStop Pro menus

	Description
Menus	See *Menu bar: overview* on page 24
Tools	See *Tools pane: overview* on page 29
Context menu	If the **Select Objects** tool is active, the context menu, accessible by control-clicking or right-clicking, will show PitStop Pro options and actions relevant to the current selection. Example: If a text object is selected, you can select "text > convert to outlines" from the context menu.

4.2. Specifying the language of the PitStop Pro interface

As in multiple-language versions of Adobe Acrobat, you can specify the language of the PitStop Pro user interface. You can have all PitStop Pro menus and dialog boxes appear in your native language.

To specify the language of the PitStop Pro user interface

1. Open *the Preferences dialog* and switch to the **Language** category.
2. Select the language of your choice.
   For more details, refer to *Changing the language of the PitStop Pro User Interface* on page 54.
3. To apply the newly selected language, restart Adobe Acrobat.

4.3. The PitStop View settings

This part of the documentation describes the PitStop View panel.

4.3.1. Viewing a PDF document in wireframe view

4.3.1.1. What is a wireframe view?

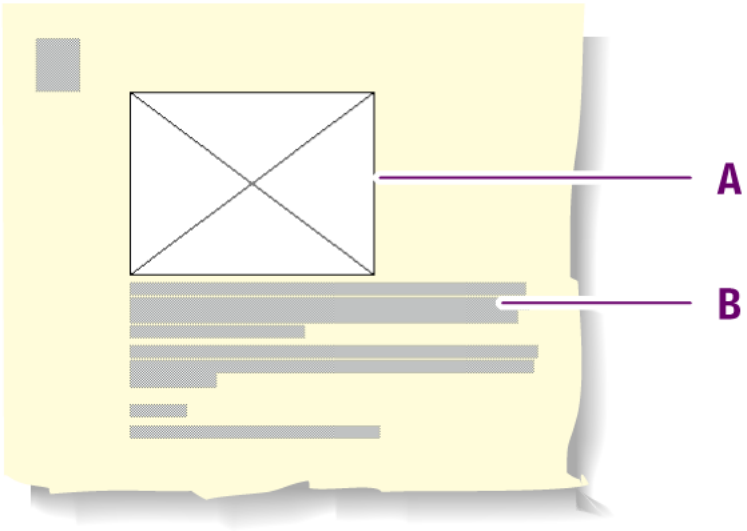
You can view a PDF document in either one of the following modes:

- **Preview mode**. This is how you normally see PDF documents in Adobe Acrobat. You see the pages, objects and text in the PDF documentas they will print.

- **Wireframe view mode**

If you look at a PDF document in **wireframe view** mode, the document will be displayed as follows:

- The objects will appear in outline form.
- Text can be shown in outline, with a black fill, or "greeked", i.e. it can appear on-screen as a gray bar, rather than displaying the individual characters. You can select this option in the **Edit** category of the **Enfocus PitStop Preferences**.



Example: Wireframe view of a PDF document: objects are outlined (**A**) and text can be greeked (**B**).

4.3.1.2. When to use wireframe view

You may want to look at a PDF document in wireframe view in order to:

- View and select objects which are (partly) covered by other objects. See also *Changing the stacking order of objects* on page 210
- View and edit masks. See also *Masking objects* on page 265
- Make pages display more quickly if they contain many or large pixel images.

4.3.1.3. Switching between preview and wireframe view mode

To switch between preview mode and wireframe view mode

1. Open a PDF document.
2. In the PitStop View panel, click the **View Wireframe** button.

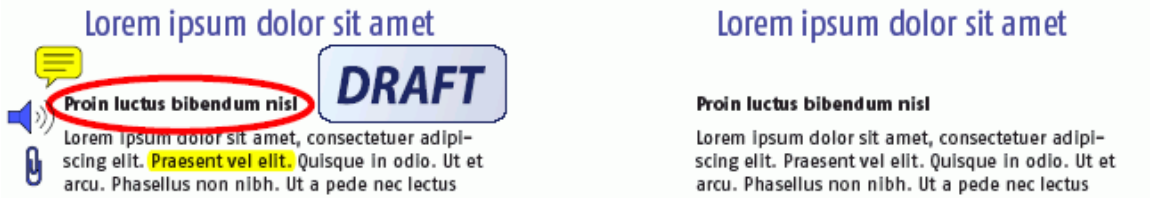
4.3.2. Showing or hiding annotations

A PDF document may contain annotations, which can be created with Adobe Acrobat or with third-party plug-ins. You can look at a PDF document with annotations shown or hidden.

To show or hide all annotations in a document

1. Make sure you don't have any annotation selected using the Adobe Acrobat **Hand** tool.
2. To show or hide annotations, in the PitStop View panel, click the **Hide/Show Annotations** button.

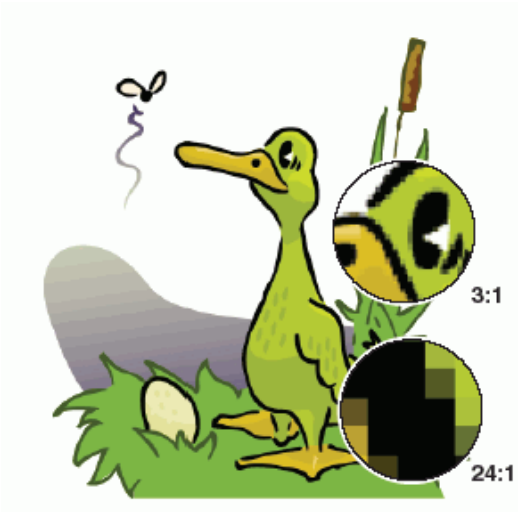
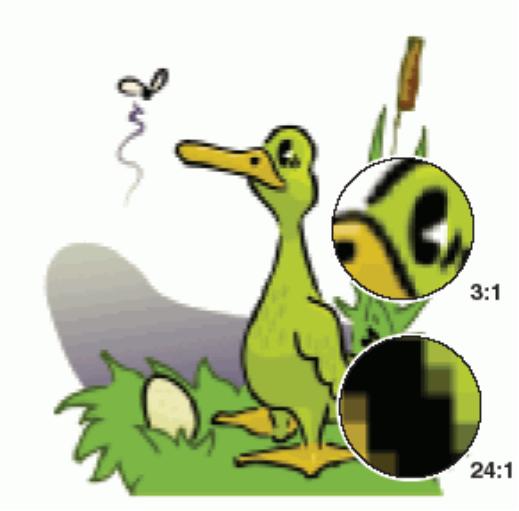
Example of a PDF document with annotations shown or hidden.



4.3.3. Speeding up image display using alternate images

4.3.3.1. Displaying alternate, low-resolution images

If you work with PDF documents which contain high-resolution images, you may want Adobe Acrobat to display these images faster. You can do this by clicking the **Speed Up Image Display** button in the PitStop View panel, provided that the images in your PDF document have alternate images at a lower resolution. If they don't, you can easily add alternate images using an Action List.

Speed Up Image display **off:** the high-resolution image is displayed	Speed Up Image display **on**: a lower-resolution preview of the image is displayed.
	

4.3.3.2. Creating alternate images in your PDF document

You can use an Action List to create alternate images.

To create alternate images in your PDF document

1. Open your PDF document which contains high-resolution images.
2. Choose **PitStop Pro** > **Action Lists**.
3. Click  > **New**.
4. Fill in the **General Information** for the Action List.
5. In the left part of the panel, search for the **Add Alternate Images** Action.
6. To add the **Add Alternate Images** Action to your Action List, double-click it.

7. In the Enfocus Action List Editor, specify the attributes for this action:
   - The resolution of the alternate images.
   - Whether or not the alternate images have to be in RGB colors.
8. Click **OK**.
9. In the Action Lists panel, select the option Run on **Complete document**, and click **Run**.

4.4. The Enfocus Preset Manager

When settings in PitStop Pro can be saved, created, managed or selected, the **Preset Manager** is used.

A Preset can be a Workspace, a Design Layout, an Action List, a Global Change, a Preflight Profile, etc. In all the corresponding panels, the **Preset Manager** is used. All of these are here referred to as a "Preset".

4.4.1. Preset Databases

You can see four databases, **Favorites**, **Recent**, **Standard** and **Local**.

You can add categories / Databases in the Enfocus PitStop Pro Preferences or directly in the **Preset Manager**. See *Creating a Database* on page 76 for more information.

Database	Description
Favorites	This database contains shortcuts to Presets in the Standard and / or Local database that you added to your favorites. To add a Preset to your favorites, see *Adding a Preset to your Favorites* on page 77.
Recent	This database automatically shows the last 10 presets used.
Standard	This database contains the default Presets installed with PitStop Pro. You can edit these Presets, but you cannot save an edited Preset to the **Standard** database. If you want to save an edited Preset, duplicate it from the **Standard** to the **Local** database first, then edit the duplicate.
Local	This database contains the Presets you edited or created, and that are only accessible to you.

Database	Description
	You can edit and rename these Presets as you wish. You can also organize them into groups (see *Sorting and grouping Presets* on page 77).

4.4.1.1. Creating a Database

You can import an existing folder on your hard disk or in a shared folder as a database in the **Preset Manager**, either in the Enfocus PitStop Pro preferences. or directly from the Preset Manager.

1. Right-click in the **Preset Manager** and select **New** > **New Database...**
2. In the browser dialog that opens, select the folder that you want to import as a database and click **OK**.

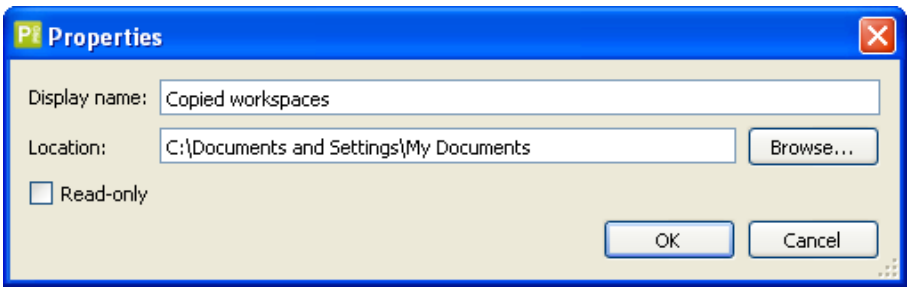
You can see that folder as a database in the **Preset Manager**.

If that folder contains any subfolders, you will also be able to see them as groups in the Preset Manager.

4.4.1.2. Showing the Properties of an Imported Database

1. After importing a database, right-click it in the **Preset Manager** and choose **Show Properties...**

   This opens the **Properties** dialog.



2. If needed, use the **Properties** dialog to:
   - change the database's **Display name** (its name in the panel),
   - browse to a different folder to use as database,
   - make the database **Read-only** or editable again.

3. Click **OK** to save your changes.

4.4.1.3. Refreshing the panel

The **Preset Manager** panel auto-refreshes, but you may need to refresh it manually in some specific cases (for example, if instructed to do so by Enfocus support).

- Click the **Action** button and choose **Refresh**.

4.4.2. Managing Presets

4.4.2.1. Creating a new Preset

To create a new Preset, click and click one of the following entries:

Entry	Description
New	Creates a new Preset from scratch
New from ...	Creates a new Preset based on an existing Preset. A list of the existing Presets will appear, allowing you to select the Preset you want to use as starting point for the new Preset.
New from selected	Creates a new Preset based on the selected Preset
New from file	Creates a new Preset based on a Preset file on disk.

4.4.2.2. Adding a Preset to your Favorites

To add a Preset to your favorites, you can either:

- Drag it into the **Favorites** database.
- Right-click it and select **Add to Favorites**.
- Select it, click this button and choose **Add to Favorites**.

4.4.2.3. Sorting and grouping Presets

You can only sort **Favorites** and **Local** Presets. **Standard** Presets have a fixed order.

- To move a Preset up or down in the tree structure, you can either:
  - drag it up or down,
  - select it, click the action button and choose **Move up** or **Move down**.
- To keep your Presets sorted alphabetically, click the filter arrow and select **Keep Sorted**.



- To create a group:
  1. Select the database (or group) in which you want to create your group.
  2. Click the action button and choose **New Group...**
  3. Give your group a name.

4.4.2.4. Finding a Preset

To search for a Preset, you can either browse through the databases, or use the filter at the top of the panel.

1. Click the arrow in the filter to search either by Preset name, author, company or by Preset description.

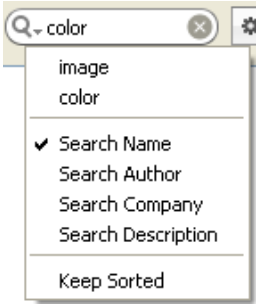


2. Enter your search text in the filter.

You can use the small cross to delete your search text after searching.



Note: Your past searches are saved in the filter.



4.4.2.5. Deleting a Preset

You can only delete Presets from the **Local** and **Favorites** databases.

- Right-click the Preset and select **Remove**.
- Select it, click the action button  and choose **Remove**.

Note: You can also remove groups. This removes all Presets that were in this group.

4.4.2.6. Importing a Preset

1. Right-click in the **Preset Manager** and select **Import/Export** > **Import...**
2. In the browser dialog that opens, select the file you want to import.

Note: The file to be selected depends on the panel in which you use the Preset Manager: .ppws for Workspaces, .eal for Action Lists, etc.

This adds the Preset to your **Local** settings.

4.4.2.7. Importing a Preset Group

1. Right-click in the **Preset Manager** and select **Import/Export** > **Import Hierarchy...**
2. In the browser dialog that opens, select the folder containing the Preset files you want to import.

This adds the imported Presets in a group (called after the folder you selected) into your **Local** Presets.

4.4.2.8. Exporting a Preset

1. Right-click the Preset you want to export and select **Import/Export** > **Export...**
2. Save it in your desired location as a file.

Note: The file type depends on the panel in which you use the Preset Manager: .ppws for Workspaces, .eal for Action Lists, etc.

You can now distribute your Preset by making the file available to others.

4.4.2.9. Exporting a Preset Group

1. Right-click the Preset Group you want to export and select **Import/Export** > **Export Hierarchy...**

2. Save it in your desired location.

This creates a folder containing a file for each Preset from the group.

4.5. Workspaces

A workspace allows you to customize PitStop Pro's user interface (for example by showing or hiding Enfocus panels), so you can see as much or as little of it as you want.

Workspaces also include other settings from Adobe Acrobat and Enfocus PitStop Pro, like windows' positions, view and color settings, Design Layouts, etc.

You can use the *default workspaces* provided with PitStop Pro, or create workspaces adapted to the different tasks you perform with PitStop Pro. You can also quickly switch between workspaces as needed, or *set a startup workspace*. For example, if you always want to see the page boxes, when working with PDF documents, you can configure a workspace with the page boxes enabled and set this workspace as your default one.

4.5.1. Opening the Enfocus Workspace Panel

The **Enfocus Workspace Panel** allows you to manage your workspaces.

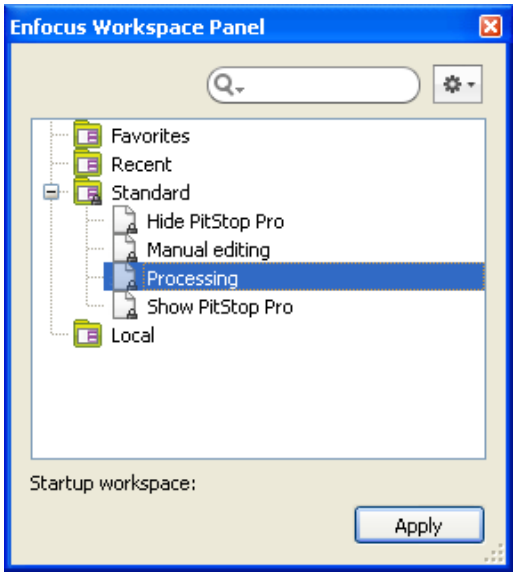
To open the Enfocus Workspace Panel

Do one of the following:

- Use the **Alt + Ctrl + U** shortcut (on Windows), or the **Option + Command + U** shortcut (on Mac).

  Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

- Go to **Tools** > **PitStop View** > **Workspaces**, and choose **Workspace Panel** from the drop-down.



In the Enfocus Workspaces Panel, you can organize, search, duplicate and manage your workspaces using *the Enfocus Preset Manager*. Note that the *default workspaces* can be found under **Standard**.

4.5.2. Default workspaces

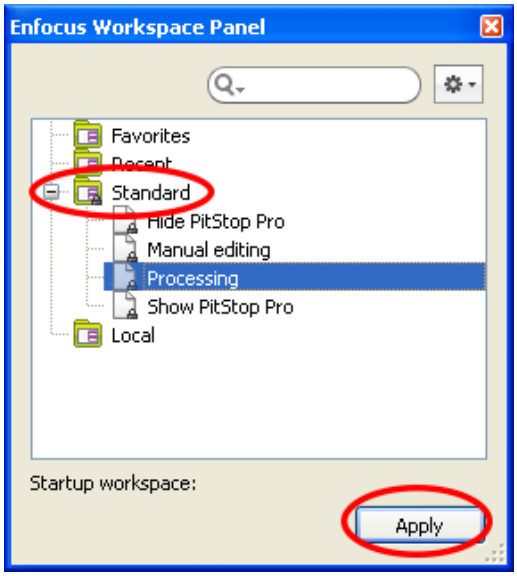
PitStop Pro contains four default workspaces, which you can use immeditately, without having to edit them.

Workspace	Description
Hide PitStop Pro	Hides as much as possible from the PitStop Pro user interface. This allows you to work with Adobe Acrobat without unnecessary interference from PitStop Pro.
Manual Editing	Opens the control panels typically used to edit PDF files (such as the Enfocus Inspector).
Processing	Opens the **Enfocus Processing** panel, and contains settings typically used when performing semi-automated processing tasks (such as preflighting a document).
Show PitStop Pro	Shows all Enfocus toolbars. It can be used after using the "Hide PitStop Pro" workspace, to make all tools and toolbars visible again.

Using a default workspace

To use a default workspace without changing it

1. Open the Enfocus Workspace Panel.
2. Select the preferred workspace (under **Standard**).
3. Click **Apply**.



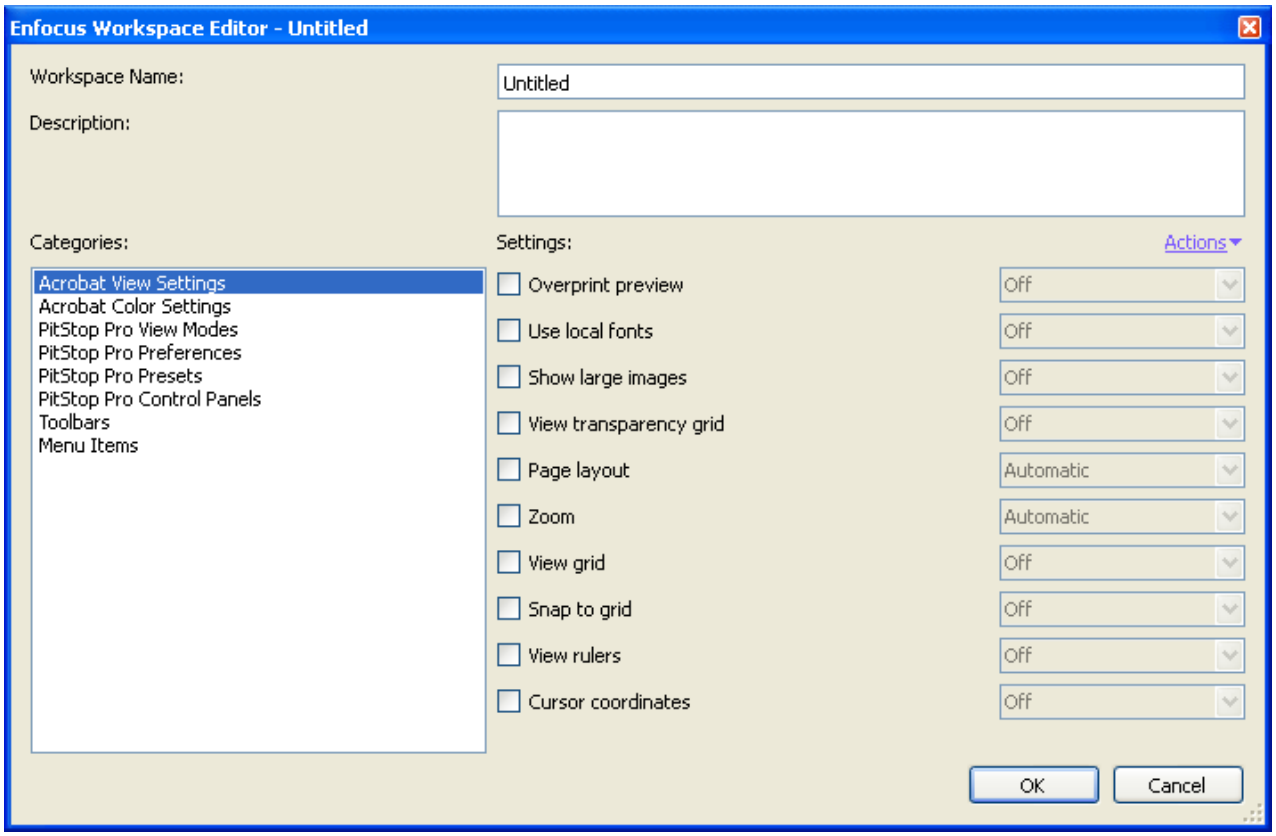
Note: If you want to view or change the settings of a workspace, refer to *Editing a workspace* on page 83.

4.5.3. Using workspaces

4.5.3.1. Creating a workspace

To create a workspace from scratch

1. Open the **Enfocus Workspace Panel**.
   Refer to *Opening the Enfocus Workspace Panel* on page 80.
2. Right-click somewhere in this panel and choose **New** > **New...**.
   This opens the **Enfocus Workspace Editor**.



3. Enter a meaningful **Workspace Name**.
4. For each of the **Categories**, choose the **Settings** you want to use and their values.

   For more information about the settings, refer to the topics under *Workspace settings* on page 86.

   Note: You can also grab settings from your current Acrobat / PitStop Pro interface and use them in your workspace:

   - Click the **Actions** menu and select **Grab All Categories** to grab all the current settings for your workspace.
   - Select a category, click the **Actions** menu and select **Grab Current Category** to grab the current settings related to this category (for example, all Acrobat View settings).

5. When you are done, click **OK**.

   Your new workspace is saved as a **Local** workspace.

4.5.3.2. Editing a workspace

To edit a workspace

1. Open the **Enfocus Workspace Panel**.

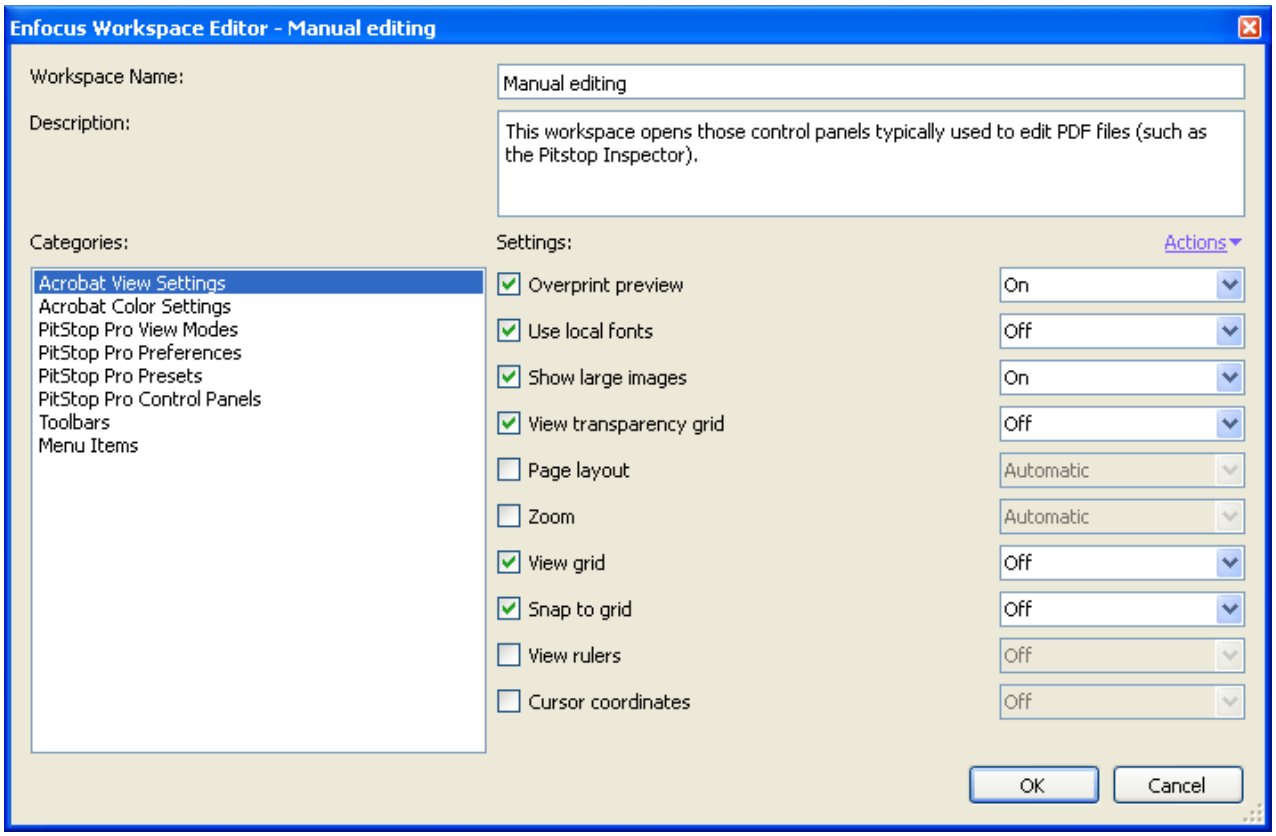
Refer to *Opening the Enfocus Workspace Panel* on page 80.

2. If the workspace you want to edit is a default workspace (found under **Standard**), drag it to the **Local** database.

   The workspace is duplicated automatically; the workspace name will be followed by a number between brackets.

3. In the **Local** database, double-click the workspace to edit.

   The workspace is opened in the **Enfocus Workspace Editor**.



4. Edit the workspace as needed.

   For more information about the settings, refer to the topics under *Workspace settings* on page 86.



Note: You can also grab settings from your current Acrobat / PitStop Pro interface and use them in your workspace:

- Click the **Actions** menu and select **Grab All Categories** to grab all the current settings for your workspace.
- Select a category, click the **Actions** menu and select **Grab Current Category** to grab the current settings related to this category (for example, all Acrobat View settings).

5. When you are done, click **OK** to save the changed workspace.

4.5.3.3. Applying a workspace

Applying a workspace means using it for your current work. Next time you open Acrobat, you'll have to apply it again (if required), unless you *set it as your startup workspace*.

To apply a workspace

- Open the **Enfocus Workspace Panel** and click the **Apply** button.
- In the Tools pane - PitStop View panel, click the arrow beside the Enfocus Workspace button and select **Apply Workspace** > **<the name of the workspace to use>**.

A message may appear, asking you to make a number of settings manually. For example, if in the workspace overprint settings are enabled, you will be guided to the Page Display category of the Adobe Preferences dialog. You can then manually make the required change.

4.5.3.4. Selecting a startup workspace

To use a workspace by default next time you start Acrobat Professional:

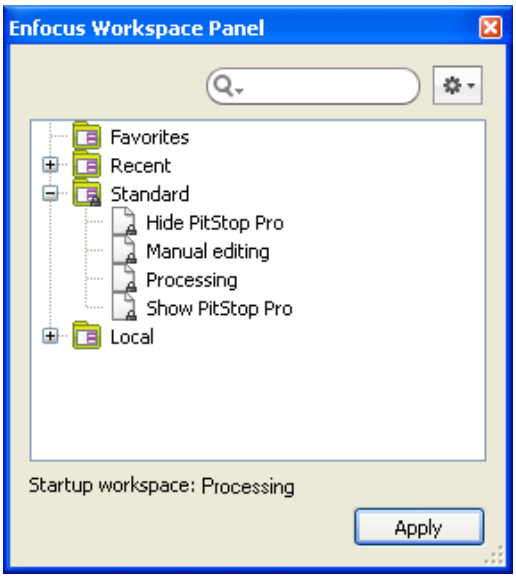
1. Open the **Enfocus Workspace Panel**:

   Refer to *Opening the Enfocus Workspace Panel* on page 80.

2. In the **Enfocus Workspace Panel**, select the workspace you want to use as startup workspace.

3. Click the Action button and choose **Apply selected workspace at startup**.

   You can see the workspace you selected at the bottom of the panel. In this example, the selected workspace is: "Processing".

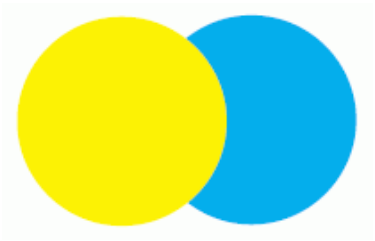
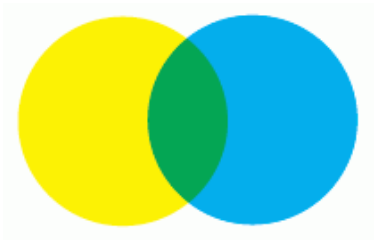


4.5.3.5. Workspace settings

This chapter describes the most important workspace settings. For more information about Acrobat settings, see the Adobe Acrobat Help.

Overprint preview

Overprint preview is an Adobe Acrobat function. You can use overprint preview to simulate on your screen how overprinting will appear in color-separated documents.

Overprint preview off	**Overprint preview** on
	

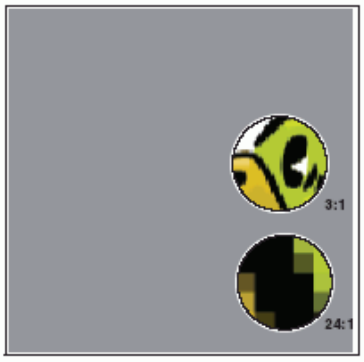
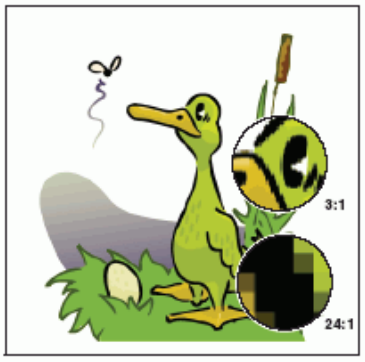
Use local fonts

When you view a PDF document which has fonts which are not embedded, you can use the Adobe Acrobat function **Use Local Fonts**. The following will happen:

Use Local Fonts off	**Use Local Fonts** on
	
Adobe Acrobat uses the fonts of the PDF document and substitutes all fonts which are not embedded. This font substitution will always happen, even if the fonts are installed on the computer where you are viewing the PDF document. This will give you an impression of how someone else will see the PDF document on his or her computer. This may sometimes result in incorrect character spacing or distorted letter shapes.	Adobe Acrobat uses the fonts on the computer where you are viewing the PDF document.

Display large images

Display Large Images is an Adobe Acrobat preference which you can use to let Adobe Acrobat show or hide "large" images. You may want to use this option only if your computer is fast enough to display high-resolution images.

Display Large Images off	**Display Large Images** on
	

View transparency grid

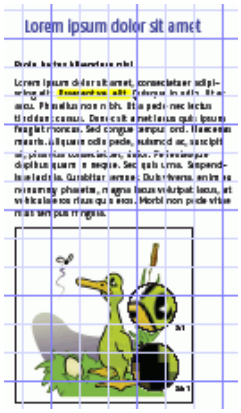
You can use the Adobe Acrobat preference named **Display transparency grid** to see which objects are transparent and which are not. If you select this option, a grid will appear behind transparent objects.

View transparency grid off	**View transparency grid** on: the graphic is not transparent, it has a white background
	



View grid

To align text and graphic objects in a PDF document, you can use Enfocus PitStop Pro guides but also Adobe Acrobat grids. If you select **View Grid**, the grid appears as horizontal and vertical lines on the pages of your PDF document.

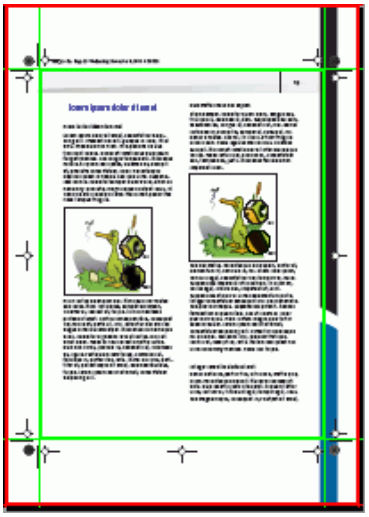
View Grid off	**View Grid** on
	

Snap to grid

Snap to grid is an Adobe Acrobat function which makes the grid lines “magnetic”: when you move an object close to one of the grid lines, the object will “snap” to it.

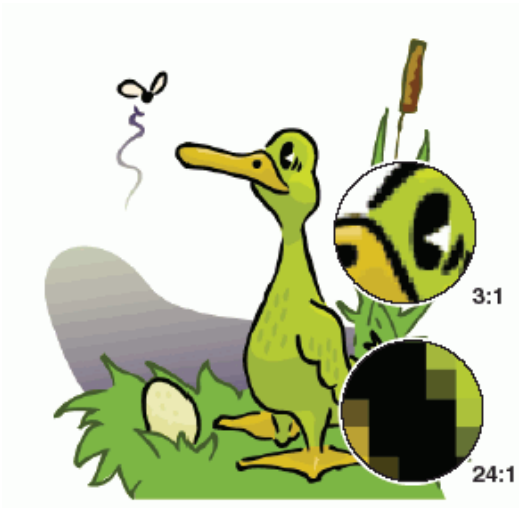
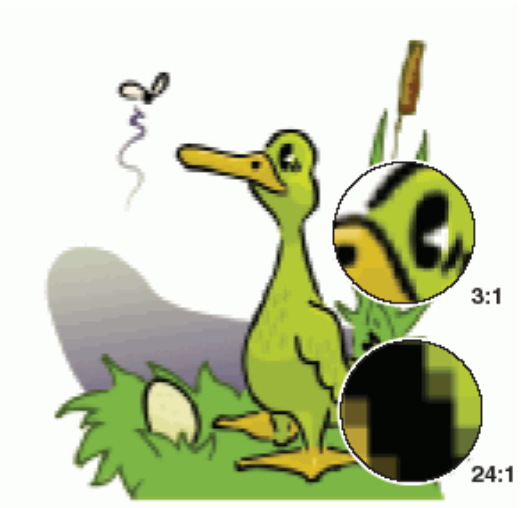
View page boxes

You can view a PDF document with the page boxes shown or hidden. Page boxes are imaginary rectangles drawn around the various objects on a page and around the page itself. You can also use the **View Page Boxes** button to show or hide the page boxes for a PDF document.

View Page Boxes off	**View Page Boxes** on
	

Speed up (alternate) image display

If you work with PDF documents which contain high-resolution images, you may want Adobe Acrobat to display these images faster.

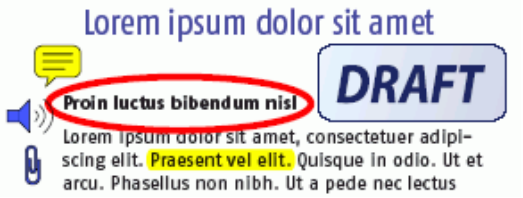
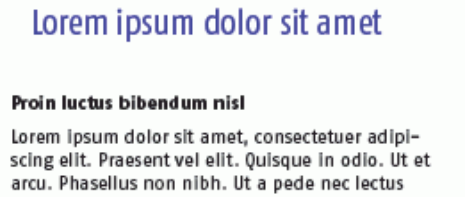
View Alternate Images off	**View Alternate Images** on
	

Hide annotations

You can show or hide annotations in Adobe Acrobat. You can use:

- The Adobe Acrobat function **Show/Hide All Comments**
- The PitStop Pro **Hide Annotations** tool

You can check whether **Hide Annotations** is on or off and fix this setting correspondingly.

PDF document with annotations shown	PDF document with annotations hidden
	

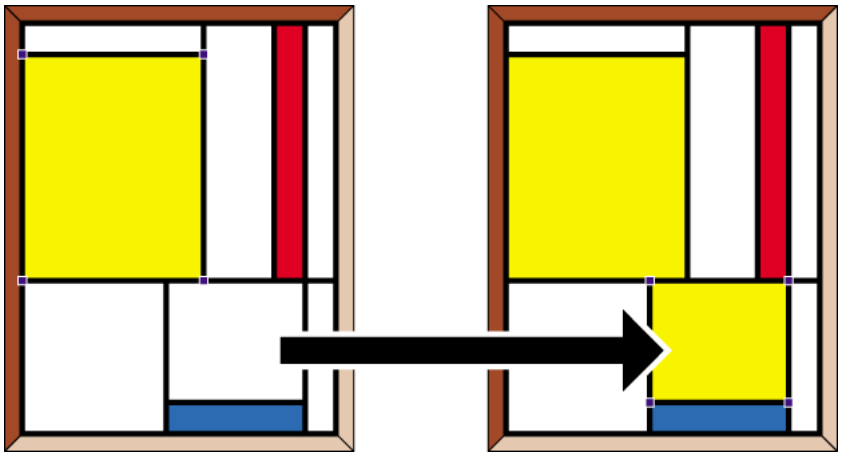
5. Working with PDF documents

5.1. Copying and pasting object attributes

5.1.1. About copying object attributes

You can easily copy an object's attributes and apply all or some of these attributes to another object in your PDF document. These attributes can relate to stroke and fill, but also to text, transparency and prepress.

Below is an example of copying and pasting the fill attributes of part of an object



5.1.2. To copy and paste an object's attributes

1. Click the **Copy and Paste Attributes** tool .

   The cursor changes into .

2. Hold down the **CONTROL** (**CTRL**) key (Windows) or **Command** ( ) key (Macintosh) and click an object to copy its attributes.

   The cursor changes into .

   The copied attributes appear selected in the Enfocus Utilities window.

3. If necessary, click to clear the attributes that you do not wish to paste.

4. Click the object onto which you wish to paste the selected attributes.

5.2. Undoing or redoing actions

5.2.1. About undoing and redoing actions

You can undo any unsaved actions which you have done with one of the PitStop Pro tools. An "action" can mean changing something but also selecting one or more objects.

To undo your actions, you have two buttons in the PitStop Pro panel:

Button	Undoes	Usage
	Changes only.	In situations where you have done multiple changes and maybe made some selections in between. For example: select text, move it on the page, change the font and color. Select an image, scale it and place it below the text.
	Changes and selections.	In situations where you have made a lot of selections, and sometimes even very complex ones, for example using the Enfocus wireframe view (). Or when you were selecting a lot of objects and you lost your selection due to a "slip of the mouse".

After undoing one or more actions, you can redo them again, using  **Redo** and **Redo Selection**.



Note: If you are working with Certified PDF documents, you can even undo actions after you have saved the file.

5.2.2. To undo or redo an action

To undo or redo your last actions

1. Choose **Edit** > **Undo [action]** or click one of the **Undo** buttons  or .

   The name of your last action appears in the menu command. If you moved an object, for example, the menu will read **Undo Move**.

2. To redo the action you have just undone, **Edit** > **Redo [action]** or click one of the **Redo** buttons or .

5.2.3. Undoing versus performing the opposite action

In some cases, "undoing" the action you performed will not have the same result as performing the opposite action.

For example, if you have grouped a number of clipping paths:

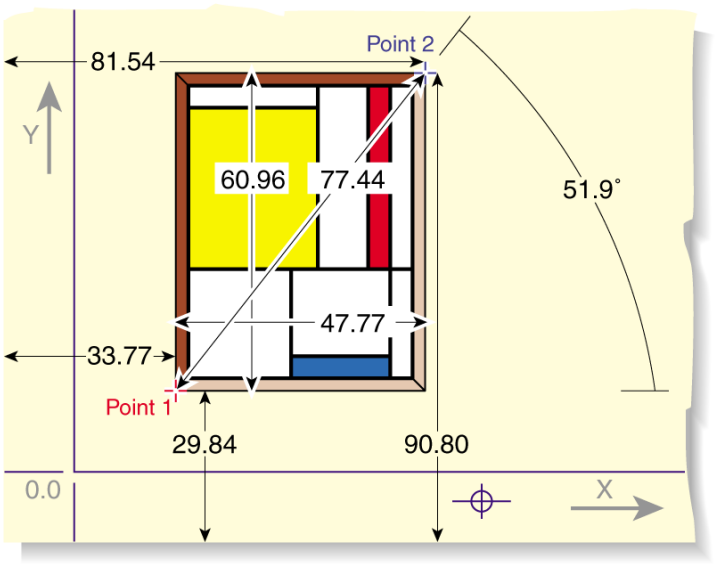
- **Undo group** will restore the original situation (before grouping).
- **Ungroup** will ungroup the grouped clipping paths, but if for example during grouping a clipping path has been duplicated (required to become the desired result), this duplication is not reversed.

Similarly, if you have converted CMYK (CMYK - 100% black) to Gray (Gray 17.75% brightness):

- **Undo Convert color to gray** will restore the original situation (CMYK - 100% black)
- **Convert to CMYK (using Preferences)** will use the settings defined in the Preferences and may have a different result (e.g. CMYK - Cyan 71,86%, Magenta 65.84%, Yellow 64.68%, Black 73.79%).

5.3. Measuring the distance between two points

You can measure the distance between two points in the work area of your PDF document. You can do this, for example, to align objects or to check the positioning or size of objects. You use the **Measure** tool in combination with the Enfocus Inspector to measure a given distance.



5.3.1. To replace an object

1. Using the **Select Objects** tool , select the "new" object, i.e. the object which you want to use to replace with the other one.
2. From the context menu, select **Copy** (or press Ctrl + C).
3. Select the "old" object, i.e. the object which is to be replaced.
4. From the context menu, select **Replace**.

   The copied object will replace the "old" object and will assume its exact size, proportions and position.

5.4. Viewing object attributes

5.4.1. Viewing object attributes using the Eyedropper tool

Using the **Eyedropper** tool , you can view the following attributes of any object, either in **Ink coverage** mode or in **Basic object** mode:

- **Ink coverage** mode shows the percentage for each separation at the spot you clicked, calculating through all transparencies, overprints, overlapping objects, etc.
- **Basic object** shows:
  - Object type
  - Color space
  - Color settings
  - Overprint settings

5.4.1.1. To view the attributes of an object

1. Click the **Eyedropper** tool .
2. Click any text or object in the PDF document.

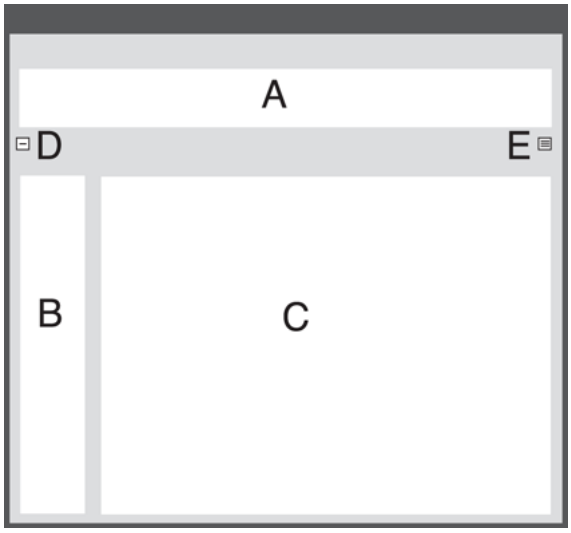
   The Utility dialog displays the attributes of the selected text or object.

5.4.2. Using the Enfocus Inspector

With the Enfocus Inspector, you can view and edit the following attributes of any objects:

- Fill and Stroke: color, overprint, stroke width, ...
- Text settings: font, size, ...

- Image properties: resolution, compression, ...
- Prepress: layers, output intent, OPI, ...
- Separations: used separations, remapping, varnish, ...
- Position: position, scaling, ...
- Summary



A. *Enfocus Inspector categories*
B. *Enfocus Inspector subcategories*
C. *Attributes of the selected text or object*
D. *Collapse button*
E. ***Actions*** *drop-down menu*

5.4.2.1. Opening the Enfocus Inspector dialog

To open the Enfocus Inspector dialog

- **In Adobe Acrobat:**
  1. Click **View** > **Tools** > **PitStop Inspect**.
  2. Click .

     Tip: You may want to add this icon to the toolbar. To do so, right-click the icon and select **Add to Quick Tools Toolbar**.

- **In Adobe Acrobat:**
  1. Click **View** > **tools** > **PitStop Inspect**.

     If PitStop Inspect is not present in this menu, you must first add it. Refer to *Adding PitStop Pro panels to the Tools pane* on page 36.
  2. Click **Open**.
     The PitStop Inspect tools are shown at the top of the document.
  3. Click .

     Tip: You may want to add this icon to the toolbar. To do so, right-click in the toolbar, choose **Customize Quick Tools** and add the Inspector icon.

The Enfocus Inspector dialog is opened.

5.4.2.2. View or change an attribute in the Enfocus Inspector

To view or change an attribute in the Enfocus Inspector:

1. Click the **Select Objects** tool
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Select any text or object in the PDF document.
4. Select the appropriate category and subcategory
5. If necessary, change the attribute or setting

5.4.2.3. Change objects using the **Actions** drop-down menu in the Enfocus Inspector

The **Actions** drop-down menu contains a number of generic actions, related to the selected category in the Inspector. E.g. in the Fill category, the **Actions** drop-down menu contains "Convert to..." actions.

1. Click the **Select Objects** tool
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Select any text or object in the PDF document.
4. Select the appropriate category and subcategory
5. Click the **Actions** button
6. Select the action you want from the drop-down menu.

5.4.2.4. Collapsing the Enfocus Inspector

The Enfocus Inspector can be collapsed, so that only the categories are visible, by clicking the Collapse button. In that case the Collapse button will change into an Expand button.

Selecting a category or clicking the Expand button will expand the Enfocus Inspector.

5.5. Design Layouts

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. A Design Layout can also contain one or more actions.

A Design Layout can also be applied to your design (for example to change the page boxes) if necessary.

5.5.1. The PitStop Page Box panel

The PitStop Page Box panel (available from the **Tools** pane) consists of four tools as described in the table below.

Tool	Icon	Description
Edit Design Layout		Allows to modify a part of the Design Layout (such as guides, page boxes, ...) manually. See *Using the Edit Design Layout tool* on page 102
Design Layout		No document is open or no Design Layout is selected.
		A Design Layout is selected but not applied. The name of the selected Design Layout is mentioned beside the icon.
		A Design Layout is applied. The name of the applied Design Layout is mentioned beside the icon.
	Click the arrow beside the button to: • Choose a Design Layout. • Edit it (see *Editing a Design Layout* on page 100). • Apply it to the current page (see *Applying a Design Layout to a Page* on page 103). • Apply it to your whole document (see *Applying a Design Layout to your Whole Document* on page 103). • Center it. • Save the changes to the template, or revert to the saved version. • Deactivate the active Design Layout.	

Tool	Icon	Description
	• Show or hide the **Enfocus Design Layout** panel (see *Opening the Enfocus Design Layout Panel* on page 98).	
Edit Page Boxes		Allows to manually edit page boxes.
Show Page Boxes		Allows you to show all pages boxes drawn over your document by the Design Layout you selected.  The page boxes are shown in the colors chosen in the Preferences (Colors category).

5.5.2. Opening the Enfocus Design Layout Panel

The **Enfocus Design Layout Panel** allows you to manage your Design Layouts.

To open this dialog

1. Open the Tools pane.
2. Open the PitStop Page Box panel.
3. Click the **Edit Design Layout** button.

The Preset Manager allows you to manage your Design Layouts. For more information, see *The Enfocus Preset Manager* on page 75.

5.5.3. Default Design Layouts

PitStop Pro contains a number of default Design Layouts, with which you can start using immediately.

- A4 ad
- Brochure back

- Brochure front
- DVD label
- US letter
- Guides

5.5.4. Using Design Layouts

Using Design Layouts, you can modify page boxes and zones, add guides, etc.

To work on page boxes, zones, or guides:

1. Select a Design Layout

   This can be one of the default Design Layouts, or a Design Layout you created yourself.

2. Modify the Design Layout if needed:
   a. Using the **Edit Design Layout** tool to manually edit guides, zones and page boxes
   b. Using the **Enfocus Design Layout Editor** to change the Design Layout numerically

   After changing the Design Layout, you can save the changes to the Design Layout, or revert to the saved version.

3. If necessary, apply the Design Layout to the page or to the complete document.

4. Deactivate the Design Layout to stop showing guides, zones and page boxes.

5.5.4.1. Creating a Design Layout

To create a Design Layout from scratch, do the following:

1. Right-click in the **Enfocus Design Layout Panel** and choose **New** > **New...**

   This opens the **Enfocus Design Layout Editor**.

2. Enter the name of your new Design Layout in **Template Name**.

3. For each of the **Overlay types** at right (**Page Boxes**, **Guides** and **Zones**), choose the **Settings** you want to use and their values. See *Defining a Design Layout* on page 100

4. Click **Actions** at right to add Action Lists and / or Global Changes to your Design Layout.

   When applying a Design Layout, the Action Lists and Global Changes specified are executed on the current page after the page boxes have been adjusted.

5. When you are done, click **OK**.

   Your new Design Layout is saved as a **Local** Design Layout.

5.5.4.2. Activating a Design Layout

To see a Design Layout on top of your document, you need to activate it.



Note:

- This does not change your document.

- To change your document according to what is specified in a Design Layout, you need to apply that Design Layout. See *Applying a Design Layout to your Whole Document* on page 103.

To activate a Design Layout:

- Select it in the **Enfocus Design Layout Panel** and click the **Activate** button.
- Select the Design Layout you want to activate in the **Enfocus Design Layout** toolbar.

5.5.4.3. Editing a Design Layout

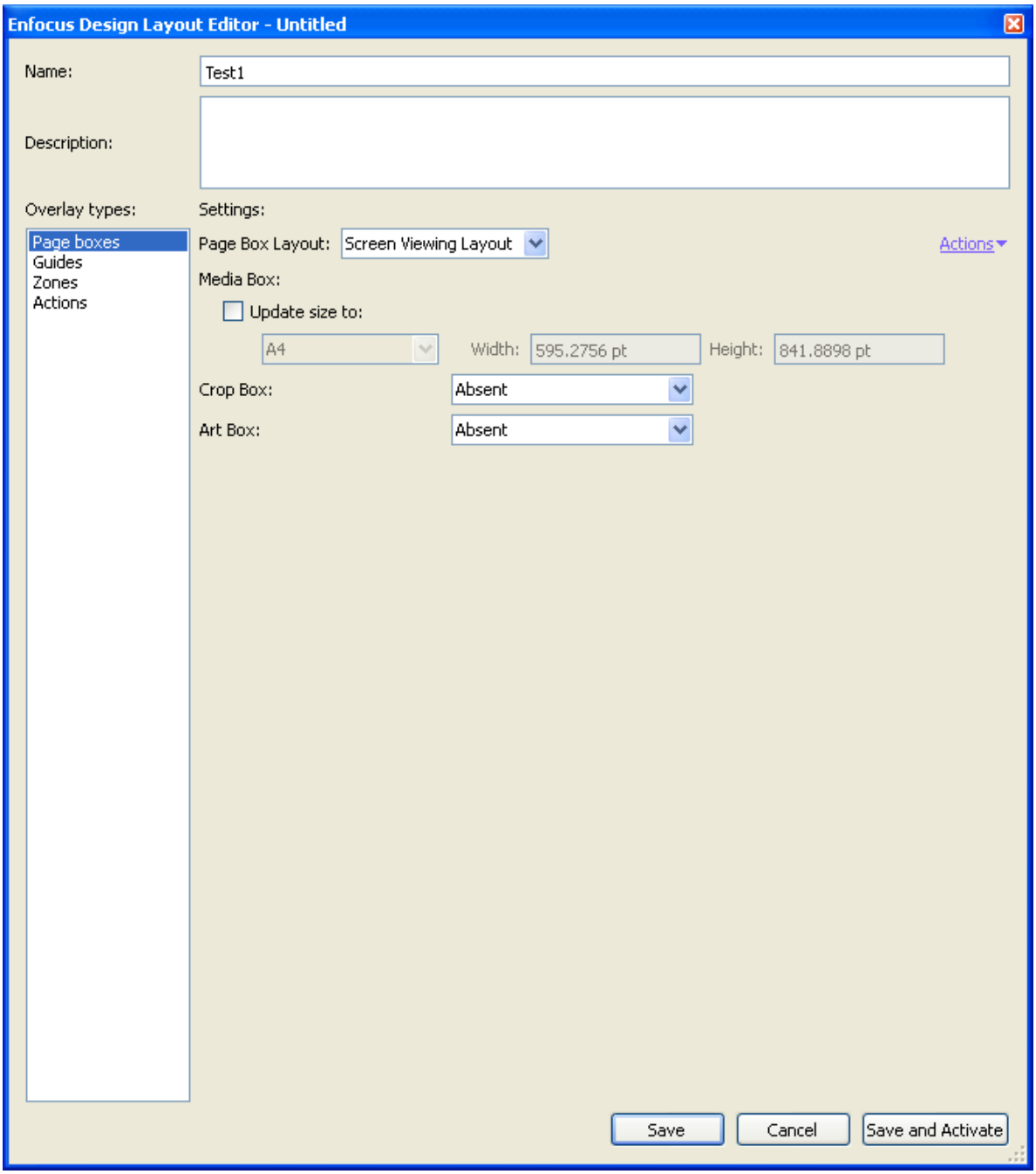
1. Activate the Design Layout you want to edit.
2. Use the **Design Layout Editor** to numerically adjust the Design Layout. See *Defining a Design Layout* on page 100
3. Use the **Edit Design Layout** tool to change the Design Layout manually
4. Save the changes you made to the Design Layout

   If the Design Layout is changed but not (yet) saved, an asterix (*) will be shown next to the Design Layout name in the toolbar.

   If the Design Layout you edited is a **Standard** Design Layout, you will get the option to save it as a copy in the Local database when you try to save it.

   If you do not want to keep the changes you made, you can **Revert** to the saved version of the Design Layout, or you can simply deactivate it.

Defining a Design Layout



A Design Layout consists of:

- A name
- A description
- Page Boxes. See *Page boxes* on page 104
- Guides. See *Guides* on page 112
- Zones. See *Zones* on page 113
- Actions. See *Automating tasks with Action Lists, Global Changes and QuickRuns* on page 305

Using the Edit Design Layout tool

If a Design Layout is active, and the Edit Design Layout tool is selected, you can manually move zones, guides and page boxes, simply by clicking and dragging.

You can also use one of the keyboard shortcuts:

Shortcut	Effect
Enter	Apply the Design Layout to the current page. See *Applying a Design Layout to a Page* on page 103
Shift + Enter	Apply the Design Layout to the entire document. See *Applying a Design Layout to your Whole Document* on page 103
Ctrl (Windows) or Command (Mac)	Switch to the Select tool while holding this key. Releasing the key goes back to the Edit Design Layout tool.
V	Add a vertical guide centered on the page
H	Add a horizontal guide centered on the page
Esc	Deactivate the Design Layout
G	Show or hide guides
C	Center the Design Layout
S	Save the current Design Layout
R	Revert to the saved version of the Design Layout
D	Duplicate the current Design Layout
Shift	Duplicate the guide you are dragging
Arrow keys	Move the entire Design Layout
Shift + Arrow keys	Move the entire Design Layout with bigger steps

Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

5.5.4.4. Centering a Design Layout

If you want to center your Design Layout on your document:

1. Activate the Design Layout
2. Then either:
   - Select it in the **Enfocus Design Layout Panel** and click the **Center** button.
   - Select "Center [the selected Design Layout]" from the **Enfocus Design Layout** drop-down.
   - Select the Edit Design Layout tool, and use the shortcut **C**.

     Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

5.5.4.5. Applying a Design Layout to a Page

Applying a Design Layout is actually changing your document according to what is specified in the Design Layout.

Note: To simply see a Design Layout on top of your document without changing your document, activate that Design Layout (see *Activating a Design Layout* on page 99).

To apply a Design Layout to the current page:

- Select it in the **Enfocus Design Layout Panel** and click the **Apply to Page** button.
- Activate the Design Layout, and select "Apply [the selected Design Layout] to page" from the **Enfocus Design Layout** drop-down.
- Activate the Design Layout, select the Edit Design Layout tool, and use the **Enter** shortcut.

  Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

5.5.4.6. Applying a Design Layout to your Whole Document

Applying a Design Layout is actually changing your document according to what is specified in the Design Layout.

Note: To simply see a Design Layout on top of your document without changing your document, activate that Design Layout (see *Activating a Design Layout* on page 99).

To apply a Design Layout to your whole document:

- Select it in the **Enfocus Design Layout Panel** and click the **Apply to Document** button.
- Activate the Design Layout, and select "Apply [the selected Design Layout] to document" from the **Enfocus Design Layout** drop-down.

- Activate the Design Layout, select the Edit Design Layout tool, and use the **Shift + Enter** shortcut.



Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

5.5.5. Page boxes

5.5.5.1. Page boxes defined

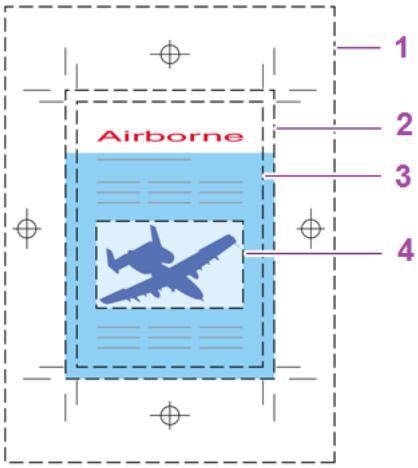
When you design a document and create a PDF document of it, it will contain a number of page boxes. Page boxes are imaginary rectangles drawn around the various objects on a page and around the page itself. They are a sort of description "behind the scenes" of the layout of your PDF document.

Normally, you cannot see these page boxes if you look at a PDF document in Adobe Acrobat, unless:

- You select this option in the Adobe Acrobat Preferences (**Page Display** Category)
- You use PitStop Pro or another PDF editing tool.

5.5.5.2. Types of page boxes

The illustration below shows the various types of page boxes.



Type	Description
1. Media box	The media box is the largest page box. The media box corresponds to the page size (for example A4, A5, US Letter etc.) that you selected when you printed your document to a PostScript or PDF file. In other words, the media box determines the physical size of the media on which the PDF document is displayed or printed.
2. Bleed box	If you use bleed in your document, the PDF document will also have a bleed box. Bleed is the amount of color (or any other artwork) that

Type	Description
	extends beyond the edge of a page. You can use bleed to make sure that, when the document is printed and cut to size ("trimmed"), the ink will be printed to the edge of the page. Even when the page is "mistrimmed", i.e. cut slightly off the trim marks and a bit more to the "outside" of the page, no white edges will appear on the page.
3. Trim box	The trim box indicates the final size of a document after printing and trimming.
4. Art box	The art box is the box drawn around the actual contents of the pages in your documents. This page box is used when importing PDF documents in other applications.
5. Crop box	The crop box is the "page" size at which your PDF document is displayed in Adobe Acrobat. In normal view, only the contents of the crop box are displayed in Adobe Acrobat.

5.5.5.3. Viewing a PDF document's trim and bleed

Bleed, registration marks and other print and color control strips are usually displayed outside the final trim size of a PDF document. This information is defined in the application that was used to create the original PDF file, for example, Adobe InDesign or Quark XPress.

Once they are made visible, these elements can be edited, added, or removed, just like any other graphic object.

1. Open a PDF document.

   Acrobat displays the PDF document in its full size.

2. Click the **View Page Boxes** button.

   Note: We recommend not using this option in combination with the page layout feature in Acrobat (Page layout preference set to "Two-Up Continuous"), this may cause a crash of Acrobat.

   Acrobat displays the page on the complete media size and shows:

   - The trim size
   - The page's trim marks, if any
   - The page's registration and printer marks, if any
   - The page's bleed, if any

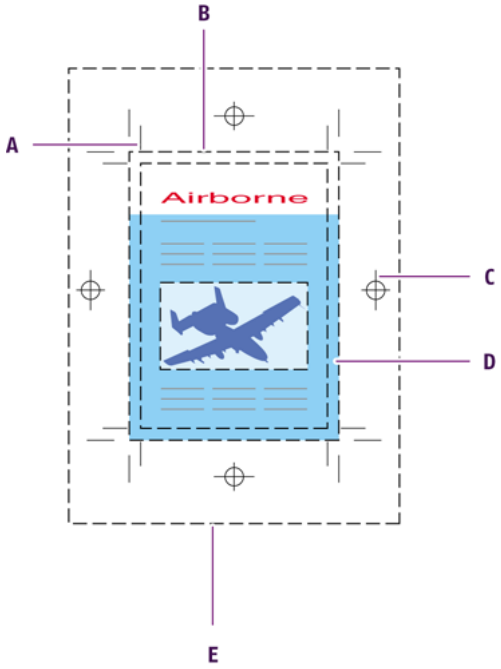
     Note: Remember that PitStop Pro provides two standard Action Lists to automatically add bleed to your PDF files:

     - Generate Bleed to 3 mm if none, and correctly set all Page Boxes
     - Generate Bleed to 3 mm if some, none, or not enough

     For more information, double-click the Action Lists in the Action Lists dialog and read the description.

   - Color control strips, if any

Note: If the document is generated without any bleed, registration marks or other print and color strips, the page will appear the same (except for a thin trim line drawn at the edges of the image).



A. *Trim marks*
B. *Trim size*
C. *Registration marks*
D. *Bleed*
E. *Media box*

You can manually move and edit the page boxes in your document, using the **Edit Page Boxes** tool .

5.5.5.4. Setting up the page boxes using the Enfocus Design Layout Editor

In the Page Boxes category of the Design Layout Editor, you can define your page boxes. You can either use the page boxes of the current document, by selecting **Grab current Page Boxes as template** from the **Actions** drop-down menu, or you can define the page boxes numerically. This last option is explained here.

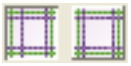
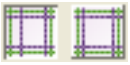
To set up the page boxes

1. From the **Page Box Layout** menu, select **Prepress Layout**.

   Using this option, you can define *all* page boxes. When selecting **Screen Viewing Layout** you have a limited set of options to define the media box, crop box and art box. When selecting **No Layout**, no page boxes are defined in the Design Layout.

2. Define the **trim box**.

- To try to detect trim marks and use these to define the trim box, select the **Snap to detected trim marks** checkbox. By clicking the **Edit** button, you can define the color (100% in CMYK, Registration color, a specific color) of the trim marks. If no trim marks are detected, the next option is used (if enabled).
- To base the new trim box on an existing page box, or the page content, select the **Same as existing** checkbox. You can use an offset, and an anchor point, e.g. to attach the top left corner of the new trim box to the top left corner of the existing trim box.
- Set the **Trim box size** to a predefined paper size, or select Custom to define the width and height. This option will be used if the other detection methods are disabled, or did not give any result.

3. Define the **bleed box**.
   - To have no bleed box defined, set the bleed box to **Absent**. Otherwise, set it to **Present**.
   - To detect bleed marks and use these to define the bleed box, select **Snap to detected bleed marks**. By clicking the **Edit** button, you can define the color (100% in CMYK, Registration color, a specific color) of the bleed marks.
   - Define the margin to be used based on the trim box, either using a left, right, top and bottom margin, or the same distance on all sides, using the **Margin to Trim** buttons 
   - When using a left, right top and bottom margin, you can use **Mirror for even pages** to swap the left and right margin on even pages.
4. Define the **media box**.
   - Define the margin to be used based on the trim box, either a left, right, top and bottom, or the same distance on all sides, using the **Margin to Trim** buttons 
   - When using a left, right top and bottom margin, you can use **Mirror for even pages** to swap the left and right margin on even pages.
5. Define the crop box and art box, by selecting the appropriate option:
   - **Absent**: No crop box or art box defined
   - **Same as trim box**
   - **Same as media box**
   - **Snap to visible**: (only for art box): Sets the art box to the bounding box of the page content that lies within the crop box, or if there is no crop box, within the media box.

5.5.5.5. Viewing the size of the page boxes

The PDF format has a page size limit of 200x200 inches. However, in Acrobat it is possible to increase the page size of a PDF document using user units. This is typically used for large format printing.

For example, a media box of 150x150 inches can be increased to 300x300 inches, by setting the user unit to 2.

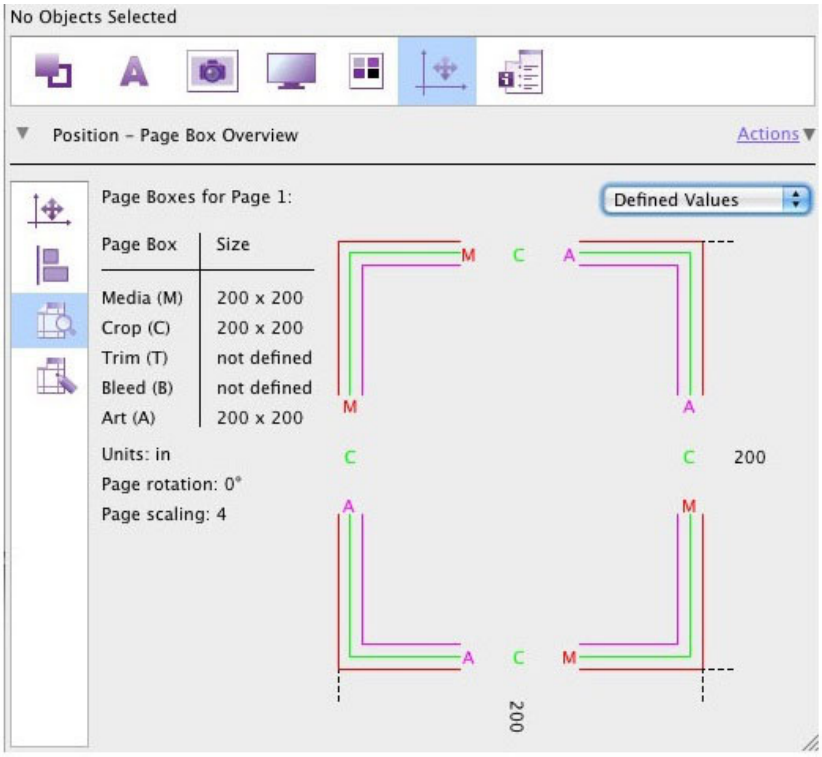
PitStop Pro allows you to view both the defined (i.e. the original) and the effective (i.e. the displayed) values of the page boxes of a particular page.

To view the size of the page boxes

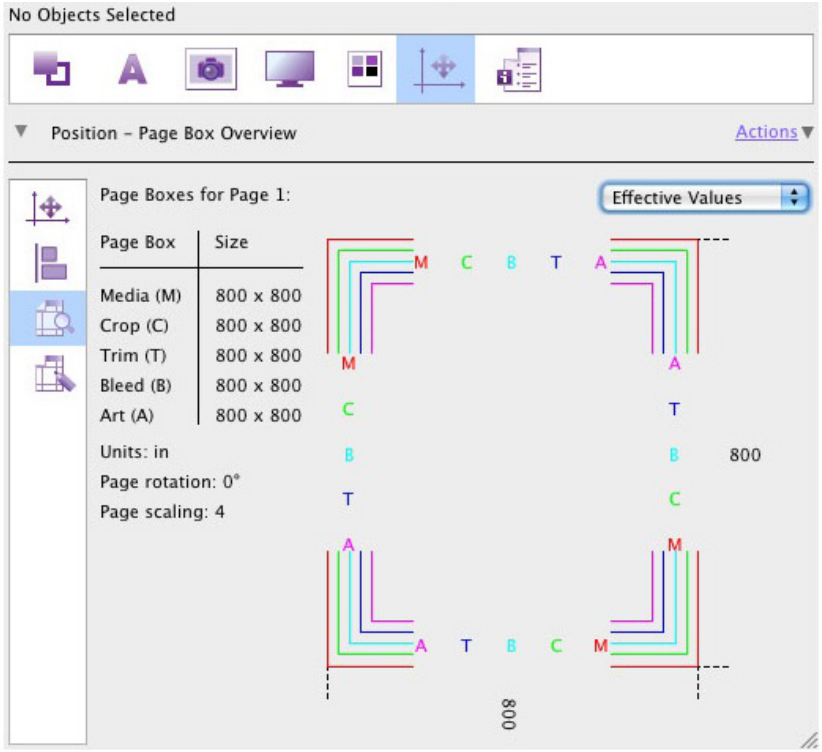
1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Choose > .
   The page boxes with the corresponding sizes are displayed, as well as the page rotation and page scaling values. The dropdown list at the right hand side allows you to switch between Defined and Effective Values.
3. To view the page box values
   - *Without user units* applied, select **Defined Values**.
   - *With user units* applied, select **Effective Values**.

   The screenshots below show a page size of 200x200 inches with a user unit value of 4.

Defined Values



Effective Values



5.5.5.6. Editing the page boxes

This topic describes how to edit the page boxes of a particular PDF document using the Enfocus Inspector.

Note: Alternatively, you can edit page boxes via the **Enfocus Design Layout Editor** or via the option **Edit Page Boxes** in the PitStop Pro Page Box panel. This is useful if the changes you want to make should be applied to other documents as well.

To edit the page boxes in a PDF document

1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Choose > .
3. In the **Page Boxes for Page x** box, select the page box you want to edit.
   The sizes of the page box are displayed.

   Note: The unit is mentioned in the lower right corner of the dialog, for example: "Units: cm". You can change this unit in the PitStop Pro Preferences (Units & Guides category). See *Units & Guides* on page 59.
4. To change the shown dimensions, select the desired option from the list:

- **View Defined Width/Height**: The page box size (width/height) as defined in the PDF, without applying the page rotation or page scaling factor. The page rotation and page scaling factor are mentioned at the bottom of the dialog.
- **View Defined Right/Top**: The page box size (Right = X axis / Top = Height) as defined in the PDF, without applying the page rotation or page scaling factor. The page rotation and page scaling factor are mentioned at the bottom of the dialog.
- **View Visual Width/Height**: The actual page box size (width/height) after applying the page rotation and/or page scaling factor (if applicable).
- **View Visual Right/Top**: The actual page box size (Right = X axis / Top = Height) after applying the page rotation and/or page scaling factor (if applicable).

5. Select the **Define <page box>** checkbox.
6. Do one or more of the following:
   - To **move** the selected page box, change the Anchor Point by defining the X or Y axis or by clicking the appropriate part in the graphic.
   - To **enlarge or reduce** the selected page box, enter the preferred width (W) and/or height (H).

   Note: To make sure the proportions are kept, make sure the aspect ratio is "locked" ( ). You can change the lock status of the icon by clicking it.

   If PitStop notices a problem with the (new) page box size, a warning may appear at the bottom of the dialog, for example "Art box exceeds Media box". An icon ! appears in the **Page Boxes for Page x** box as well.
7. To make changes to the other page boxes, repeat steps 5 and 6 until you have made all required changes.
   You have now changed the page boxes of one particular page.
8. To apply your changes to all pages, click the **Actions** link and select **Apply these Page Boxes to All Pages**.
   The **Actions** menu provides you with a lot of other options, listed in the table below:

Use this option	To
Set	Set one page box based on the dimensions and position of another page box, for example: Set crop box to Media Box. This option is only available for page boxes that haven't been defined yet.
Set by Detection	Set the trim box and bleed box based on the trim and bleed marks in the PDF document if any.
Set Page Box to Selection at	Move the page box you selected in the **Page Boxes for Page x** box to the left/right/bottom/top of a particular selection.

Use this option	To
	If you want to use this option, you must first make a selection using the PitStop Select Object tool.
Enlarge Page Box to Selection at	Enlarge the page box you selected in the **Page Boxes for Page x** box to the left/right/bottom/top/all sides of a particular selection. If you want to use this option, you must first select an object (that is bigger than the selected page box) using the PitStop Select Object tool. For example, if you select an object of 15cm x15cm, and select Enlarge Page Box to Selection At Top Side, the height of the page box will become 15 cm.
Apply Design Layout	Apply a selected Design Layout (with page boxes defined) to the current page. If no Design Layout has been selected, this option is grayed out.
Show Design Layout Panel	Open the Enfocus Design Layout Panel. You can use this dialog to select and apply a new Design Layout (with page boxes defined) to the current page, or to all pages in the document.
Create Design Layout using Current Page Boxes	Create a new Design Layout based on the page boxes defined on the current page. The Enfocus Design Layout Editor is opened and the dimensions of the defined page boxes are already filled out. You can now save or save and immediately activate the new Layout Design.
Remove	Remove one of the defined page boxes (but not the media box).
Apply page rotation on Current Page	Apply the page rotation defined for the page boxes, but only on the current page.
Apply page rotation on All Pages	Apply the page rotation defined for the page boxes, for all pages in the document.

5.5.5.7. Viewing objects outside the crop box

Acrobat only displays the content of a PDF that is inside the crop box. However, you may want to temporarily enlarge the visible area to be able to see if the page has objects outside the crop box.

Note that if there's no crop box defined, the crop box is drawn based on the dimensions of the media box.



Note: The viewing mode does not change the PDF being viewed (although Acrobat will show the expanded size).

To view objects outside the page box

1. Open the PitStop View panel.
2. To enlarge the viewport, click the **Show objects Outside Page Box** button .
   The viewport is enlarged, so that you can see the visible content of the PDF and the area outside of it. The crop box is drawn. All PitStop tools work in this viewing mode, you can still edit the pages boxes like in normal viewing mode, and you can navigate to the other pages of the document while this mode is enabled.
3. To switch back to normal viewing mode, click the **Show objects Outside Page Box** button once more.

Note: We recommend not using this option in combination with the page layout feature in Acrobat (Page layout preference set to "Two-Up Continuous").

5.5.6. Guides

If you want to use guides in your PDF document, you need to have an active Design Layout. You can either create your own Design Layout, or use a Default Design Layout. The **Guides** Design Layout is a sample layout that was created specifically for using guides (without changing page boxes or zones). It contains no page box information, no zones, and 2 guides, one vertical and one horizontal, centered on the page.

5.5.6.1. Setting up guides using the Enfocus Design Layout Editor

In the **Guides** category of the Design Layout Editor, you can define the guides you need.

To define the guides in your Design Layout

1. To add a new guide, click .

   Tip: Using you can duplicate a guide; allows you to remove one.

   A new line is added to the table under **Settings**.
2. Now define the properties of this new guide:

Setting	Description
Color and **Name**	Representation color and name for the guide. **Note:** These values can be changed by double-clicking them in the table.
Orientation	Vertical or Horizontal.
Relative to	Page box used as reference, or another guide.
Anchor Point	Reference point on the page box. Top/Center/Bottom for Horizontal guides, Left/Center/Right for Vertical guides.

Setting	Description
Guide Name	If **Relative to** is set to "Other Guide", you can select a guide from the drop-down. Only guides with the same orientation will be available. Moving a guide will also move the guide(s) that are "Relative to" this guide.  **Note:** If the "Relative to" guide is removed, the depending guide's settings will change to **Relative to Media box**.
Offset	Distance from the reference point. A positive value is to the top/right, a negative value to the bottom/left.
Mirror for even pages	(Only for vertical guides): mirror the guide horizontally over the center line of the crop box on even pages.

3. Repeat the previous steps for all the guides you want to add.

5.5.6.2. Defining or changing guides manually

You can change guides in the **active** Design Layout using the Edit Design Layout tool .

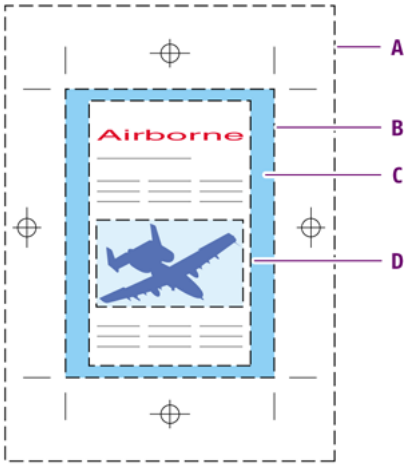
- Click and drag a guide to move it.
- Click and drag the intersection of two guides to move them both.
- Click and drag a guide holding the **Shift** key to create a duplicate.
- Type **V** to add a vertical guide, or **H** to add a horizontal guide. The new guide will be centered on the page.

5.5.7. Zones

Zones can be used to define a safety box and safe type zone, and for any other specific areas (punch holes, etc.)

5.5.7.1. Safety box and safe type zone

The safety box is not really a page box in the strict sense of the word: it is not a page box type which is stored in the PDF document. The safety box is a visual area which is a bit smaller than the trim box. It contains all text, or other objects, which must always be visible on the printed and finished document. The area between the safety box and the trim box is called the safe type zone: this is the zone where you must not place any text or objects, unless these objects are intended as bleed.



A. *Media box*
B. *Trim box*
C. *Safe type zone*
D. *Safety box*

The safety box is intended to compensate for incorrect finishing:

- The pages can be cut slightly off the trim marks and a bit more to the "inside" of the pages. Text or objects would then be cut off by accident.
- The pages can be punched and the punching holes can perforate the text or objects which are too close to the edge of the page.

5.5.7.2. Managing zones

- Click the **+** button to add a new zone
- Click the **-** button to remove the selected zone
- Click the **Color** field to define the color for the selected zone
- Change the name for a zone in the **Name** field

5.5.7.3. To define a zone

When selecting a zone in the list, you can change the following settings:

Setting	Description
Shape	Border, rectangle or circle.
Design Layout position	Position and size of the zone, based on its shape.
Mirror on even pages	Mirror the zones horizontally over the center line of the crop box on even pages.
Drawing mode	Show the zone as a transparent overlay, make it invisible or show it as an opaque area.
Color	Representation color for the zone.

Setting	Description
Highlight	You can highlight text and non-text objects if they are completely in the zone, or even if they are inside, overlapping or covering the selected zone.

5.5.7.4. Define a Border zone

A **Border** zone uses existing page boxes.

This can be used for example to define a safety zone based on the trim box.

- Select **Relative to** and select a page box to base the zone on that page box. Select **Between page boxes** and select two page boxes to set the zone the area in between.
- When using **Relative to**, you can define the complete area outside or inside the page box as zone, using **Complete area inside box** or **Complete area outside box**
- To define a specific area, select **Area**
  - Set to **Outside box** and set the size to define a zone on the outside of the selected page box, or
  - Set to **Outside box** and set the size to define a zone on the outside of the selected page box, or
  - Set to **Inside box** and set the size to define a zone on the inside of the selected page box, or
  - Set to **Centered on box** and set the size to define a border centered on the edge of the selected page box

5.5.7.5. Define a rectangular zone

1. In **Relative to**, select a page box to base the position of the rectangle on.
2. Define the **Corner** of the page box to be used as reference point.
3. Enter the **Offset** distance and **Size** for the rectangle.
4. Enter a Safe Margin Distance

   The safe margin is indicated as a dashed line to the outside of the rectangle zone.

5.5.7.6. Define a circular zone

Circular zones can be used for example to indicate punch holes.

1. In **Relative to**, select a page box to base the position of the circle on.
2. Define the **Corner** of the page box to be used as reference point.
3. Enter the **Center Point** offset and **Radius** for the circle.
4. Enter a Safe Margin Distance

   The safe margin is indicated as a dashed line to the outside of the circle zone.

5.6. Working with Layers

5.6.1. About Layers

In PDF 1.5, objects can be assigned to one or more layers. A Layer can be set to visible or unvisible, and to printing or non printing.

Layer settings can be changed using an Action List, or in the Enfocus Inspector.

5.6.2. Change Layer settings in the Enfocus Inspector

The Enfocus Inspector allows to view and change the layer settings for an object.

5.6.2.1. To view the Layer settings

1. Click the **Select Objects** tool 
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Select any text or object in the PDF document.
4. Select the Prepress category and the Layers subcategory

   The Visibility Expression will now show to what layers the selected object belongs.

5.6.2.2. To remove the Layer settings for the selected object

1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Select the Prepress category and the Layers subcategory, and click the **Actions** drop-down menu.
3. Select **Make always visible** to remove the object from all layers

5.6.2.3. To change the Layer settings of the selected object



Note: The procedure below describes how to change the settings using the Enfocus Inspector. Alternatively, you can use the context menu of the selected object and choose **Assign to layer** > **<Layer name>** (to move it to an existing layer) or **Assign to layer** > **New Layer** (to move it to a new layer).

1. Display the Enfocus Inspector.

See *Opening the Enfocus Inspector dialog* on page 95

2. Select the Prepress category and the Layers subcategory, and click the **Actions** drop-down menu.
3. Select **Assign to layer** to assign the object to the selected layer, removing it from all others
4. Select a layer from the list, or select **New Layer** to create a new layer.

6. Preflighting and checking PDF documents

6.1. What is preflighting?

6.1.1. Preflighting defined

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

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

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

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

Moreover, properties of a PDF document that do not meet the requirements of the preflight check can be reported as a "problem" and fixed in the same process.

6.1.2. Preflight Profiles

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

- If it should be checked or not.
- How it should be listed in the Preflight Report, i.e. as a "warning" or "error" if a deviating property is detected in the PDF document.
- If an error or warning can be signed off.

Moreover, some criteria allow you to specify how detected problems, if any, should be fixed.

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

As of PitStop 13, you can even limit your checks to a particular selection. You can for example apply one check to all odd pages, and another check to all even pages.

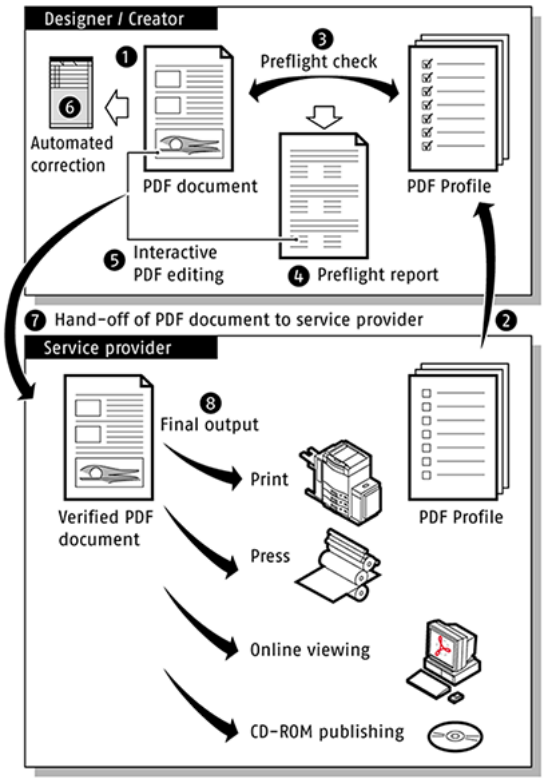
6.1.3. Preflighting in PitStop Pro

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

1. Open the PDF document that has to be checked.
2. Create a new Preflight Profile or select an existing one.
3. Have PitStop Pro check your PDF document against the Preflight Profile and automatically fix a number of detected problems.
4. PitStop Pro generates a Preflight Report.
5. If necessary, interactively resolve detected problems which were not fixed automatically in the PDF document.
6. If necessary, use Action Lists to perform a number of (advanced) automated corrections in the PDF document.
7. Hand off the verified PDF document to your service provider.

   The service provider receives an output-ready PDF document and takes it to the final output stage, for example, for print, press or online viewing.

   The image below is an example of a typical preflight workflow with PitStop Pro.



6.2. Running a preflight check

Running a preflight check can be done from the **Preflight Profiles** dialog box, or, in a Certified PDF workflow, from the **Certified PDF Panel** dialog box.

Refer to *To open the Preflight Profiles dialog* on page 18.

6.2.1. Managing Preflight Profiles

In the **Enfocus Processing - Preflight** panel you can manage your Preflight Profiles using the **Enfocus Preset Manager**. See *The Enfocus Preset Manager* on page 75

Editing or creating a Preflight Profile is done in the **Preflight Profile Editor**. See *Creating and editing a Preflight Profile* on page 127

6.2.2. To run a Preflight Profile

1. Open the **Preflight Profiles** dialog box.
2. Select a Preflight Profile.
3. If necessary, change the following options:
   - **Certified PDF Preflight**: Select this checkbox if you want the Preflight to be part of a Certified PDF workflow. See also *Difference between a regular and a Certified preflight check* on page 121.

     Note: A Certified PDF Preflight is always run on the complete document. When choosing Certified PDF Preflight, the page selecting options (under **Run on:**) will be unavailable.

   - **Run on**: Set the page range on which you want to run the Preflight Profile.
   - **Allow fixes**: Define if fixes should be performed. If the Preflight Profile doesn't allow fixes, the option will be disabled.
4. Click  .

After finishing, the Enfocus Navigator will show all errors, allow to restart the Preflight, suggest solutions, etc. See *Using the Enfocus Navigator* on page 144.

6.2.3. Difference between a regular and a Certified preflight check

Difference between a regular and a Certified PDF Preflight check

There are two types of preflight:

- **A regular preflight**: A regular preflight checks (and optionally fixes) the PDF, but *does not* embed the Preflight Profile or the preflight result in the PDF.
- **A Certified PDF preflight**: A Certified PDF preflight checks (and optionally fixes) the PDF, *and* embeds the Preflight Profile and the preflight result in the PDF. In this way, there can be no doubt about the preflight status of the PDF. For more information, refer to the chapter on *Working with Certified PDF documents*.

The Certified PDF status in case of a regular preflight

A regular preflight does not change the Certified PDF status of the PDF document:

If, at the time of preflighting,	Then
The PDF document **is not** a Certified PDF	The PDF document will remain "unCertified".
The PDF document **is** a Certified PDF	The Preflight Profile embedded in the Certified PDF document will not be removed, even if you preflight the PDF document with a different Preflight Profile in the Enfocus Processing Panel.

The Certified PDF status in case of a Certified PDF preflight

A Certified PDF preflight checks and changes the Certified PDF status of the PDF document as follows:

If, at the time of preflighting,	Then
The PDF document **is not** a Certified PDF	You will be asked whether you want to start a Certified PDF workflow for this PDF document.
The PDF document **is** a Certified PDF	The PDF document will already have a Preflight Profile embedded. PitStop Pro will check whether the Preflight Profile you selected in the Enfocus Processing Panel is the same as the embedded Preflight Profile: If the Preflight Profiles match, the PDF document will be preflighted.

If, at the time of preflighting,	Then
	If the Preflight Profiles do not match, you will be asked whether you want use the Preflight Profile you just selected in the Enfocus Processing Panel instead of the embedded Certified Preflight Profile.

6.3. Problem reporting

6.3.1. Problem severity levels defined

If any of the properties in a PDF document does not comply with the settings as specified in the Preflight Profile, it will be logged in the Preflight Report and in the Enfocus Navigator. You can select how these deviations should be reported:

- As "Warning"
- As "Sign-Off"
- As "Error"

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

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

6.3.2. Problem severity levels: example

Suppose that some of the PDF documents you work with contain RGB colors. First, you want to print them on a composite output device, such as a laser printer, for proofing purposes. In that case, RGB colors can be handled correctly. But if it needs to be a color correct proof you need the right ICC profiles.

However, you would like to know which PDF documents contain objects in RGB color, because at a later stage, you might want to print these documents on an offset press. You could then use two different Preflight Profiles to preflight these PDF documents:

- A Preflight Profile for the laser printer, which reports RGB colors as "**Warning**"
- A Preflight Profile for the offset press, which reports RGB colors as "**Error**"

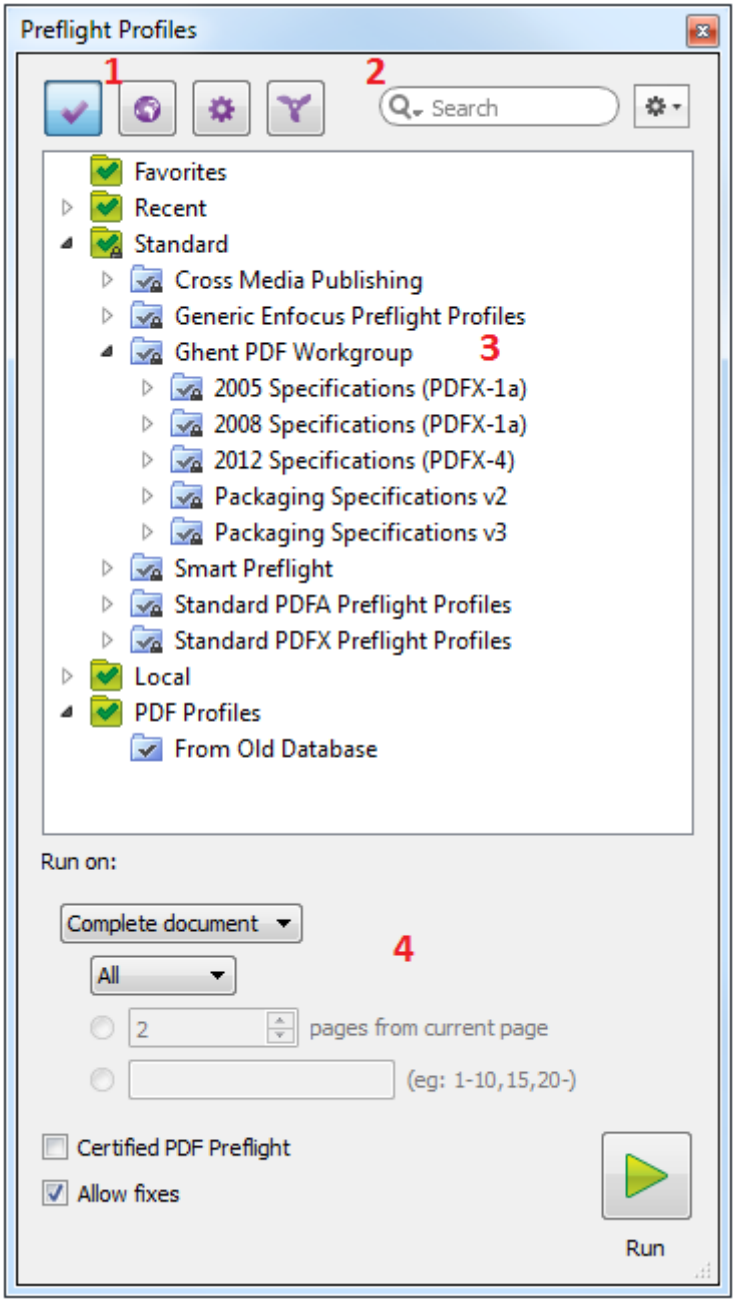
6.4. Where to find Preflight Profiles in PitStop Pro

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

6.4.1. The Preflight Profiles dialog

The **Preflight Profiles** dialog allows you to organize, access and run Preflight Profiles:

- You can open an existing Profile or a blank Profile (to create a new one).
- You can import, export, duplicate, and group Preflight Profiles
- You can run Preflight Profiles, i.e. apply them to one or more pages of the PDF you're preflighting.



The **Preflight Profiles** dialog consists of the following screen parts:

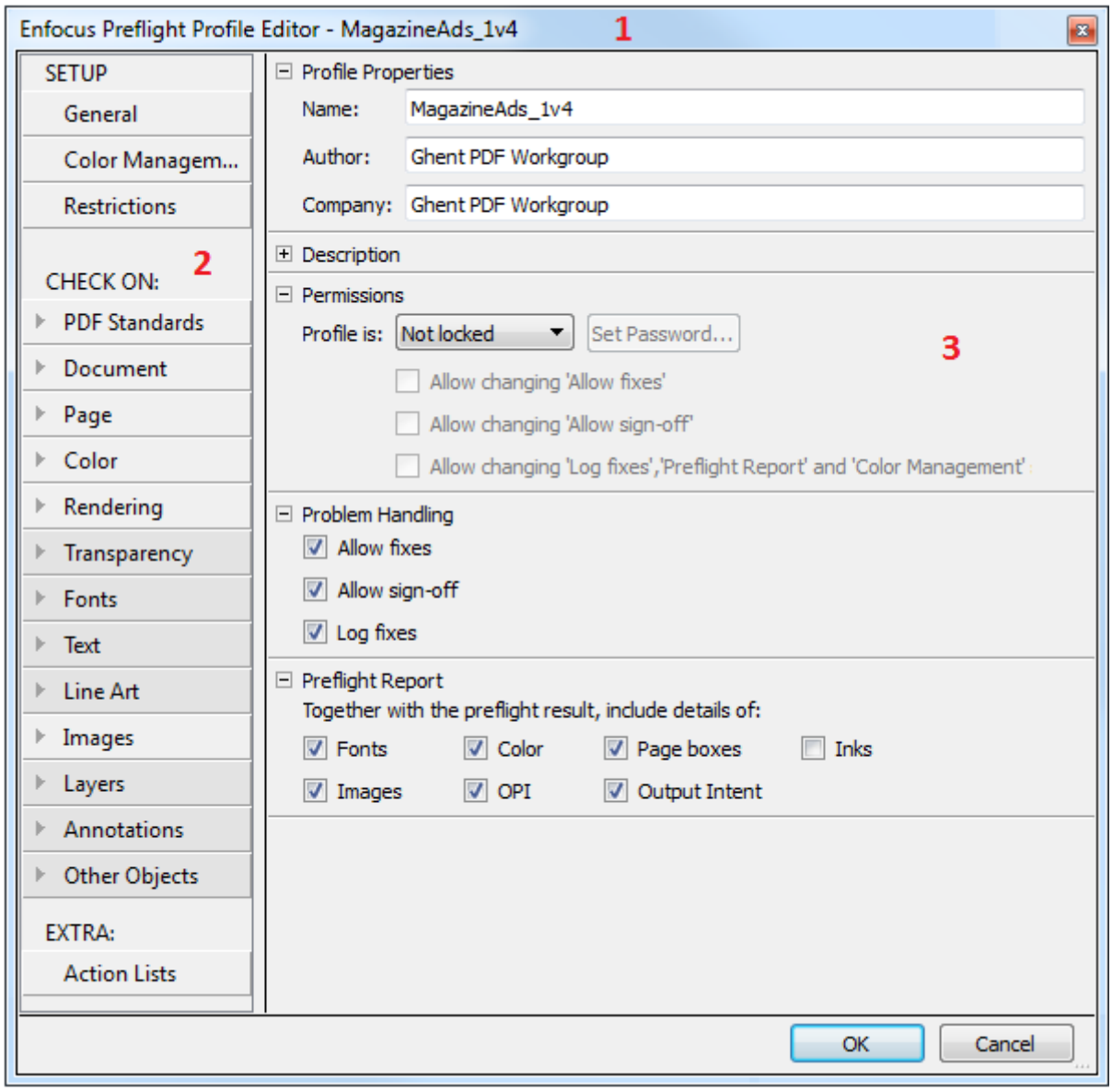
#	Description
1	Buttons to switch between Preflight Profiles and other "presets" (Action Lists , Global Changes and QuickRuns).
2	A search field (allowing you to search for a particular Preflight Profile) and an Action menu (allowing you to organize the Preflight Profiles).

#	Description
3	A workspace, which displays the available Preflight Profiles. The Preflight Profiles are organized in folders, called "databases". By default, the following folders can be found: • **Favorites**: Preflight Profiles marked as your favorites. This provides you fast access to the Preflight Profiles you need often. • **Recent**: The 10 most recently used Preflight Profiles. • **Standard**: The default Preflight Profiles installed with PitStop Pro (grouped in subfolders, such as Generic Enfocus Preflight Profiles, Ghent PDF Workgroup Profiles, Standard PDF/A or PDF/X Profiles, ...).  **Tip:** To see the checks included in a particular Preflight Profile, double-click the Profile. • **Local**: Preflight Profiles edited and created by you, and saved locally.
4	The bottom part of the dialog allows you to *run the Preflight Profile selected in the upper part of the dialog*. You must indicate on which page(s) the Action List should run and whether or not fixes (as set in the Preflight Profile) are allowed. If the **Allow fixes** checkbox is cleared, the automatic fixes will not be performed, even if they are enabled in the Preflight Report. The **Certified PDF Preflight** checkbox allows you to start a certified PDF workflow. In this type of workflow, the preflight information is stored in the PDF, i.e.: the Preflight Profile used for preflighting the PDF, the Preflight Report (i.e. the result of the Preflight check), and any changes made to the PDF per editing session, allowing you to roll back to the previous version(s) of the document. For more information, refer to the PitStop Pro Reference Guide on the Enfocus website.

6.4.2. The Enfocus Preflight Profile Editor

The **Enfocus Preflight Profile Editor** is accessible from within the Preflight Profile Panel: when double-clicking a Preflight Profile (or selecting **New** > **New** from the contex menu), this dialog appears. It allows you to change the *content of a Preflight Profile*:

- You can change the general settings or the description of the Preflight Profile.
- You can protect the Preflight Profile with a password.
- You can enable or disable color management and add or remove restrictions as required.
- You can enable or disable checks and fixes as required.
- You can add Action Lists to be embedded in the Preflight Profile.



The **Enfocus Preflight Profile Editor** consists of the following screen parts:

#	Description
1	The name of the Preflight Profile you're editing.

2	The left part of the Editor consists of three main categories:
	• **Setup** consists of:
	  • *General* settings, just like the name and author of the Profile and a couple of preferences (permissions, problem handling, ...)
	  • *Color management* settings
	  • *Restrictions*, allowing you to define particular selections (e.g. all text on page X or all images of a particular type,...) to which certain checks should be limited.

#	Description
	• **Check on** lists all available checks, grouped in categories, such as PDF Standards, Document, ... A check will only be performed if it is enabled (see further). For most checks, an automatic fix is provided. **Note:** The categories in a dark gray background have no checks enabled. • Under **Extra**, you can add or remove Action Lists that will be run as part of the Preflight check.
3	When you click an item in the left part of the Editor, the corresponding information is shown in the right part of the dialog. In the example above, the right-hand pane shows the contents of Setup > General.

6.5. How to create and edit a Preflight Profile

This chapter describes how to create and/or edit a Preflight Profile in PitStop Pro.

6.5.1. Creating and editing a Preflight Profile

To create a new or to edit an existing Preflight Profile

1. Open the Preflight Profiles dialog.
   See *Where to find Preflight Profiles in PitStop Pro* on page 123.
2. Create a new Preflight Profile or edit an existing one:
   - To create a new Preflight Profile based on an existing one, click > **New** > **New From/ New from File** and select the Preflight Profile you want to start from.
     The option **New from** allows you to select an existing Preflight Profile from the Standard database; **New from file** allows you to select a file (*.ppp) from your computer.
   - To create a new Preflight Profile from scratch, click > **New** > **New**.
   - To edit an existing Preflight Profile, double-click it. Alternatively, you can select the preferred Preflight Profile and click > **Edit**.

   If the Preflight Profile is fully locked, you will be asked to enter a password before you can see the content of the Preflight Profile.

   If it is partially locked, you will be able to view the content of the Preflight Profile, but you'll have to click the Lock icon and enter the password, before you can make any changes. Refer to *Locking a Preflight Profile with a password* on page 143.
3. Configure the settings in the different categories:
   - *Defining the general properties of a Preflight Profile* on page 128

- *Defining the color management settings of a Preflight Profile* on page 129
- *Defining restrictions for a Preflight Profile* on page 130
- *Configuring checks* on page 135
- *Adding Actions to the Preflight Profile* on page 141

4. Click **OK**.

You can now run the new or edited Preflight Profile and check the results of the Preflight Check in the Enfocus Navigator or the Preflight Report.

6.5.1.1. Defining the general properties of a Preflight Profile

To define the general properties of a Preflight Profile

1. In the Enfocus Preflight Profile Editor, in the **SETUP > General** category, check and, if necessary, change the **Profile Properties**:
   - **Name**
   - **Author**
   - **Company**
2. Check and, if necessary, change the **Description** of the Preflight Profile.
3. In the **Permissions** section, you can choose to (partially) lock the Preflight Profile to prevent users from changing the Preflight Profile. See *Locking a Preflight Profile with a password* on page 143.
4. In the **Problem Handling** section, you can decide what you want to do when an error occurs.
   - **Allow fixes**: If enabled, PitStop Pro will try to solve any problems. If disabled, problems will be logged but not resolved.
   - **Allow sign-off**: If enabled, the user will get the chance to sign off on problems for which the Sign-off flag is set (see further). This allows the user to treat errors as warnings if they are considered less severe. If disabled, users cannot sign off errors, even if the Sign-off flag is set. Note that this sign-off is only possible as part of a certified PDF workflow.
   - **Log fixes**: If enabled, all fixes made in the PDF are listed in the Preflight Report.
5. In the **Preflight Report** section, along with the preflight details, you can choose to gather information about fonts, color, page boxes, inks, layers, images, OPI, output intent and page color type.
   Each checkbox corresponds with an information chapter in the Preflight Report. For example, if you select the Layers checkbox, the Preflight Report will contain a chapter about

the layers in the PDF and their properties. The Page Color Type chapter will inform you about the number of empty, white and black, and color pages, ...

6.5.1.2. Defining the color management settings of a Preflight Profile

Color management allows you to define which ICC profiles are used whenever color conversions are made during preflight and correction. This is useful to minimize color differences between devices. If you don't enable color management, the generic color conversion from your operating system will be used.

This topic describes how to define the color management settings to be used for color conversions during preflight.



Note: The settings defined here take priority over the settings defined in the PitStop Pro Preferences.

To define the color management settings

1. In the Enfocus Preflight Profile Editor, in the **SETUP > Color Management** category, enable color management as follows:
   - To use the Enfocus Default Preset, select the **Enable color management** checkbox.
   - To use another particular color management preset
     1. Click the **Actions** menu.
     2. Select **Use color management preset**.
     3. Select the preferred color management preset, either from a database or from a file on your computer.
     4. Click **OK**.

   The settings as defined in the selected preset are displayed. You can change them as required.
2. Choose the correct source and target ICC profiles for each color space.
   - Enable **The Output Intent overrides the selected ICC profiles** as required.
   - Enable **Use other ICC profile than source** and select the correct target ICC profiles, if the target profiles are different from the source profiles.
3. Select the required CMM Engine.

   A CMM (Color Management Module) takes care of the color conversion. Choose one of the following:
   - **Adobe CMM** (CMM developed by Adobe; this CMM is no longer supported, because it has no 64-bit version)
   - **System CMM** (Your operating system's CMM)
   - **Little CMS** (An open source CMM)
4. Select the preferred rendering intent.

A rendering intent is a translation method used to convert colors between different devices. In order to conserve the appearance of an image across devices, the colors that cannot be reproduced by a specific output device (i.e. your color printer) need to be remapped to the nearest matching color that does lie within the output device's color range. This remapping is performed according to a specific method called a rendering intent.

Choose one of the following remapping methods:

- **Object defined**: The rendering intent of the object itself is used.

  Note: To see the rendering intent of an object, open the Enfocus Inspector and click **Prepress** > **Output intent**.

  The following remapping methods do not taken into account the originally defined rendering intent of the objects in the PDF.

- **Relative colorimetric**: Replaces colors outside of the gamut by colors with the same lightness, but with different saturation.

- **Absolute colorimetric**: Clips colors outside of the gamut to a color on the gamut boundary. Colors which cannot be displayed in the target color gamut will be lost.

- **Saturation**: Scales all colors to the brightest saturation possible. The saturation (also called chroma) will remain the same, but some colors will appear lighter or darker. This method is most suitable for business graphics, where the exact relationship between colors is not as important as having bright saturated colors.

- **Perceptual**: Rescales the original gamut within the gamut of the destination color space, but preserves the relationship between colors. This method preserves the visual relationship between colors, although the color values themselves may change.

5. Select the **Use black point compensation** checkbox as required.

   The black point compensation option is a feature of Adobe Photoshop to address color conversion problems caused by differences between the darkest level of black achievable on one device and the darkest level of black achievable on another.

6. Switch to the **Images** tab.

7. Do one of the following:

   - To use the same color management settings for all objects in the PDF (i.e. the settings defined on the General tab), select the **Apply General color settings** checkbox.
   - To use different settings for images, select the **Enable color management** checkbox and repeat steps 2 - 5. You cannot select a different preset to start from (step 1).

6.5.1.3. Defining restrictions for a Preflight Profile

About restrictions

Restrictions in a Preflight Profile

Restrictions are a way to limit the scope of your Preflight check; instead of applying all checks to the whole document, you can now for each (set of) checks define on what part of the PDF the check(s) should be run - be it a PDF page box, a certain page or pages, a particular area or specific elements of a PDF, or even different layers within a PDF file.

Restrictions are defined by *Action Lists with Select Actions only*. You can create your own restricting Action Lists, or use pre-defined, ready-to-use restricting Action Lists, installed with PitStop. These restrictions must be imported into the Profile, in order to use them.

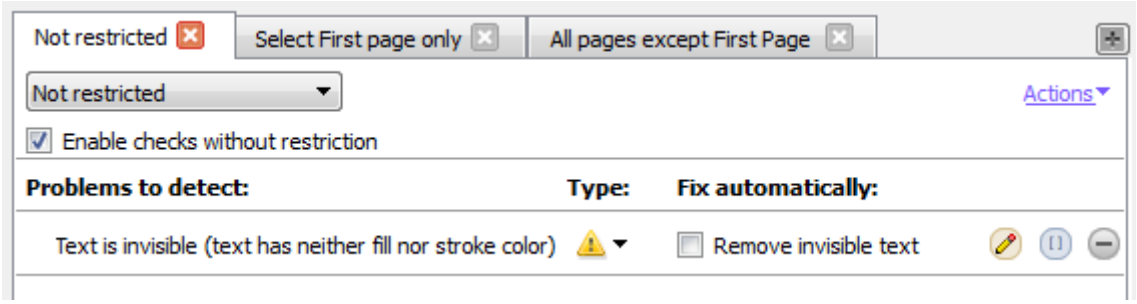
For each group of checks (i.e. each category under **Check on**), you can decide which restriction applies (if any). If more than one restriction applies for one category, you can use separate tabs (one tab per restriction) as shown below.

Example

Suppose you want to check a PDF for both very small/colored and invisible text. The threshold for text size is different for the cover page and the other parts of the document, whereas invisible text should be detected, regardless of where it is found.

The checks for small/colored and invisible text are available under **Check ON: Text**.

- "Invisible text" should be enabled for all pages in the document, so it should not be restricted. This is the default behavior for which you don't need a restricting Action List.
- "Text size" should be checked twice: once for the cover page and once for the other pages of the document (each with different values). Therefore, you'll need two extra tabs, each with **a restriction** selected:
  - Restriction 1 is an Action List that selects the cover page.
  - Restriction 2 is an Action List that selects all other pages.



Restrictions in the Preflight Report

If a check is limited by a restriction, in the Preflight Report, the name of the restriction will precede the actual warning. If no restriction is applied, this is not mentioned explicitly.

Best practice

Before configuring the checks in your Preflight Profile:

1. Think about the restrictions you need.
2. Create the Action List(s) to define these restrictions, or check if you can use the pre-defined, ready-to-use restrictions, installed with PitStop.
3. Import the required restrictions in the Preflight Profile.
4. Configure your checks, choosing the appropriate restriction where needed. If no restriction is chosen, the check applies to the whole document.

Creating a restriction

You can create new restricting Action Lists from within a Preflight Profile. If you want to re-use them, you can afterwards export them to your local Action Lists database.

Note: Alternatively, you can create an Action List in the Action List editor. Just make sure to only use "Select" Actions (and to import the restricting Action List into the Preflight Profile(s) in which you want to use it).

To create a restriction from within a Preflight Profile

1. In your Preflight Profile, go to **SETUP > Restrictions**.
2. Click .
   The Action List Editor appears.
3. Configure the Action List just like any other Action List (using "Select" Actions only).
   - Only one selection per Action List is allowed (this includes Select Actions combined with an operator if they result in one selection). There's one exception: the *Select page if content is selected* Action can be combined with another select Action. For example:

     ```
     Select by color space
     Select page if content is selected
     ```

   - If you need more complex selections, you must combine several Action Lists in one restriction. The Action Lists are executed one after the other, as if they were two Actions followed by an AND operator.

   Tip: Click  to only see those "Select" Actions.
4. Click **OK**.
   The restricting Action List is added to your list of Restrictions. Note that you can double-click the restriction or click  (**Edit selected restriction**) to make any changes as required, e.g. to choose another name.
5. Select **Reuse selection** as required.
   See *Reusing a restricting selection* on page 134

The new restriction will be available for use in all categories of checks. Optionally, click the **Create tab in all categories** button if you want to use the restriction concerned for many categories. Adding a tab however, does not automatically enable checks, it is just a way to save time.

If you want to be able to re-use the restriction in other Preflight Profiles, click to export it to a local folder in the Action List dialog. This local folder is named after the Preflight Profile concerned, for example: "Restrictions from PDFX-4".

Editing a restriction

You can make changes to a restriction from within a Preflight Profile.

To edit a restriction

1. In your Preflight Profile, go to **SETUP > Restrictions**.
2. Select the restriction you want to edit.
3. Double-click the restriction or click (**Edit selected restriction**).
   The Action List Editor appears.
4. Configure the Action List just like any other Action List (using "Select" Actions only).
   - Only one selection per Action List is allowed (this includes Select Actions combined with an operator if they result in one selection).
   - If you need more complex selections, you must combine several Action Lists in one restriction. The Action Lists are executed one after the other, as if they were two Actions followed by an AND operator.

   Tip: Click to only see those "Select" Actions.
5. Click **OK**.
6. Select **Reuse selection** as required.
   See *Reusing a restricting selection* on page 134

Remember that changes are only made to the version that is imported in the Preflight Profile.

To export the changes to a local folder, click This local folder is named after the Preflight Profile concerned, for example: "Restrictions from PDFX-4".

Using a pre-defined restriction

PitStop provides you with a number of pre-defined restrictions, which you can use as they are, or use as a starting point for your own restrictions.

To use a pre-defined restriction

1. In your Preflight Profile, go to **SETUP > Restrictions**.
2. Click .
   The Import restricting Action Lists appears, showing Action Lists with "Select" Actions only.
3. Make sure **From database** is selected and click **Standard** > **Restricting Action Lists**.
   All standard, pre-defined restrictions delivered with PitStop are listed. To know what they are doing, select a restriction and read the description at the bottom of the dialog.

4. Double-click the restriction of your choice.
   The restriction is imported immediately in your Preflight Profile and can be used as it is.

5. To see the content of the restriction, or to change it as required, double-click it or click  (**Edit selected restriction**).

   For more information, refer to *Editing a restriction* on page 133. Close this dialog, by clicking **OK** or **Cancel** as required.

   If you've added a restriction you eventually don't need, click .

The restriction will be available for use in all categories of checks. Optionally, click the **Create tab in all categories** button if you want to use the restriction concerned for many categories. Adding a tab however, does not automatically enable checks, it is just a way to save time.

Importing a restriction

A restriction must be imported into a Preflight Report in order to use it.

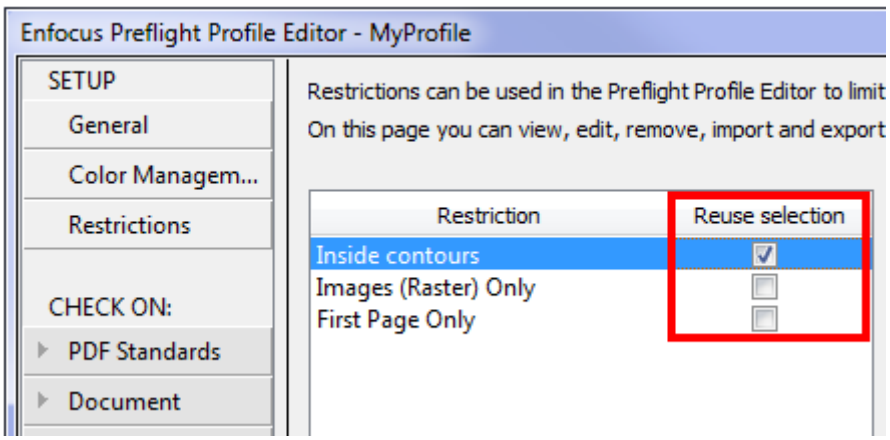
1. Do one of the following:

   - In your Preflight Profile, go to **SETUP > Restrictions** and click  (**Import restrictions**).
   - In your Preflight Profile
     1. Go to **CHECK ON** and open a category.
     2. Open the list at the top of the pane.
     3. Click **Import restriction...**

2. Select the restriction concerned and click **OK**.
   Regardless of where you have imported the restriction, it is listed under SETUP - Restrictions and it is available in all lists on all tabs of all categories of checks. Note that changes to the restrictions must be made through the **SETUP > Restrictions** section.

Reusing a restricting selection

If you want to speed up the time needed to preflight your document, you may enable the **Reuse selection** checkbox in the **Setup > Restriction** section of the Preflight Profile Editor.



Meaning

- If **Reuse selection** is *cleared* (default behavior), the restricted Action List is executed several times as required, i.e. every time it is used for a check. For example, if five different checks are limited to one and the same restricted selection (e.g. all objects with particular attributes), then the Action List to select these objects is executed five times. In case of complex restrictions, this seriously affects the time needed for preflighing the PDF.

- If **Reuse selection** is *selected*, the restricted Action List is executed only once and the resulting selection is remembered and used for the relevant checks in the Profile. In case of complex restrictions, this may save a lot of processing time.

Warning

Only enable this option if the selected area is NOT affected by changes initiated by the Preflight Profile!

Example where it is safe to enable ***Reuse selection***: If your restricting Action List selects all objects inside contours, the selection will remain the same as long as the page layout is not changed throughout the preflighting process. Reusing the selection will reduce the processing time.

Example where it is not a good idea to enable ***Reuse selection***: If your restricting Action List selects CMYK objects and your profile converts CMYK to RGB, it's probably not a good idea to reuse the selection, because once converted, the result of the restricting Action List may not match the changed state of the PDF.



Note: In case of doubt, run the Preflight Profile and check if the outcome is as expected.

6.5.1.4. Configuring checks

In the **Check on** section, you can indicate which problems should be detected and optionally be fixed.

To configure the checks in a Preflight Profile

1. Click a category under **Check on**, for example: PDF Standards or Document.
2. Determine whether or not you want to limit (some of) the checks in this category to a particular selection:
   - If the checks should apply to the whole document, make sure **Not restricted** is selected from the list in the top left corner of the tab.
   - If the checks should apply to a particular part of the document, select a restriction from the list in the top left corner of the tab.
   - If you need a restriction that is not in the list, import a new restriction. See *Importing a restriction* on page 134.
   - As of PitStop 2017, there's one category that cannot be restricted: the PDF Standards category. Some of the checks in this category are all-in-one checks (e.g. check for PDF/X compliancy) that apply to the whole document and cannot be limited to a particular selection. If you're importing an old Preflight Profile with restrictions defined in this

category, you'll be warned that the items concerned will be disabled in the imported Profile.

3. Select the **Enable checks of <selected restriction>** or the **Enable checks without restriction** checkbox as required.

   This activates the checks in the left part of the pane. They will no longer be grayed out.

4. Double-click the profile checks you want to add to your Preflight Profile, for example PDF/X Compliancy (in the PDF Standards category) or Binding (in the Document category).

   For more information about a check, hover your cursor over it. A tooltip with additional information will appear.

   Tip: You can also find an overview of all checks on the *Enfocus website*. Go to the product page of the product concerned and click the **Manuals** tab).

   The enabled checks are available in the right pane.

5. Configure each check separately as follows:

Area/button	Do the following:
Under **Problems to detect**	Specify what exactly should be checked, i.e. enter or select the required values.
Under **Type**	Indicate how the detected problem should be listed in the Preflight Report: • **Warning**: Warnings are no real problems, but you may want to be informed about them. In a Certified PDF workflow, warnings are not blocking. • **Sign-off**: If a problem is set to Sign-off , the user can decide to handle the problem as a warning and sign off on it, thus allowing the PDF to pass preflight. Note that sign-offs are only possible in a Certified PDF workflow. • **Error**: Errors are considered severe problems. In a Certified PDF workflow, they block the PDF from being certified OK.
Under **Fix automatically**	If PitStop should automatically fix the detected issues, you should select this checkbox and (if applicable), enter the required details. **Note:** You may want to just log the problems and not fix them yet, or manually fix the problems using the Enfocus Navigator. In that case, do not select the checkbox.
	If you want to customize the message that will appear in the Preflight Report (if the problem concerned is detected), click this button. This is useful if the

Area/button	Do the following:
	"default" message is rather technical, and you want to make it easier to understand. If the default message has been modified, the button changes (a small checkmark is added): . For more details, refer to *Customizing report messages* on page 138.
	Click this button to remove the check from the active tab.
	Instead of fixed values, you can also use variables to configure the checks. For example, instead of entering a fixed minimal text size which you have to adjust for each document you're preflighting, you could use a variable "text size". When running a Preflight check with this Profile, a dialog will pop up allowing you to define the required text size for that particular document.  **Note:** If these variables should be used for **all** checks on the tab, click the **Actions** link in the top right corner of the tab and select **Enable Variable Names**. For more details, refer to *Applying variables to a check in a Preflight Profile* on page 137.

6. Repeat the previous steps for each problem in the selected category you want to check and/or fix.

7. If you want a different restriction for another set of checks, click  to add a new tab and select the restriction concerned. You should configure the checks for each tab separately.

 **Note:** If the plus button is grayed out, all (imported) restrictions are already used for that category of checks. If you want to add an additional tab, you must first *import a new restriction*. This will activate the plus button and allow you to add a new tab for that restriction.

Applying variables to a check in a Preflight Profile

Variables allow you to process different jobs and job types with one Preflight Profile; instead of using fixed values, you enter a variable which is defined when running the Preflight Profile.

Note that you need to have defined a Variable Set with Smart Preflight variables before you can use variables in a Preflight Profile. For more information, refer to the chapter about Smart Preflight in the PitStop Pro Reference Guide on the Enfocus website. This topic only explains how you can add variables to your Preflight Profile.

To use variables in a Preflight Profile

1. In your Preflight Profile, open the CHECK ON: category for which you want to use a variable.
2. Do one of the following:
   - If a variable should be used for **all checks on the tab**, click the **Actions** link in the top right corner of the tab and select **Enable Variable Names**. A button appears next to the checkbox of Enable checks without restriction/Enable checks of <restriction>.
   - If a variable should be used for one particular check, in the attributes of the check concerned, click the **Enable Variable Names button**. A button appears next to each property where it is relevant.
3. Click next to the property for which you want to use a variable.
   Note that this button is only shown when the check can have a variable applied.
4. In the Select a Variable dialog, make sure **Use a Variable from the selected Variable Set** is selected and select a Variable Set as required.
5. Double-click the variable you want to use for the property concerned.
   Only the variables that match the type required for the property concerned are shown. For example, if you want to define the page width, you need a variable of the type Length.

   The name of the variable is shown in the Preflight Profile.

   When running the Profile, a dialog will pop up allowing you to enter the appropriate value.

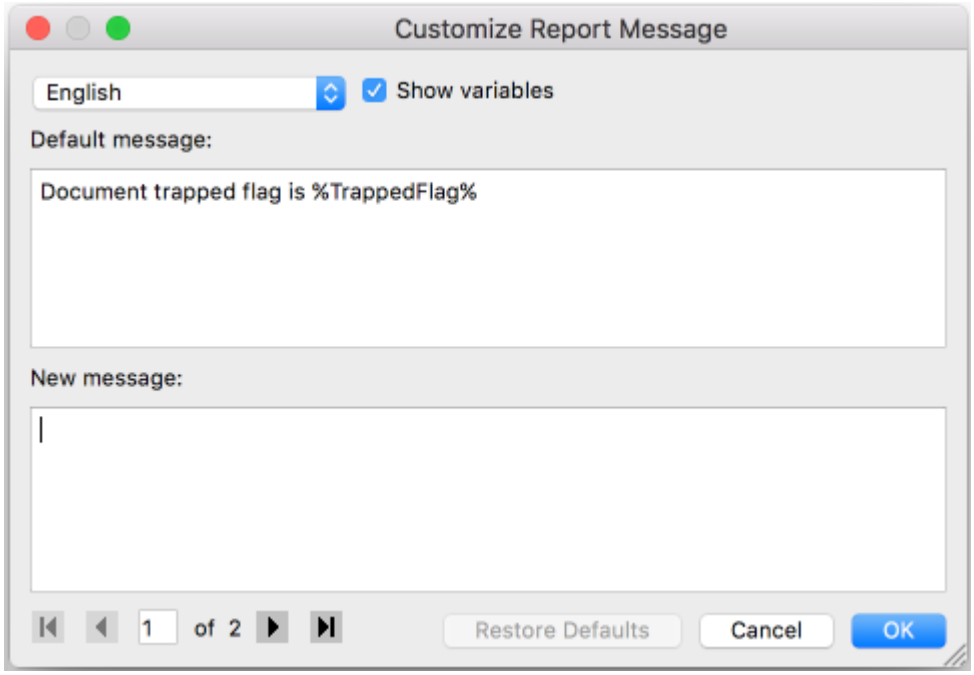
Customizing report messages

The default messages shown in the Preflight Report and the Enfocus Navigator can be customized in several ways. You can for example:

- Rephrase the default text
- Add extra information (e.g. what to do in case of problems)
- Add a link to a web page with more information

To do so, proceed as follows:

1. In the attributes of the check concerned, click the **Customize report message** button.
   The Customize Report Message dialog appears.



2. From the list at the top, select the language for which you want to change the message.

   Select **All** if you want to display a particular message regardless of the PitStop language.

   The default message is displayed in the first field. If the message contains variables, you can make them visible by selecting the **Show variables** checkbox: the variables are enclosed in % signs. To preview the end result (variables replaced with the actual values), you should clear the checkbox again.

3. Enter a new message in the second field.

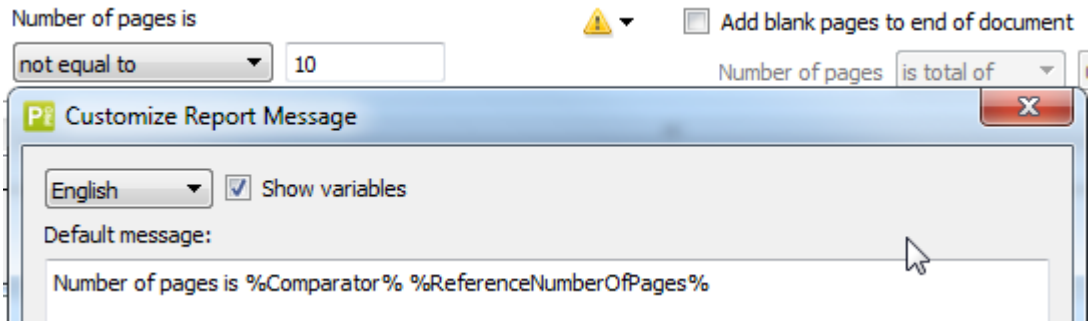
   If you don't, the default message will be used.



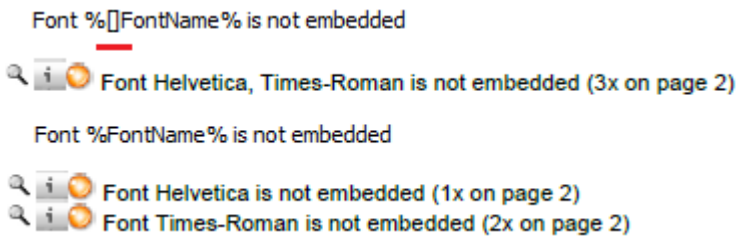
Tip: We recommend copying the message from the first into the second field (making sure **Show variables** is selected). That way you're sure the variables are written correctly. If a variable contains a typo, it will not be recognized as such and it will be considered a fixed string.

Special cases

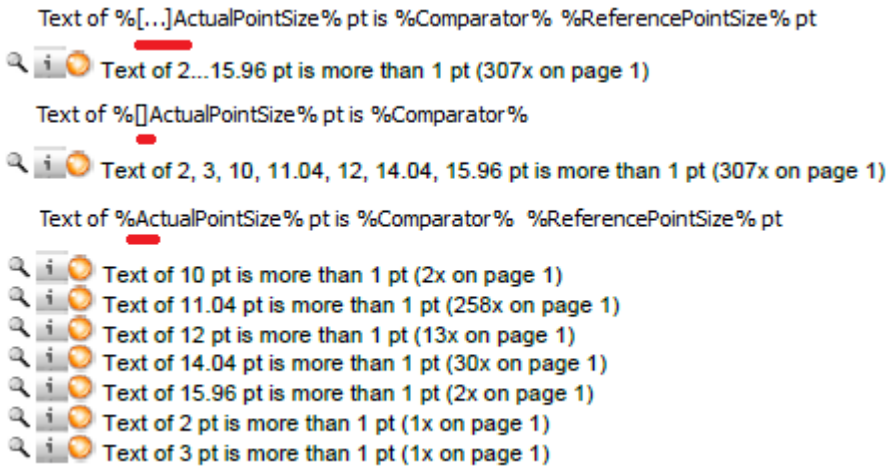
- **Built-in configuration variables** refer to the options in the attributes of the check. If you clear the **Show variables** checkbox, you can see what they refer to. In the example below, %Comparator% refers to the value chosen from the list ("not equal to") and %ReferenceNumberOfPages% refers to the entered value.



- **Square brackets such as "[]" inside a variable** indicate that the variable may be replaced with more than one value, depending on what's found in the PDF. For example, "%**[]**fontName%" means that more than one font name may be mentioned in the message. If written like this, the font names are listed, one after the other. If the square brackets are removed, you'll have a separate message on a separate line for each different font name. See the example below:



- **Square brackets enclosing 3 dots such as "[...]" inside a variable** refer to a range, e.g. %[...]ActualPointSize% means that the smallest and the largest point size found in the document will be mentioned in the message, separated by three dots. Values inbetween will not be mentioned. If you remove the three dots, all values found in the document will be mentioned (separated by a comma). Alternatively, you could remove the square brackets, resulting in one separate message per point size value. See the examples below:



Note: Make sure to use the correct notation; if you omit one dot, or write 4 dots, this will not work!

- If you want to display **a link** in a report message, simply type the URL (e.g. http://www.enfocus.com). When users click this URL in the Preflight Report, the corresponding web page will be opened.
- The **%Context%** variable is a special variable, that should not be touched. It's used as a placeholder in case of global checks with multiple subchecks (each with their own message), such as the PDF Standards checks. For example, "PDF/X-3:2002 : %Context %" will generate multiple messages, each starting with "PDF/X-3:2002 : " followed by the applicable message. All possible messages can be found (and customized as required) by clicking the navigation buttons at the bottom of the dialog.
- Note that a **small number of messages cannot be customized**, because they are generated "on the fly". For these messages, you'll see a warning: "This Action has no customizable messages".

4. Click the navigation button(s) at the bottom of the dialog, to navigate to other messages originating from the same check and configure them in the same way.

   This is the case if the check has several distinct options, e.g. the "Empty page" check allows you to check if the whole page is empty, or if it is empty inside a particular page box. For each of these options, a separate message is available. Note that **Restore Defaults** resets all these messages (not only the one that is shown).

5. Click **OK**.

   In the Preflight Profile, the button has changed ( ). If you ever want to return to the default message, just click the button again and choose **Restore Defaults**.

6.5.1.5. Adding Actions to the Preflight Profile

Before you perform a preflight check, you may want to edit your PDF document first, for example run a number of Action Lists to correct or change colors. Instead of running these Action Lists separately and then performing the preflight check, you can include them in your Preflight Profile. You will then kill two birds with one stone:

- First, the *changes* defined in the embedded Action List(s) are applied.
- Then, the *checks* defined in the embedded Action List(s) are applied.
- Finally, the *checks and fixes included in the Preflight Profile* are applied.

To add Action Lists to a Preflight Profile

1. In the Enfocus Preflight Profile Editor, under **Extra**, click the **Action Lists** category.
   In the upper part of the dialog, you can add Action Lists containing "Change" Actions only, whereas in the lower part, you can add Action Lists containing "Check" Actions only.

2. If you want to limit the Actions to a particular part of the document, select a restriction from the list at the top of the pane.

   - If you need a restriction that is not in the list, import a new restriction. See *Importing a restriction* on page 134).

- If you want a different restriction for another set of Action Lists, click  to add a new tab and select the restriction concerned.

3. Add the required Action Lists.

   You can either import existing Action Lists or create new ones from within the Preflight Profile Editor. The meaning of the icons is explained in the table below.

Icons	Use these icons to:
	Change the order in which the Action Lists will be executed.  **Note:** Running two or more Action Lists in a different order may produce a different result. You may want to test this first.
	Import or export an Action List (for example after you changed it).
	Edit an Action List.  **Note:** You are editing *a copy of the Action List* that exists within the Preflight Profile. You are **not changing the version within the Action List Database**!
	Remove the selected Action List.
	Add a new Action List that you create from scratch from within the Preflight Profile Editor

   By default, the added Action Lists are turned **on**, meaning that they are always executed when the Profile is run. You can manually turn off an Action List (if you don't need it), by clearing the **On/Off** checkbox in the Preflight Profile. In that case, it will not be used.

   Alternatively, you can enable Action lists based on a variable. This means that the value of the variable determines whether or not the Action List is executed when running the Preflight Check (see next step). Refer to the PitStop Pro Reference Guide on the Enfocus website (chapter about Smart Preflight).

4. To use variables to enable or disable the Action Lists within a Preflight Profile:
   a. Click the **Actions** menu in the top right corner of the Preflight Profile Editor.
   b. Click **Enable Variable Names**.
      The variable button appears between the On/Off checkbox and the name of the Action Lists.
   c. Click next to the Action List for which you want to use a variable.
   d. Select a Variable set (if the default one is not the desired one) and a variable, and click **OK**.
      The Variable's User Readable Name is displayed within the square brackets of the variable button.

If you don't want to use variables for all Action Lists, leave the variable button as it is. The state of the **On/Off** checkbox determines whether or not the Action List will be executed.

6.5.2. Locking a Preflight Profile with a password

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

1. Open the Preflight Profiles dialog.
   See *Where to find Preflight Profiles in PitStop Pro* on page 123.
2. Double-click the Preflight Profile you want to lock.
3. In the **Enfocus Preflight Profile Editor**, open the **Setup - General** section.
4. In the **Permissions** section, select the appropriate permission level from the **Profile is** list:

Restriction level	Meaning
Not locked	None of the settings of the Preflight Profile will be locked. Anyone can change any setting.
Partially locked	Everything is locked, except for the actions you allow using the options underneath the list: • Allow changing 'Allow fixes' (under **Problem Handling**) • Allow changing 'Allow sign-off' (under **Problem Handling**) • Allow changing 'Log fixes' (under **Problem Handling**), 'Preflight Report' (i.e. options under **Preflight Report**) and 'Color management' settings (options not under General, but under **SETUP - Color Management**).
Locked	Nothing can be changed. Users can only select the Preflight Profile and run it in their PDF document.

5. If you have decided to set a password, click **Set Password**.
6. Enter a password and confirm it.

   The password can include:

   - Uppercase and lowercase letters
   - Any character on the keyboard
   - Spaces
7. Click **OK**.
8. To save the Preflight Profile, click **OK**.

6.6. Using the Enfocus Navigator

6.6.1. Navigating through errors, warnings, fixes and failures

When you run an Action List or Preflight Profile in your PDF document, a number of properties of your PDF document will be checked and, if necessary, fixed. Of course, you want to know what the result of this check is and what exactly has been fixed or changed. The Enfocus Navigator can help you with this. Depending on your Enfocus Preferences, it can appear right after you have run an Action List or Preflight Profile. The Enfocus Navigator:

- Lists **Errors** and **Warnings** of a preflight check
- Lists **Fixes** which have been made automatically while running an Action List or Preflight Profile
- Lists problems which could not be fixed (**Failures**)
- Enables you to browse through and highlight changed or potentially problematic objects
- Presents solutions to specific problems and ways to fix these problems interactively.
- Enables you to view the preflight or action report

6.6.2. To use the Enfocus Navigator

1. Run a Preflight Check or an Action List on your document.

   The **Enfocus Navigator** appears.

2. To expand the section of your choice, click the plus sign (**+**) in the **Enfocus Navigator**:
   - *Results* on page 144
   - *Solutions* on page 146
   - *Sign-off* on page 146
   - *Report* on page 146

6.6.2.1. Results

You can click the plus sign (**+**) to expand the **Errors**, **Warnings**, **Fixes** or **Failures** categories. Click an error, warning, fix or failure to see more information and, if possible, see the problematic object highlighted.

For example, in the image below, the highlighted object is the image from which the alternate image has been removed.



Browsing through the results
You can browser through the results to view, select and highlight problems (depending on your settings to highlight and select objects) or potentially problematic objects one by one.

You can browse through the results and also use it in combination with the Enfocus Inspector to see more details about a particular problem or to correct the problem immediately.

For example, suppose you get an error saying that the resolution of three images in your PDF document is too high. You can proceed as follows:

1. Browser through the results to view and highlight the images in question.
2. Display the Enfocus Inspector. See *Opening the Enfocus Inspector dialog* on page 95.
3. In the Enfocus Inspector, click the **Image** > **Properties** category to see the actual resolution of the selected image.
4. Click the **Resample** tab and decrease the resolution of the images to the required value.
5. Click **Restart Preflight** in the **Actions** drop-down menu of Enfocus Navigator to update the list of errors, warnings and fixes.

6.6.2.2. Object Browser

You can use the **Object Browser** to view and highlight problems or potentially problematic objects one by one. You can click the ▸ or ▸| button to view the next or last object or problem, respectively. If necessary, you can also change the highlighting settings.

You may want to use the **Object Browser** in combination with the Enfocus Inspector to see more details about a particular problem or to correct the problem immediately.

For example, suppose you get an error saying that the resolution of three images in your PDF document is too high. You can proceed as follows:

1. Use the **Object Browser** to view and highlight the images in question.
2. Display the Enfocus Inspector.

   See *Opening the Enfocus Inspector dialog* on page 95
3. In the Enfocus Inspector, click the **Image** > **Properties** category to see the actual resolution of the selected image.

4. Click the **Resample** tab and decrease the resolution of the images to the required value.
5. Click **Restart Preflight** in the Enfocus Navigator to update the list of errors, warnings and fixes.

6.6.2.3. Solutions

There may be problems in the PDF document which were not fixed automatically by the Preflight Profile. You find the appropriate fix for most of these problems in the **Solutions** section, and you can select to fix all or individual problem objects.

For example, your PDF document may contain annotations, and these annotations are reported as a warning. You did not use a Preflight Profile which removed all annotations because you want to keep some of them. You can then use the **Object Browser** to view and highlight the annotations in your PDF document and you can remove the annotations of your choice.

6.6.2.4. Sign-off

If a property is set to **Sign-off** in the Preflight Profile, the deviating property will result in an error in the report. However, you can decide that the error is not a real problem for the job or workflow. Such a property will then be handled as a warning.



Note: This is only possible in a Certified PDF workflow. For more information, refer to *Difference between a regular and a Certified preflight check* on page 121.

1. In the **Enfocus Navigator**, open the **Sign-off** section by clicking the + button.
2. You might enter a note on why you sign off the error.
3. Do one of the following:
   - Set the **Apply to** option to **all problem objects** to sign off all problems at once.
   - Set the **Apply to** option to **current object**, and use the Object Browser to select the specific object and error you want to sign off.
4. Click the **Sign Off** button.

6.6.2.5. Report

You can view a detailed report of all the errors, warnings, fixes and failures. Select a report style and click **Show report**.

See also *Viewing and interpreting reports* on page 147

Report style

The **Report style** drop-down menu has seven options to choose from, depending on the type of report you need to generate. The options available are:

1. Annotated Report: Generates a report with annotations.

2. Low Resolution Annotated Report: Generates a report with annotations and low resolution images. Hence the size of this report is a little lesser than the Annotated Report.
3. Secured Annotated Report: A dialog box appears asking you to enter a password and confirm it to generate the report (with annotations). Secured annotated report does not allow users to edit the report.
4. Scaled Low Resolution Annotated Report (max A4): Generates a report which is annotated and the entire document is scaled and has 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. This may be useful in cases where you may require to generate smaller Preflight Reports on A4 for large format documents to send it through Email etc.
5. Regular: Generates the normal Preflight Report.
6. Minimum: Generates a report which contains minimal information (like Preflight Report and General File Information).
7. Continuous: Generates a continuous report (that is, each topic is not commenced on a new page as in the Regular report).

6.7. Viewing and interpreting reports

6.7.1. Content of a report

You can run an Action List or Preflight Profile to check and change your PDF document. If you do so, you can view a report of these actions. The report generated by PitStop Pro is also a PDF document. It can include the following sections:

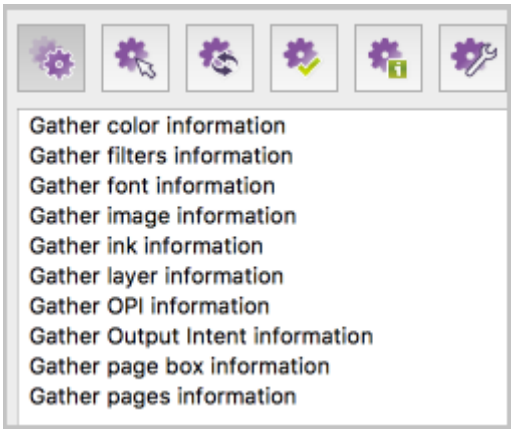
Section	Content
Errors, Warnings & Fixes	(Potential) problems according to the selected Preflight Profile and changes which have been made in the PDF document
General File Information	Properties of the PDF document, such as PDF version, title, author, etc. and security information
Font Information	All 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.)
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
Page Color Type Information	Overview of the number of pages that are empty, colored, or black and white.
Ink Information	CMYK ink coverage calculated for the whole document and for each page separately.

Section	Content
Layer Information	Properties of the layers that are present in the document. A clickable tree view shows the sequence of the layers.

To have this information shown in a report, you need to select the appropriate checkboxes in the Setup of your Preflight Profile. For example, if **Layers** is selected, the report will contain a Layer Information section (see *Defining the general properties of a Preflight Profile* on page 128).



Note that you'll find the same information in your report, if you're using the **Gather** (ink, layer,...) **information** Actions.



6.7.2. To view and interpret a report

1. Run a Preflight Check or an Action List on your document.

   The Enfocus Navigator appears.

2. Click the plus sign (+) to expand the **Report** section.

3. Select a report layout and click **Show report**.

   The report appears and the errors, warnings and fixes are listed on the first page.

4. Using the Adobe Acrobat **Hand Tool**, do one of the following:

   - Click the magnifying glass next to an error, warning or fix to select and highlight the corresponding object in the PDF document. You may want to use the **Object Browser** in combination with 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 the 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**.

6.8. Annotated Reports

6.8.1. About Annotated Reports

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

6.8.2. Creating Annotated Reports

Annotated Reports are regular reports, created with **Annotated Report** as layout type.

This can be set either in the Enfocus PitStop Pro Preferences, or in the Enfocus Navigator. See *Using the Enfocus Navigator* on page 144

6.8.3. To view and interpret an Annotated Report

1. Run a Preflight Check or an Action List on your document.

   The Enfocus Navigator appears.

2. Click the plus sign (+) on Windows, or the triangle on Mac OS, to expand the **Report** section.

3. Select the **Annotated Report** layout and click **Show report**.

   The Annotated Report appears. The Preflight Profile used, the number of warnings and errors, the original file name, and date and time of preflighting is shown in a note on top of the first page.

4. Use the plus and minus buttons in the Bookmarks to expand or collaps the bookmarks

5. Click a warning or error to highlight it in the document

6. Click the **Stop Highlighting** bookmark to turn off all highlighting

6.8.4. Remove the Report information

In an Annotated Report, you can remove the Report information, so you get the original processed document again.

1. Open the Annotated Report
2. Choose **File** > **Enfocus Remove Report Info**

6.9. Automating preflighting

6.9.1. Enfocus PitStop Server

If you have a large number of PDF documents which you have to check against a specific Preflight Profile, you may have the need to automate this process.

PitStop Server offers automated preflighting of PDF documents. You can create **hot folders** in which you include a given Preflight Profile and, if necessary, Action Lists (see also *Automating tasks with Action Lists, Global Changes and QuickRuns* on page 305). PitStop Server will then monitor a user-definable input folder at regular intervals and automatically check each PDF document which is put into this folder. Valid and invalid PDF documents will automatically be moved to a respective folder, together with a Preflight Report, if required.

More information about PitStop Server is available on our Web site: *www.enfocus.com*.

6.9.2. Enfocus Switch

Using Enfocus Switch, you can easily integrate automated preflight, correction and certification of PDF files into a larger automated workflow. Enfocus Switch is capable of automatically receiving jobs through email or FTP, of sorting and routing jobs based on file type or naming conventions, and of automating a complete range of key professional publishing applications. This allows a smooth integration of the Enfocus preflight technology with PDF file creation, color conversion, image optimization, imposition and proofing tools.

More information about Enfocus Switch is available on our Web site: *www.enfocus.com*.

6.10. Smart Preflight

6.10.1. About Smart Preflight

Smart Preflight is a functionality that allows you to handle many different job types and specifications by using only one Preflight Profile. This is possible, thanks to the use of *variables*.

For example, if one of your preflight settings checks the page size, it is sufficient to define one Profile using a variable with the most commonly used page size (e.g. A4) as the default. If a document type with a different page size comes in (e.g. a leaflet or a newspaper), you can select the required page size from a pre-defined list or type the appropriate value (depending on how the variable is defined) in the dialog that pops up when running the preflight check.

There are three types of variables:

- **Constant variables** are variables that get their value from user input (in PitStop Pro, as in the example above) or from a Job Ticket or a database (in PitStop Server and Connect):
  - In **PitStop Pro**, a dialog pops up just before running the preflight check. You can manually enter the required values.
  - In **PitStop Server**, you must send an XML/JDF Job Ticket along with the PDF. The information in this Job Ticket (e.g. the page size) is used to determine the value of the variables.
  - In the **PitStop Server Configurator** (for use with Switch), the information can be taken either from a Job Ticket or from a database.
  - In **Connect**, you can create Job Tickets that collect job information for each document processed by a Connector. The metadata in these Job Tickets will be used to determine the value of the variables.
- **Calculation-based variables** are variables of which the value is calculated by multiplying, dividing, subtracting, adding up, ... certain values (fixed values or variables).

  For example, in large format printing, the required resolution depends on the viewing distance; the bigger the distance, the lower the required resolution. The optimal resolution can be calculated with a calculation variable.

  Another example is point size: if a large poster will be viewed on a small display, the point size should be smaller; the optimal point size can be calculated by dividing the regular value (a fixed value) by the scaling factor (stored in a variable).
- **Rule-based variables** are variables of which the value is based on other variables (possible in all Enfocus products)

  For example, suppose you want to check the ink coverage using a Preflight Profile. The optimal ink coverage depends on several different factors, just like the paper type and the printing method. Without variables, you must define different Profiles for each combination of paper and printing method, each with fixed total ink coverage values (e.g. Profile 1 for Uncoated + Sheetfed Litho and Profile 2 for coated + Sheetfed Litho, ...). However, using variables, you can define one Profile and enter the required information for the job (paper type and printing method) to calculate the optimal ink coverage at run-time.

The different types of variables can be combined (e.g. rule-based variables calculated based on a drop-down of constant variables), making it possible to configure multiple checks and fixes based on a single user input (PitStop Pro) or on only one value in a Job Ticket or database.

	Constants User input	Constants Job Tickets	Constants Databases	Rule-based	Calculation-based
PitStop Pro	✓			✓	✓
PitStop Server		✓		✓	✓
PitStop Server with Enfocus Switch*		✓	✓	✓	✓
Enfocus Connect/ Connectors		✓	✓	✓	✓

** The PitStop Server Configurator also supports the Switch variables. Refer to Smart Preflight Variables: types on page 156.*

Note: Variables can be used in Action Lists as well, in a similar way as in Preflight.

6.10.2. Getting started with Smart Preflight

Variables and Variable Sets

Before you can start working with Smart Preflight, you need to define the variables you want to use and save them within a Variable Set (a file format which can be exported and imported).

When defining your Preflight Profile, you can then select the variables you need from this Variable Set. Note that you can create different Variable Sets (e.g. if you would like to define different Variable Sets for different document types or different Enfocus products) and that a Variable Set can contain as many variables as required. However, you can apply only one Variable Set at a time (e.g. one per hot folder in PitStop Server, one active Variable Set in PitStop Pro) and it should match the Variable Set used in the Preflight Profile concerned.

Note: PitStop Pro and PitStop Server can share the same Smart Preflight Variable Sets, much like they can share Preflight Profiles or Action Lists. However, some variable types (see further) are useful in PitStop Pro only and others work only in PitStop Server. Unsupported variables will use a default value or will generate a failure.

How to decide which preflight settings could be configured as variables?

Good candidates are preflight settings that can change from job to job, for example:

- Trim page size
- Total ink coverage
- Number of colors defined

Preflight settings that are often the same can better be configured as fixed values. Some examples:

- Embedded fonts
- Security settings
- Document contains pre-separated pages

Getting started

The following topics explain step by step how to configure a Variable Set and how to use the variables in your Preflight Profiles.

6.10.3. Setting up Smart Preflight

6.10.3.1. Smart Preflight setup: overview

This topic describes the steps required to set up and use Smart Preflight.

1. *Configure a Variable Set:*
   a. *Create a Variable Set.*

b. *Define the Variables to be used.*

2. *Apply the Variable Set.*
3. *Apply the variables to the appropriate checks in your Preflight Profile.*
4. *Run the Preflight Profile with the variables enabled.*

6.10.3.2. Configuring a Variable Set

Creating or editing a Variable Set

You need a Variable Set (which contains the variables you need) in order to use variables in a Preflight Profile or Action List. You can create a new one or re-use an existing one (i.e. add any new variables as required).

Important: Although you can create more than one Variable Set, we recommend that you keep all your variables in one Set. Only if you are working with both PitStop Pro and PitStop Server, you might consider using different sets. However, if you use variables of different Variable Sets within a single Preflight Profile, only the "active" (applied) Variable Set variables will contain values. Variables used from inactive Variable Sets will be blank!

To create or edit a Variable Set

1. Click **PitStop Pro** > **Variable Sets** > **Variable Set Preferences...**.

   Alternatively, open the **PitStop Process** Panel (under Tools), click [ ] or [ ] and select **Variable Set Preferences**.

   The Variable Sets preference is opened, displaying *all the installed Variable Sets* as well as any local Variable Sets that have been defined.

2. Do one of the following:

   - To edit an existing Variable Set, double-click the Set concerned.
   - To create a new Variable Set, from the actions menu (), select **New** > **New**.

   The Enfocus Variable Set Editor appears.

3. Enter the appropriate details (a meaningful name and a description) and lock the Variable Set if required.

   See *Locking a Variable Set (optional)* on page 154

4. Define the Variables you need.

   See *Defining Smart Preflight variables* on page 154

5. Click **Save**.
   The new Variable Set is saved to your Local PitStop Pro folder.

   Note: This Local folder is shared with any other Enfocus applications that you may have installed.

Locking a Variable Set (optional)

You can lock a Variable Set with a password, to prevent other users from editing the Variable Set and viewing details when they open it in the Enfocus Variable Set Editor.

To lock a Variable Set

1. Open the Variable Set.
   See *Creating or editing a Variable Set* on page 153
2. In the Enfocus Variable Set Editor, click **SETUP** > **General**.
3. From the Permissions list, select **Locked**.
4. Enter a password and repeat it.
   Note that you can change the password at any point of time if required, by clicking the **Change Password** button.
5. Click **OK**.
6. Click **Save**.

The Variable Set is locked. Users wanting to edit or view the details of the Variable Set must click the Lock icon  and enter the correct password.

Defining Smart Preflight variables

The Smart Preflight variables for use in Preflight Profiles must be defined before you can use them. This topic explains how you can create and define new variables.

To define Smart Preflight variables

1. Open the dialog with the Variable Set that will contain the new variable.
   See step 1 of *Creating or editing a Variable Set* on page 153.
2. In the left part of the Enfocus Variable Set Editor, under Variables, click ⊞.
3. Enter the required details for the new variable:

Field	Meaning
Name	Choose a meaningful name, for example, the check the variable is intended for. This name will be visible in the Preflight Profile editor or in the Action List editor, when applying a variable to a check or fix (see *Applying variables to a check in a Preflight Profile* on page 164). For this reason, it is advisable to keep this name as short as possible.
User Readable Name	Use this field if the variable name is too technical or too short to be clear enough.

Field	Meaning
	It will be shown (if defined) in the Smart Preflight dialog that appears when running a Smart Preflight check in PitStop Pro (see *Running a Smart Preflight check* on page 165).
Type (*First list*)	Choose the appropriate type. Refer to *Smart Preflight Variables: types* on page 156.
Type (*Second list*)	The type of the values produced by this variable. For example, if a variable for a trim page size is to be created, then it must have a "Length" variable type. If a variable is needed to select or deselect a check box (such as to turn on a correction), then a Boolean variable type needs to be defined. Some examples for each option: • Number - Page count, Number of separations, etc • Length (i.e. a number of measurement fields) - Page trim size, bleed amount, etc • String - Entry for a metadata field • Boolean - Selection for any checkboxes **Note:** Make sure that this value type matches the preflight check setting it is intended for. When applying variables to a preflight check setting, *only the variables that match that type of entry will be displayed*.
Type (*Third list*)	In case of a Job Ticket in combination with value type "Length", a third list is available, allowing you to choose the appropriate unit, for example "Points", "Inches", ... **Note:** The unit displayed in the Default Value field (lower) depends on the application Preferences.
Description	Optionally, provide a brief description.

4. Proceed with the fields in the lower part of the dialog.
   This part of the procedure depends on the chosen variable type:
   - *Constant variable definition* on page 157.
   - *Calculation-based variable definition* on page 158.
   - *Rule based variable definition* on page 160.

   Note: For example variables, have a look at the Smart Preflight Variable Set - PitStop Pro - v1.4. (available under **Standard** > **Smart Preflight**).

5. Click to see how the variable will be presented to the user.

See *Testing variables in a Variable Set* on page 163. This option is not available in Switch.

6. Click **Save**.

Smart Preflight Variables: types

When defining a variable, you must choose a type. The table below gives an overview of the available variable types per application and explains their meaning.

Type	Meaning	Application
Constant	In PitStop Pro, when a Constant variable is applied to a preflight check, a default value will be displayed to the operator, allowing him to override it before running that preflight check. Constants can be a text string, a number, a length (i.e. a measurement) or a boolean (yes/no or on/off) value. Constant variables are available in PitStop Server to stay compatible with PitStop Pro. Only their default value is used when processing. No choice to override their value is given at the time of processing, since PitStop Server is intended to process files completely "hands-off".	PitStop Pro/Server PitStop Server Configurator in Switch Enfocus Connect
Rule Based	A Rule Based variable allows you to take values from other variables and use them to create a new value, based on different conditions. For example, variables representing paper type and printing method could both be used to define the value for the necessary Total Ink Coverage.	PitStop Pro/Server PitStop Server Configurator in Switch
Calculation Based	A Calculation Based variable allows you to make calculations. You can divide, multiply, subtract, add up, ... fixed and variable values as required.	PitStop Pro/Server PitStop Server Configurator in Switch Enfocus Connect
Job Ticket	Job Ticket variable values are extracted from an XML/JDF file submitted to PitStop Server or a Connector in conjunction with the PDF job file. These variables can either change a single setting or be linked to Rule Based variables for more complex processing. **Note:** The Job Ticket variables of PitStop Server cannot be used in Switch. However, you can change the Job Ticket variables to either Text with Variables or Script Expression and modify them to correspond to the behavior of Switch.	PitStop Server Enfocus Connect
Text with variables	Variable values are defined using the Switch variables. Note that this type is only available if	PitStop Server Configurator in Switch

Type	Meaning	Application
	you open the Variable Set via the PitStop Server Configurator in Switch.	
Script expressions	Variable values are defined using JavaScript. Note that this type is only available if you open the Variable Set via the PitStop Server Configurator in Switch.	PitStop Server Configurator in Switch

Constant variable definition

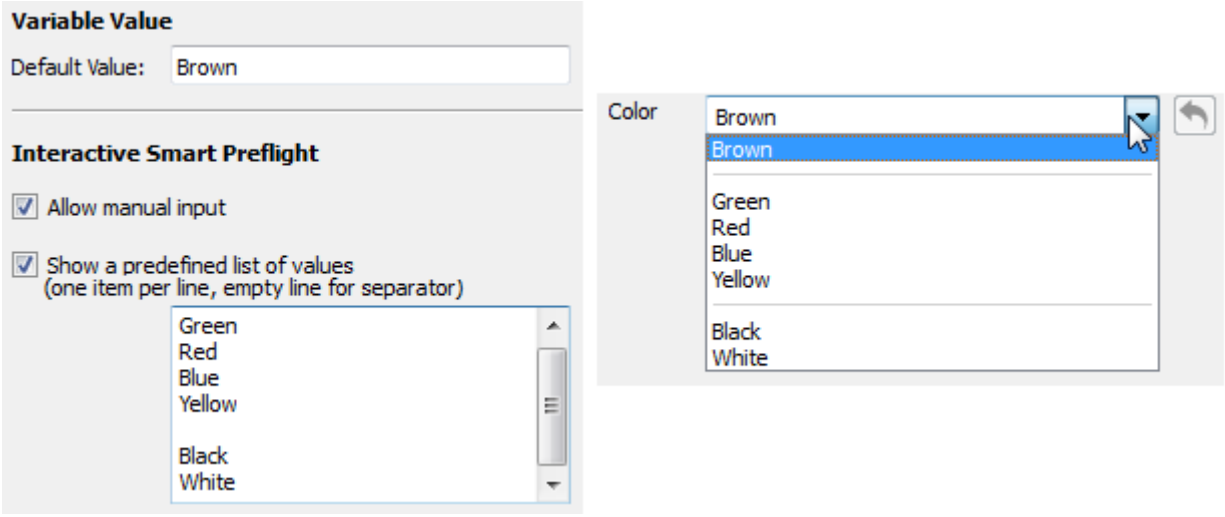
Options

The following table gives an overview of the constant-specific options.

Option	Description
Default Value	Fixed value, which will be used when PitStop Pro runs a Preflight Profile that needs this variable.  **Note:** Constant variables used in PitStop Server cannot be manipulated by the user. Hence, PitStop Server will only use the default value.
Allow manual input	Enables users to type values when they run the Preflight Profile.
Show a predefined list of values	Enables users to select a predefined value from a list of values. If the value type is Number or Length, you will have the possibility to mask the value and provide an alternate name for the user.  **Tip:** You can change the order of the items in the list by just selecting a value and dragging it up or down and dropping it in the desired position.

Example

Below you can see an example of a constant variable definition (left) and the resulting list the users will see when running the Preflight Profile (right).



.

Combining options

Allow manual input and **Show a predefined list** can be combined. The following table explains what this means.

Selected options	Meaning
Both enabled	Users can either select a value from the predefined list but or manually enter a value.
Both disabled	Users will see the default value in a read-only text box. They cannot change it.
Only **Allow manual input** enabled	Users can manually enter a value. There is no list to choose from.
Only **Show a predefined list** enabled	Users can select a value from the predefined list. They cannot enter a value themselves.

Calculation-based variable definition

Calculation-based variables allow you to calculate a value by multiplying, dividing, subtracting, adding up, ... certain values (both fixed and variable values).

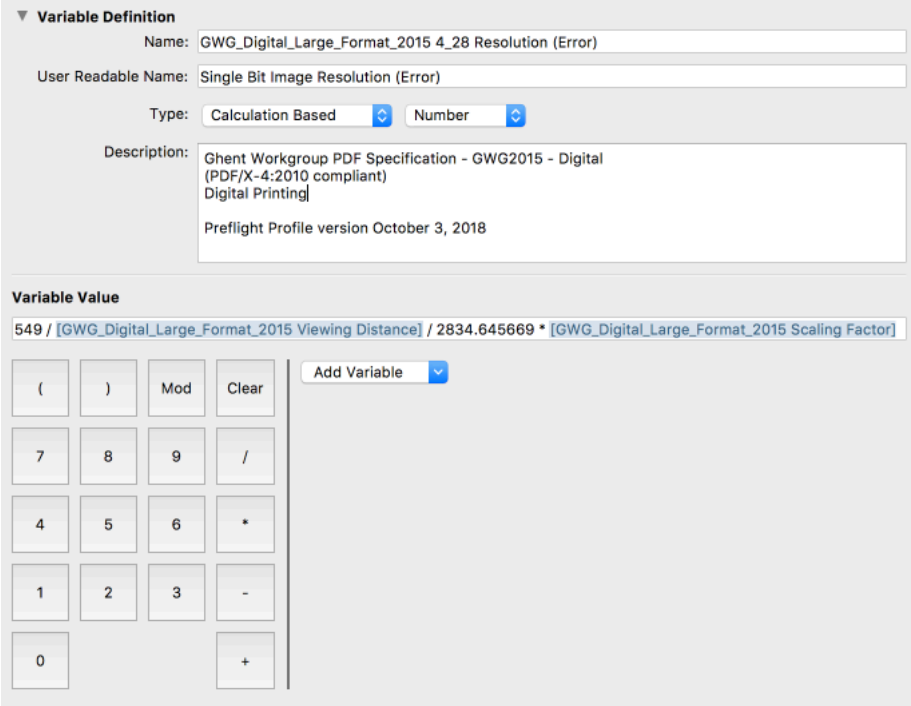
You can build your calculation (in the **Variable Value** entry field) as follows:

- You can type it directly into the **Variable Value** field.
- To insert the digits and operators, you can also use the calculator beneath the entry field. Note that 'Clear' clears the whole entry field.
- To insert variables:
  1. Click the **Add variable** button or enter a square bracket (**[**) in the entry field. This will open a drop-down list with all variables defined in the current Variable Set.
  2. Click the variable you want to insert.

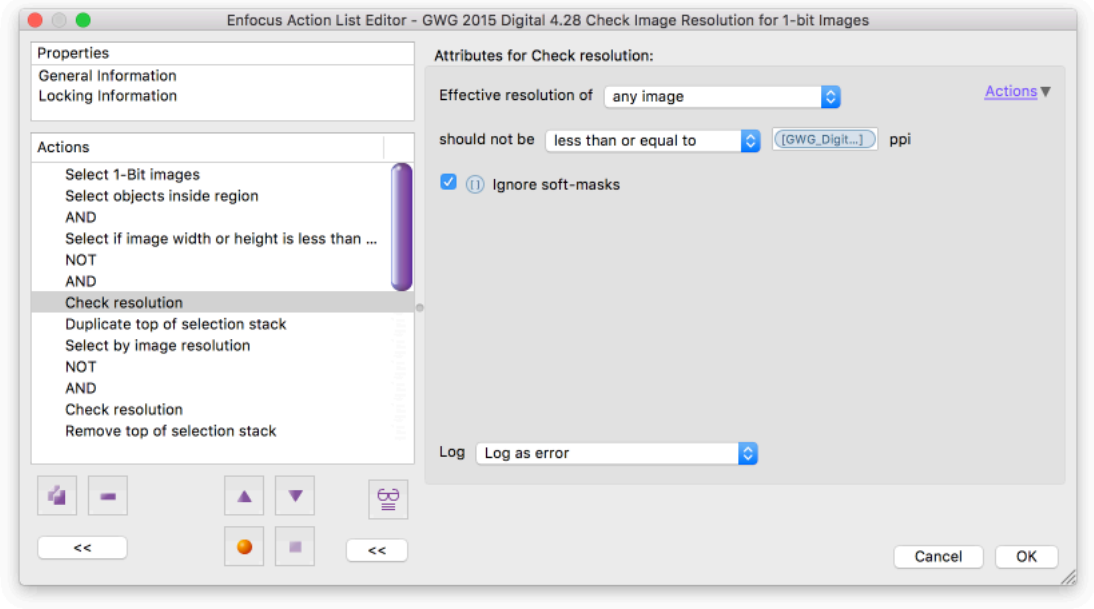
Example

This is an example of a calculation variable that is used to check the resolution of images in large formatting. This is the value that triggers an error.

The first screenshot shows the variable definition. The value is calculated by dividing and multiplying fixed values and variable values (the viewing distance and the scaling factor), which both have an impact on the allowed image resolution. Note that the variable definitions for viewing distance and scaling factor must be defined as variables in the same Variable Set.

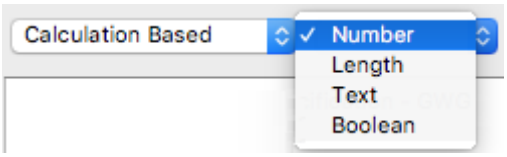


The second screenshot shows how the variable is used in an Action List to check the image resolution of grayscale and color images.



More examples can be found in Variable Set 1.4 (under **Preferences** > **Variable Sets**). These variables were configured for use with the GWG Profiles for Packaging (2015 Specifications).

Remark



The most common value type of calculation variables will be Number. However, if your Preflight check or Action expects a different type, this is also possible. For example, in case of a "Boolean" variable, the result of the calculation will be converted to false (if it's 0) or true (if not 0). In case of "Length", the result of the calculation will be converted to a value in the unit chosen in the Preferences (so x points will be converted to the corresponding value in cm, mm, feet, etc).

Rule based variable definition

About rule based variables

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

Rule based variable "Image Resolution" is defined as follows:

```
IF "Job type" is "Offset" THEN set "Image Resolution" to 300 ppi
ELSE
IF "Job type" is "Digital", THEN set "Image Resolution" to 150 ppi
```

Rule based variables get their values based on one or more rules. Each rule has two parts: a condition to trigger the rule (IF) and the value to be used when that condition is triggered (THEN).

The condition contains one or more comparisons of a variable with a value. In the above example, the variable "Job type" is compared with the value "Digital". These comparisons can be combined with "AND" and "OR" to create complex conditions.

If a rule is not triggered, the next rule is tried. There must be an ELSE rule at the very end, that is triggered if none of the conditions are met.

Because a rule based variable always needs to be compared with one or more other variables, you will always need to create **at least one other variable** to make a rule based variable work. In the above example, you need to know the value of the "Job type" variable in order to determine the value of "Image Resolution". In PitStop Server, the variable to compare with will usually be a Job Ticket variable. In PitStop Pro, this will usually be a constant variable which offers the user a list of predefined constant values to choose from.

How to proceed

Proceed as follows:



Note: Before starting the configuration in the software, we recommend writing down the rule for yourself (using IF/ELSE statements). This will make clear which variables you need.

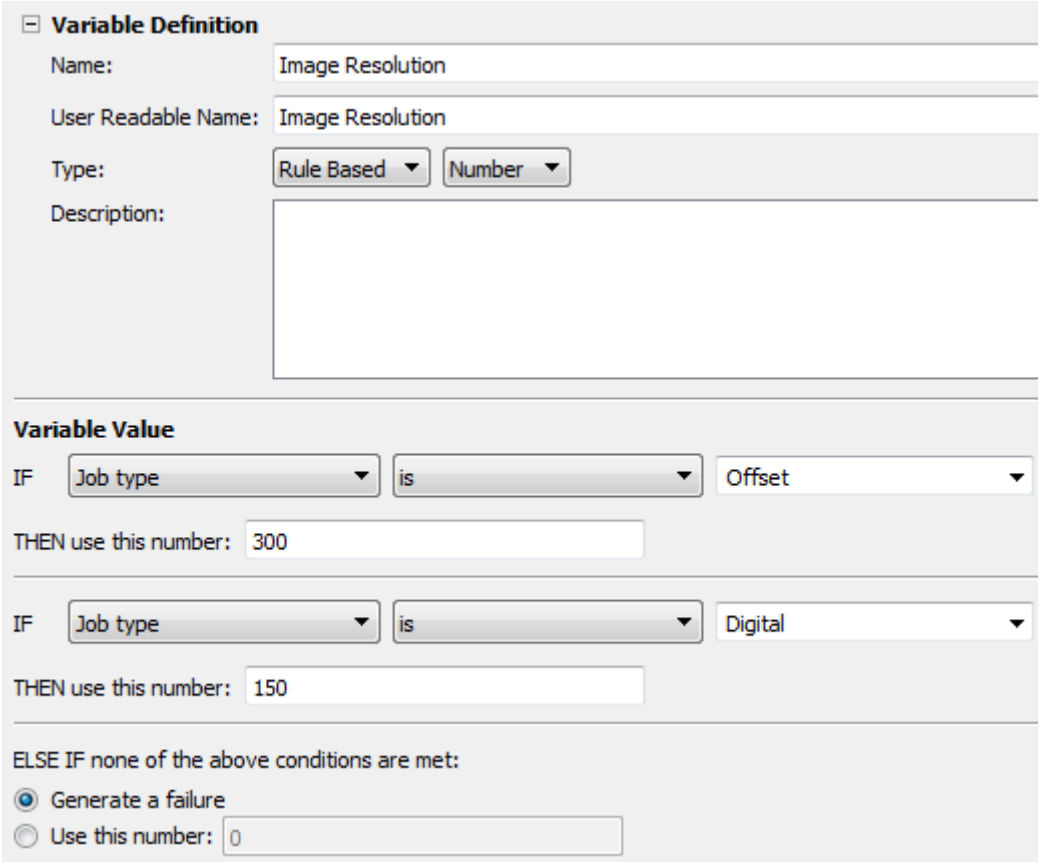
1. Define the variable(s) you need.
2. Define the rule based variable itself:
   - Choose **Rule Based** as Type and determine the value type, for example "Number".
   - Build the rules:
     - The first list (preceded by "IF") allows you to select any earlier defined variable.
     - Choose "is", "is not", "begins with", ... as required and enter or select the appropriate value. Options depend on the variable chosen in the previous step.
     - Click the appropriate operator (AND/OR). (The chosen operator is added to the rule.)

       AND/OR statements will add a condition to the selected rule, making the rule dependent on two or more conditions.
     - Enter/Select the resulting value (the type depends on the chosen value type).
     - If required, click **ELSE** to add an alternative rule to the overall variable (=IF) and proceed in the same way.
     - Determine what should happen in case none of the conditions are met. You can either generate a failure (so the preflight check will generate a preflight error) or enter a default value.
3. Save the Variable Set.

Example 1

Below you can see the definition of the "Image Resolution" rule based variable (value type = Number). It makes use of an earlier defined variable: "Job type", which is a constant (text) variable with "Offset" and "Digital" as possible values.

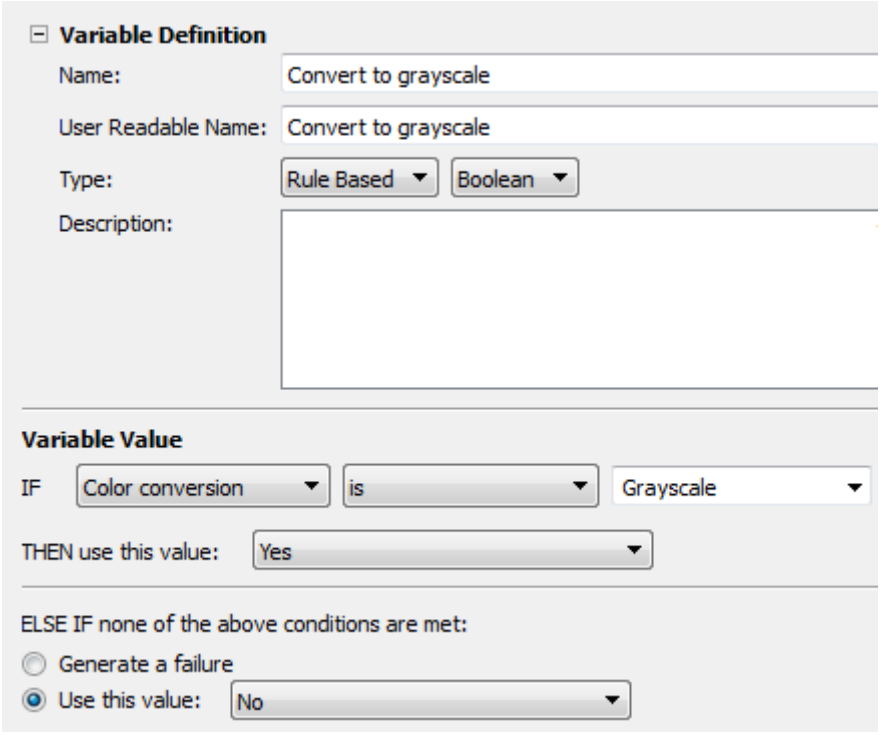
Depending on the value of "Job type", the Image Resolution will be different (300 or 150). If the Job type is different from the ones for which a rule has been configured, a preflight error will be generated.



Example 2

Below you can see the definition of the "Convert to grayscale" rule based variable (value type = Boolean). It makes use of an earlier defined variable: "Color conversion", which is a constant (text) variable with "Grayscale" as one of the possible values.

If the value of the "Color conversion" variable is "Grayscale", the value of "Convert to grayscale" will be "Yes". If this is not the case (e.g. Color conversion is "CMYK"), the value of "Convert to grayscale" will be "No" (=default value).



Testing variables in a Variable Set

In the Enfocus Variable Set Editor, you can review and verify settings within a Variable Set to ensure the variables work as expected. For example, you can verify whether values from XML/JDF Job Ticket file are read correctly.

Note: This doesn't change any settings, it merely simulates the use of the Variable Set.

To check the variables in a Variable Set

1. In the Enfocus Variable Set Editor, click .

   All the variables within the current Variable Set are displayed with the default values or (in case of Job Ticket variables) with the values taken from the last XML/JDF job ticket loaded (if any).

2. Verify the different aspects of your variable, for example:

   - Are the default values as expected?
   - Is manual input allowed or forbidden (as configured)?
   - If you have defined a number of choices, are these choices presented as expected?
   - In case of a rule based variable, does it work correctly?
   - In case of a Job Ticket, are the correct values taken from the Job Ticket?

   Using Job Ticket variables? In that case, you can test the variables with a Job Ticket with different values; just load a different Job Ticket by clicking the **Browse** button at the top of the Enfocus Variable Set Tester.

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

3. If you have changed values, you may want to display the default values again:
   - To restore the defaults for all variables in the Tester, click **Restore All Defaults** button at the bottom of the dialog.
   - To restore the default of one particular variable, click  next to this variable.

6.10.3.3. Applying a Variable Set

Once you have defined your Variable Set, you must "apply" or activate the Variable Set you want to use. This is important if you have defined more than one Variable Set; if the variables used in your Preflight Profile are taken from a different Set than the one that is activated, the variable values in the Profile will remain blank (unless variables with the same name are used in both Sets).

To apply a Variable Set

Do one of the following:

- Click **PitStop Pro** > **Variable Sets** > **Apply Variable Set** > **<appropriate Variable set>**.
- Open the PitStop Process panel and click [ ] **<current Variable Set>** > **Apply Variable Set** > **<appropriate Variable set>** (only possible if a Variable Set has been applied before).
- Open the PitStop Process panel and click [ ] **No Active Variable Set** > **Apply Variable Set** > **<appropriate Variable set>**.
- Open the **PitStop Pro** Preferences and proceed as follows:
  1. Click **Variable Sets**.
  2. Select the Variable you want to apply.
  3. Click **Apply**. The name of the applied Variable Set will be shown in the Currently applied field.
  4. Click **OK**.

6.10.3.4. Applying variables to a check in a Preflight Profile

Variables allow you to process different jobs and job types with one Preflight Profile; instead of using multiple Profiles with different, fixed values, you enter a variable which is defined when running the Preflight Profile.

Note that you need to have defined a Variable Set with Smart Preflight variables before you can use variables in a Preflight Profile.

To use variables in a Preflight Profile

1. Click **PitStop Pro** > **Preflight Profiles** and double-click the Preflight Profile concerned.

2. In your Preflight Profile, open the CHECK ON: category for which you want to use a variable.
3. Do one of the following:
   - If a variable should be used for enabling or disabling **all checks on the tab**, click the **Actions** link in the top right corner of the tab and select **Enable Variable Names**. A button {} appears next to the checkbox of Enable checks without restriction/Enable checks of <restriction>.
   - If a variable should be used for one particular check, in the attributes of the check concerned, click the **Enable Variable Names button** {}. A button {} appears next to each property where it is relevant.
4. Click {} next to the property for which you want to use a variable.
   Note that this button is only shown when the check can have a variable applied.
5. In the Select a Variable dialog, make sure **Use a Variable from the selected Variable Set** is selected and select a Variable Set as required.
6. Double-click the variable you want to use for the property concerned.
   Only the variables that match the type required for the property concerned are shown. For example, if you want to define the page width, you need a variable of the type Length.
   The name of the variable is shown in the Preflight Profile.
   When running the Profile, a dialog will pop up allowing you to enter the appropriate value.

6.10.3.5. Running a Smart Preflight check

If your Preflight Profile contains variables, when running a preflight check, a dialog pops up allowing you to review and modify the values concerned. After you have entered the required information, the preflight process is started, using the entered values.

To learn how to run a preflight check, refer to *Running a preflight check* on page 120.

6.10.4. Using Smart Preflight variables in Action Lists

Smart Preflight variables can also be used in Action Lists.

6.10.4.1. Using variables instead of fixed values in Action Lists

You can also use Smart Preflight variables to define attributes of your Actions contained in your Action Lists. The advantages are the same as for Preflight Profiles, i.e. you don't need different Action Lists but you can dynamically modify the values just before running the Action or by taking them from a Job Ticket or database.

This topic explains how you can configure an Action to use variables instead of fixed values.

To define your Actions using variables instead of fixed values

1. Click **PitStop Pro** > **Action Lists** and double-click the Action List concerned.
2. Select the Actions you want to define using a Smart Preflight variable.

3. Click the **Actions** link (in the top right corner of the attributes for the Action concerned).
4. Select **Enable Variable Names**.

   This option is only available if it is relevant for the Action concerned.

   The icon appears where it is possible to use a variable.
5. Click .
6. Select the variable you want to use.

   You will only see the variables that can be used in the field concerned. Note that you can choose a different Variable Set if necessary.
7. Click **OK**.

6.10.4.2. Running an Action List with Smart Preflight variables enabled

If your Action List contains variables, when running the Action List, a dialog pops up allowing you to review and modify the values concerned. After you have entered the required information, the PDF is processed using the entered values. See also *Smart Preflight Variables: types* on page 156.

To learn how to execute an Action List, refer to *Running an Action List* on page 326.

6.10.5. Troubleshooting for Smart Preflight

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

6.10.5.1. Variable not available to apply a preflight check

Issue

Although the variable is present in the Variable Set, you are not able to select it for a particular preflight check.

Cause/Context

When configuring a preflight check, you must first select the Variable Set concerned. Only variables that belong to this set can be applied.

Variables are (among others) defined using a particular type (Constant, Rule Based, Job Ticket) and value/measurement type (Number, Length, String, Boolean). This value type must match the preflight check settings it is intended for, otherwise it is not displayed when you try to select it.

Fix

Make sure the correct Variable Set is selected. If the variable you want to use is present in a different Variable Set, you may decide to switch Variable Sets or add the variable to the currently selected Variable Set.

Next, review the variable and ensure it's defined as the right "value type" (Number, Length, String or Boolean) to match the preflight check.

6.10.5.2. Variable Set not supported

Issue

While importing a Variable Set, you get one of the following errors:

- This Variable Set has settings not supported by this version of software. These may be changed or removed when editing the Variable Set.
- The selected Variable Set has been created with a more recent application and cannot be used.

Cause/Context

Variable Sets created with earlier versions of the software are always compatible with new versions. You can import them and use any new features of the software as required. No error messages will be shown.

Variable Sets created with newer versions of the software than the one you're using can be used as long as no new settings were used (as they are not supported by the software). If there is a version mismatch, one of the above mentioned error messages appears.

Fix

If you can import the Variable Set, remove or change the variables containing settings that are not supported.

If you cannot import the new Variable Set, you can either upgrade the software (recommended) or re-create the Variable Set using the older version of the software.

Note that, while saving Variable Sets, Enfocus PitStop Pro will automatically choose the lowest possible Variable Set version number to ensure maximum portability.

6.10.5.3. Variable does not show default value

Issue

When running a preflight check, the default value is not shown in the dialog that pops up.

Cause/Context

Variables can only be used if the Variable Set they are contained in is applied. If this is not the case, the default values are blank.

Fix

Check which Variable Set is currently applied and make sure the right Variable Set is active.

You can find the currently applied Variable Set under the **PitStop Pro** Preferences (Variable Sets).

6.10.5.4. Variable displayed in red

Issue

When running a Preflight Profile or an Action List with variables enabled, the dialog in which you have to enter values displays the variables in red.

Cause/Context

The variable has changed or has been removed from the Variable Set since it was applied in the preflight check.

Fix

Check and/or fix the Variable Set and re-apply the variable to the preflight check. The red color will disappear.

6.10.5.5. Red exclamation mark in front of a variable

Issue

When opening your Variable Set in the Variable Set Editor, you notice that one or more variables in the Variable Set have a red exclamation mark in front of them. Possible warnings:

- The variable uses the unkown variable type ... and cannot be edited.
- Variables from ... are not supported because ... Module is not licensed.

Cause/Context

Not all variable types are compatible with all Enfocus products. For example, "Text with Variables" can only be used with Switch. If a variable is "unknown" to an Enfocus product, it cannot be used or edited, but it won't harm either.

In Switch, some variable types are linked to a particular Switch module. For example, the "text with variables" variable using database fields is only supported if you have an active license for the Switch Database module.

The problem can also be linked to a rule-based variable; if the variable is based on another variable that has been removed or is invalid, the rule-based variable becomes invalid as well and gets a red exclamation mark in front of it.

Fix

If you want to use "unknown" variables, you must change the variable type to a type supported by the product you're using.

If you don't want to use it, just leave it in there; it won't do any harm. You can use (or edit) it again when working with other Enfocus products.

If you want to use variables that require a license that you don't have, please contact Enfocus to buy a license.

In case of invalid rule-based variables, review the rule(s) and correct or re-define the dependent variable(s) as required.

7. Working with Certified PDF documents

7.1. Understanding Certified PDF

7.1.1. PDF workflow concept

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

- How to *guarantee* that a PDF document was successfully preflighted with a specific Preflight Profile.
- How to maintain *consistency* between the source document(s) and the PDF document when (minor) changes can be applied to the PDF document throughout the workflow.
- How to minimize risk and *responsibility* when changing a customer's PDF document before the final output.

7.1.1.1. Guaranteed preflighting

Preflighting issues

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

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

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



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

Preflighting in a Certified PDF workflow

A Certified PDF workflow supports the preflight process by:

- Offering the PDF document provider a simple and streamlined way to preflight a PDF document with a Preflight Profile supplied by the PDF document recipient.

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

The above-mentioned features help to:

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

7.1.1.2. Document consistency

PDF editing issues

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

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

PDF editing in a Certified PDF workflow

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

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

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

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

7.1.1.3. Responsibility

Responsibility issues

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

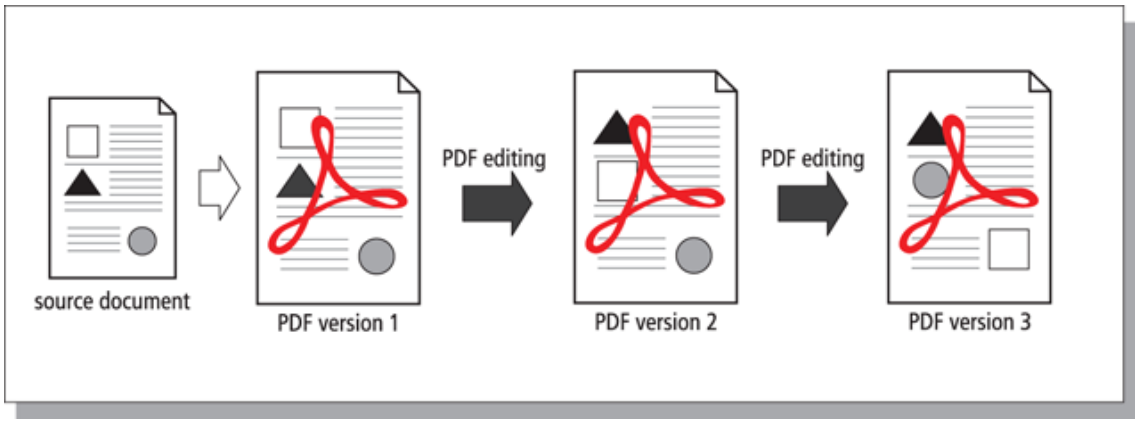
Many printers, service providers, etc. are extremely reluctant to make any changes to their customer's documents for fear of having to assume responsibility if anything goes wrong. This includes issues that can be totally unrelated to the small correction applied.

Responsibility in a Certified PDF workflow

The Certified PDF workflow settles responsibility issues by:

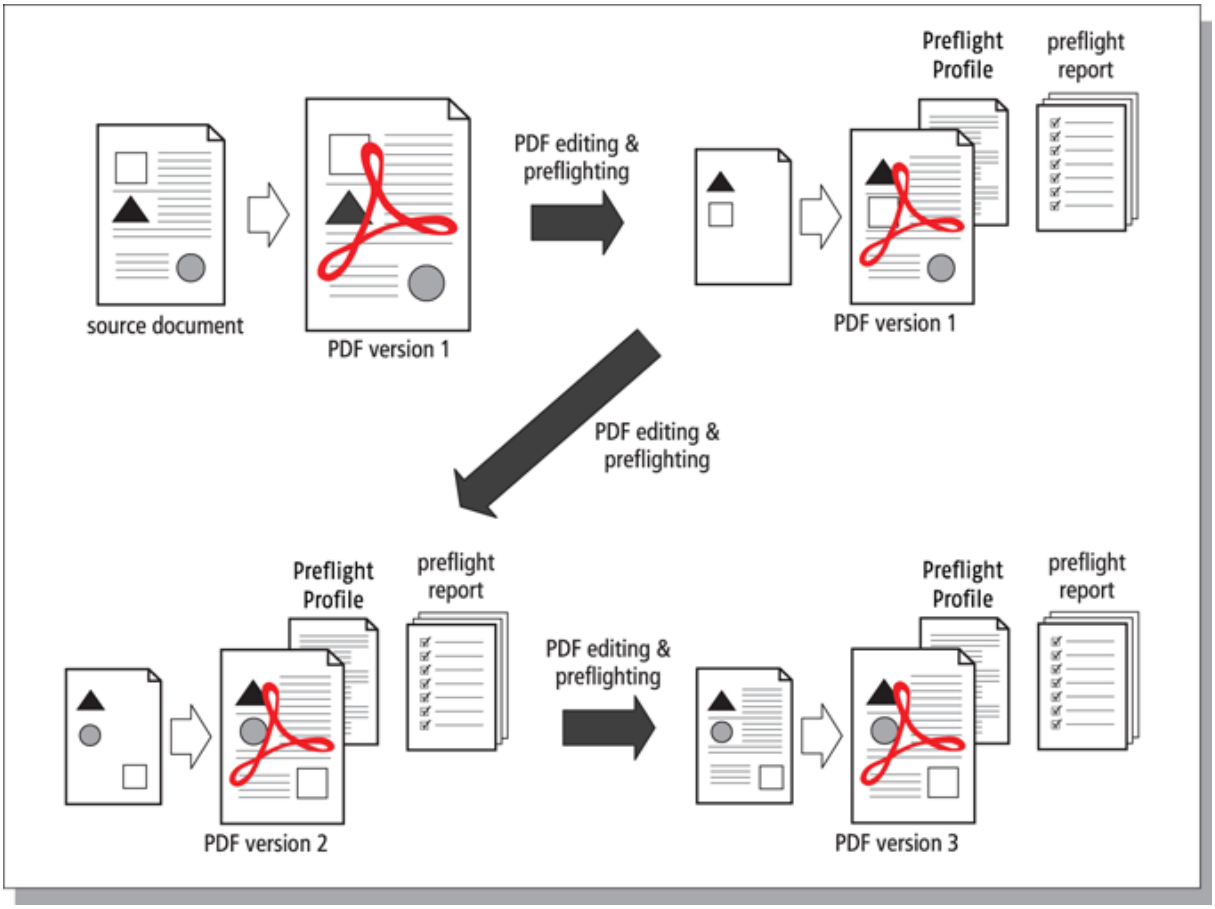
- Providing a detailed log file of all the changes made to a PDF document
- Keeping track of the PDF editing process, i.e. who applied which change and when
- Implementing a robust roll-back mechanism, which, if you wish, allows you to easily return to a previously saved state —a "snapshot"— of your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

7.1.2. A conventional PDF workflow



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

7.1.3. The Certified PDF workflow



Incremental save, snapshots and roll-back mechanism

A Certified PDF document can "remember" all the changes that were made during a given session and can store the information about these changes per session ("incrementally") as you save your PDF document. Moreover, each time you save your PDF, a "**snapshot**" is saved, i.e. a view of the status of the PDF document at the time it was saved at the end of a session. This snapsnot cannot only be viewed; you can also save it as a separate document. This is called the **roll-back mechanism**. It allows you to revert to any previous stage in the Certified PDF workflow and to compare different versions of your PDF document, even though you maintain one physical PDF file.

If you edit and save a Certified PDF document, you may notice that its file size will increase. The reason is obvious: all the changes done in an editing session are stored in the Certified PDF document. So even if you perform actions which would normally reduce the size of your PDF file, such as removing objects or downsampling images, saving the PDF document will increase its file size. And this increase can become significant, depending on the types of actions and the number of editing sessions you do.

Optimized save

If file size is or becomes an issue, you can "optimize" your Certified PDF. You will still have a Certified PDF document with history information about previous editing sessions, but you will no longer be able to save snapshots of these sessions or use the roll-back mechanism to revert to a previous state of your Certified PDF document.

In PitStop Pro, you can "optimize" your PDF by saving it using one of the following options:

- **File** > **Save As**
- **File** > **Enfocus Sign and Save** and make sure the **Keep snapshots** checkbox is cleared!
- **File** > **Enfocus Sign and Save As** and make sure the **Keep snapshots** checkbox is cleared!

For more information, refer to *Save options* on page 179.

7.1.4. What is an Enfocus Certified PDF document?

Whereas a regular PDF only contains Acrobat metadata, an Enfocus Certified PDF document contains a lot of additional information ("Enfocus metadata") related to the preflight process, such as the preflight settings and the version history.

Acrobat metadata

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

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

Enfocus metadata

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

- A reference to one or more source documents on which the PDF document was based
- A Preflight Profile
- A Preflight Report
- User and system identification
- An edit log, listing all the changes done in the PDF document per editing session (the time in which the PDF document was opened, edited and saved). It contains all previous versions of a file and allows you to save back to an older version.
- Session comments

7.2. Where to find the Certified PDF functionality in PitStop Pro

The Certified PDF options can be found:

- In the Acrobat menu bar, under **Certified PDF**.
- In the **Certified PDF panel** (under Tools). Remember that you have to add the Certified PDF panel to the Tools pane, before you can use the tools.

To set the preferences, go to:

- Windows: **Edit** > **Preferences** > **Enfocus StatusCheck Preferences**
- Mac: **Acrobat** > **Preferences** > **Enfocus StatusCheck Preferences**

Note: StatusCheck is the name of the free Certified PDF plug-in, which is available for download to users who haven't purchased PitStop Pro. They can download the plug-in from the Enfocus website (*http://www.enfocus.com/en/products/statuscheck*)

Refer to *Setting your PitStop Pro Preferences* on page 47.

7.3. Starting a Certified PDF workflow

7.3.1. Setting the personal information

We recommend entering your personal information (such as your name and contact details) in the Personal info category of the Preferences. After you have done that, the personal info will be added to all Certified PDFs you create or edit with PitStop Pro, allowing the recipients of your PDFs to contact you if they have any questions.

Note that this personal information is the same for all PDFs you create or edit. If you need to add *PDF-specific* information, (for each PDF separately), you should use the Job info category of the Enfocus Certified PDF Panel.

Refer to *Providing a Certified PDF with job information* on page 179

To set the personal information

1. Open the Personal Info category in the Preferences:
   - **Windows:** Click **Edit** > **Preferences** > **Enfocus StatusCheck Preferences** > **Personal Info**
   - **Mac:** Click **Acrobat** > **Preferences** > **Enfocus StatusCheck Preferences** > **Personal Info**
2. Enter your personal information.

   Fill in as much information as possible. A message is optional.
3. Click **OK**.

You can check the personal information in a Certified PDF through the Enfocus Certified PDF Panel in Adobe Acrobat.

Refer to *Viewing the Certified PDF info* on page 183

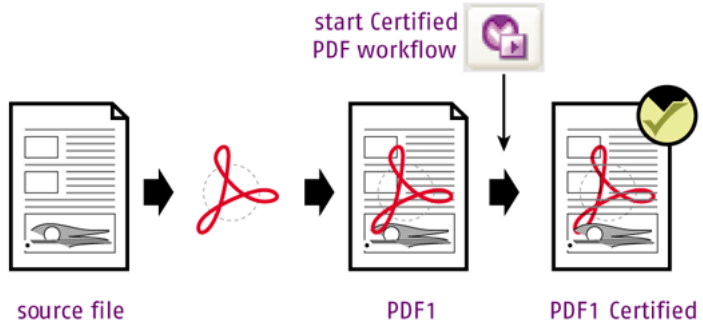
Remark:

The Certified user is not only identified by the personal information; there is also a second type of user identification, i.e. the **system information**, which consists of the details of the person who registered PitStop Pro and information taken from your operating system, network and computer.

7.3.2. Starting a Certified PDF workflow for a PDF document

Starting a Certified PDF workflow for a PDF document means that you 'stamp' the document: You provide it with the information necessary to enjoy the benefits of the Certified PDF workflow

for that particular PDF document. As soon as you have started a Certified PDF workflow for a document, any change made to the document will be "recorded" per editing session and can be traced in the Edit Log.



To start a Certified PDF workflow

1. Open the PDF document for which you want to start a Certified PDF workflow.

   Note: Make sure all changes in the PDF are saved before you start the Certified PDF workflow. Otherwise, the first Certified PDF session would contain changes that are not included in the Edit Log.

2. Do one of the following:

   - Choose **Certified PDF** > **Start Edit Log**.
   - Open the Certified PDF panel (in the Tools pane) and click . This will open the Enfocus Certified PDF Panel. Next, click the **Start Edit Log** button.

   The Certified PDF workflow has now been started for this PDF document.

3. If you want to use the Preflight options of Certified PDF, select a Preflight Profile.

   Refer to *The Enfocus Certified PDF Panel* on page 177.

   Preflighting is optional. You can as well only use Certified PDF to keep track of changes made in the PDF.

4. If you want to, you can add a reference to the original document the PDF is based on (e.g. artwork, a Microsoft Office document,...).

   Refer to *The Enfocus Certified PDF Panel* on page 177.

5. Click to close the Enfocus Certified PDF Panel.

6. Make the required changes to your document (if any).

7. Save the PDF.

   Saving the PDF ends an "editing session" (as recorded in the Edit Log file).

   Note: Choose the appropriate save option, depending on whether or not you want to save snapshots of your PDF. Refer to *Save options* on page 179.

Now that the PDF is in a Certified workflow, next time when you open the document and make changes, these changes are recorded automatically.

7.3.2.1. The Enfocus Certified PDF Panel

If you want to use the preflight and verification functionality of Certified PDF, click **Certified PDF** > **Certified PDF** to open the **Enfocus Certified PDF Panel**.

This dialog consists of 5 categories, each allowing you to check a particular aspect of the Certified PDF Workflow:

Section	What you can do
Preflight	*Preflight the PDF using the Preflight Profile of your choice.* If the PDF has been preflighted already, you can see the name of the Preflight Profile that was used and the status of the Preflight check indicated by a small icon. Note that this only reflects the status of the preflight, and not of *the other aspects of a certified PDF workflow*. To view the details, click the **Show Result** button.
Original Documents	*Verify the defined original documents.*
Certified Preflight Profile Comparison	*Compare the selected Preflight Profile to other Profiles.*
Certified PDF Info	• *View the system and user information of a PDF.* • *Provide the PDF with job information.*
Certified PDF 2 Document Certificates	*Have the certificates checked for Certified PDF 2 compliancy.*

7.3.2.2. Preflighting in a Certified PDF workflow

To preflight the current PDF with the Preflight Profile of your choice

1. Choose **Certified PDF** > **Certified PDF**.
2. In the **Preflight** category, click **Select**.
3. Select the Preflight Profile of your choice.
   - You can select a Preflight Profile **From Database**, showing the same databases as in the **Preflight Profile Panel**.
   - If you have the Preflight Profile on your computer as a file (for example if you received it by mail), you can select **From File** and **Browse** to the file.
4. Click **OK**.
   The selected Profile is displayed in the Preflight category of the Enfocus Certified PDF Panel.

5. To start preflighting the PDF, click **Preflight**.
   The status of the Preflight check is indicated by a small icon:

	The PDF document has been preflighted without any errors.
	The PDF document has been preflighted with errors.
	The PDF has not yet been preflighted or the embedded preflight results are not valid anymore due to more recent edits.

   Note that this only reflects the status of the preflight, and not of *the other aspects of a certified PDF workflow*.

6. To view the details, click the **Show Result** button.
   Depending on your preferences (General category - *Setting the Processing preferences*), either the Enfocus Navigator or the Preflight Report are shown.

7.3.2.3. Adding the source files

In your Certified PDF, you can add a link to the source file(s) on which the PDF file was based, for example a Word document or InDesign or Photoshop files, ...

If you do so:

1. The PDF recipient can easily find the respective source files.
2. You can later check whether these source files have changed since the time at which the Certified PDF workflow was started. If you wish, you can even "synchronize" your source file with the edited PDF: you can apply the changes made to the PDF (and reported in the Edit Log) to your source file.

To add the source files

1. Choose **Certified PDF** > **Certified PDF**.
2. In the **Original Documents** category, click .
3. Select the source file(s) the PDF is based on (e.g. a Microsoft Word file, an InDesign file, etc.).

   To select several files in one go, hold down the **Ctrl** key while selecting.

   Tip: Remember that the location and the file name are stored in the PDF, so make sure the location and the name are final before adding the source file.

4. Click **Open**.
   The name of the source file(s) appears in the Original Documents section.

From now on, each time you open the PDF, the source files will be checked automatically. If they have changed or if they are missing (because they have been moved, renamed or deleted),

you will see a red icon in the Original Documents category. For more information, refer to *Verifying the source files* on page 182.

7.3.2.4. Providing a Certified PDF with job information

You can add job information to your Certified PDF documents as required. This can be any kind of information about the PDF document which you would like to share with the person who will receive the PDF document. This can include, for example:

- The name, company address and contact details for whom the PDF document is (ultimately) intended.
- Any additional remarks which the recipient of the PDF document has to know. This can be, for example, details about how the PDF document should be printed or what should happen next with the PDF document.

To provide a Certified PDF with job information

1. Choose **Certified PDF** > **Certified PDF**.
2. In the **Certified PDF Info** category, click **Edit**.
   The Edit button becomes active as soon as the Certified PDF workflow is started.
3. Select the **Job Info** tab as required.

   Note: The information on the **Personal Info** tab can only be changed through the StatusCheck Preferences. See *Setting the personal information* on page 175. The information on the **System Info** tab cannot be edited.
4. Fill in the name, company address and contact details of the recipient of the PDF document.
5. In the **Message** text box, type additional comments or remarks for the recipient of the PDF document.
6. Click **OK**.

7.3.2.5. Save options

The table below gives an overview of the Save options in the Adobe Acrobat **File** menu.

Incremental save means that snapshots are taken of each session, allowing you to revert to a previous state of your Certified PDF document.

Optimized save means that snapshots are not kept, resulting in a reduced file size.

Refer to *The Certified PDF workflow* on page 172.

Save options	Incremental	Optimized
Save	Yes	No
Save as	No	Yes
Enfocus Sign and Save*	☑ Keep Snapshots (Selected by default)	☐ Keep Snapshots

Save options	Incremental	Optimized
Enfocus Sign and Save As*	☑ Keep Snapshots	☐ Keep Snapshots (Cleared by default)

* only available if a Certified PDF workflow has been started.

7.4. Adding a session comment

The Certified PDF mechanism in PitStop Pro enables you to enhance the quality of your PDF workflow by adding comments to the Edit Log. Before sending your PDF document to the publisher for example, you may want to explain why given changes have been made.

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

To add a session comment

1. Make the required changes.
2. Choose **File** > **Enfocus Sign and Save (As)**.
3. Add a new session comment.
   You will find this comment in the Edit Log (Session info, under Comments).
4. To save the current version of the document as a snapshot (so you can re-use it later), select the **Keep Snapshots** checkbox.
   For more information, refer to *Snapshots* on page 190.
5. Click **OK**.

7.5. Checking Certified PDF files

7.5.1. Checking the Certified PDF status of a PDF

This topic explains how you can check if a document is already in a Certified workflow and if so, what its status is.

1. Open a PDF in Adobe Acrobat.
2. Do one of the following:
   - Choose **Certified PDF** > **Certified PDF**. This opens the Enfocus Certified PDF Panel, with the Certified PDF status button in the top left corner.
   - In the Tools pane, click the **Certified PDF** panel. This opens the panel and shows the available tools. The first button indicates the Certified PDF status.

   The meaning of the buttons is explained in the following table.

Note: The button in the top left corner of the Enfocus Certified PDF Panel refers to the **overall** Certified PDF status. For more information, refer to *The aspects of the Certified PDF Status* on page 182

Button in Acrobat (Certified PDF panel)	Meaning
	The current PDF document is not a Certified PDF document (yet).
	The current PDF document is in a Certified PDF workflow, but was not successfully preflighted and verified. The possible causes are: • The PDF document has been preflighted with errors. • The Preflight Profile doesn't match the Preflight Profile Comparison. • The PDF document or the selected **Preflight Profile** has been changed since it was last preflighted. • The original document has been changed.
	The current PDF document is a Certified PDF document which was successfully preflighted and verified: • The Certified Preflight Profile matches the Preflight Profile Comparison. • The PDF document has been preflighted without any errors.
	The status of the current PDF document is undetermined, for example because: • The document was certified but edited afterwards (so the certification may not be valid anymore). • The PDF document was certified, but not preflighted. • The PDF document was processed with one or more Action Lists and a Preflight Profile *combined in one QuickRun* (PitStop Pro) or *in one Hot Folder* (PitStop Server). In that case, it is not possible to certify the document based on the Preflight Profile, because it is not clear which checks come from the Action List(s), and which come from the Preflight Report.

Button in Acrobat (Certified PDF panel)	Meaning
	Tip: We recommend embedding the Action List(s) in the Preflight Profile, so the PDF document can be preflighted with this Profile and the status can be determined. Refer to *Adding Actions to the Preflight Profile* on page 141.

7.5.1.1. The aspects of the Certified PDF Status

The Certified PDF Status is determined by different aspects. As soon as one aspect has a "not OK" status, the overall Certified PDF status will be not OK as well (red). If all aspects have an "OK" status or an "undetermined" status (for example if no Original Documents are defined), the Certified PDF status will be "OK".

- **Preflight**: Checking the document based on a **Preflight Profile**.
- **Original Documents**: A reference to the original documents, to monitor any changes made to the originals.
- **Certified Preflight Profile Comparison**: The Profile Compare Configuration allows to set a number of Preflight Profiles that are allowed. The Certified Preflight Profile Comparison allows to check if the Preflight Profile used for the Certified PDF document matches a Preflight Profile from this list.

7.5.2. Verifying the source files

This topic explains how you can check whether the source file (linked to the PDF) has changed since the creation of the PDF. You need this information for example if you want to synchronize the source file with the (changed) PDF.

To verify the source files

1. Open the PDF for which a Certified PDF workflow has been started.
2. Choose **Certified PDF** > **Certified PDF**.
3. Check the **Original Documents** category.

   The status of the source files that were attached (when creating the PDF) is shown:

   - **Identical**: The source document has not changed since the Certified PDF workflow was started. If you want to synchronize the source document, you can apply the changes listed in the Edit Log to the source document.
   - **Different**: The source document has changed since the time when a Certified PDF workflow was started for the PDF document. If possible, check the various versions of the source document first before you synchronize any of these source documents with the PDF document.

- **Missing**: The source document is moved, renamed or deleted.

  If you know the **new location or the new name** of the source file, you can solve the issue by clicking **Resolve** (underneath the table with source files). Select the file at its new location or with its new name. The source document will reappear in the list with the status "Identical" or "Different".

The overall status is indicated by a small icon (or); if there are several source files, the red icon is shown if at least one document is different or missing. Note that this only reflects the status of the verification step, and not of *the other aspects of a certified PDF workflow*.

4. The status reflects the situation at the time of opening the PDF. To check the actual status, click **Verify**.

   You can at any time remove a source document and add a new one as required. The added document will be considered the original source file from that moment onwards. See also *Adding the source files* on page 178.

7.5.3. Viewing the Certified PDF info

The Certified PDF Info consists of three types of information:

- **Name and contact details of the provider of the PDF**, allowing the recipients of the PDF to contact the provider in case of questions.
- **Job details**, for example the name, company address and contact details for whom the PDF document is (ultimately) intended, or additional remarks, such as how the PDF should be printed or what should happen next with the PDF.
- **System information**, for example the details of the person who registered PitStop Pro and information taken from the provider's operating system, network and computer. This information cannot be changed and is therefore a reliable source to pinpoint responsibility, for example. If people claim or disclaim responsibility for a given change made in the PDF document, the system information will provide incontestable proof. This information will be used in the Edit Log to show who made which changes in a given session.

To view the Certified PDF Info

1. Choose **Certified PDF** > **Certified PDF**.
2. Click ⊞ to expand the Certified PDF Info category (as required).
3. Click **Edit**.
   The **Job Info** tab is displayed. This information is PDF-specific.
4. To view the system information, click the **System** tab.

   If you have more than one Enfocus product installed, select Enfocus PitStop Pro in the **Program** list.
5. To view the user information, click the **Personal Info** tab.

   The user information is set through the Preferences, so it's identical for all PDFs from the same provider.
6. Click **OK**.

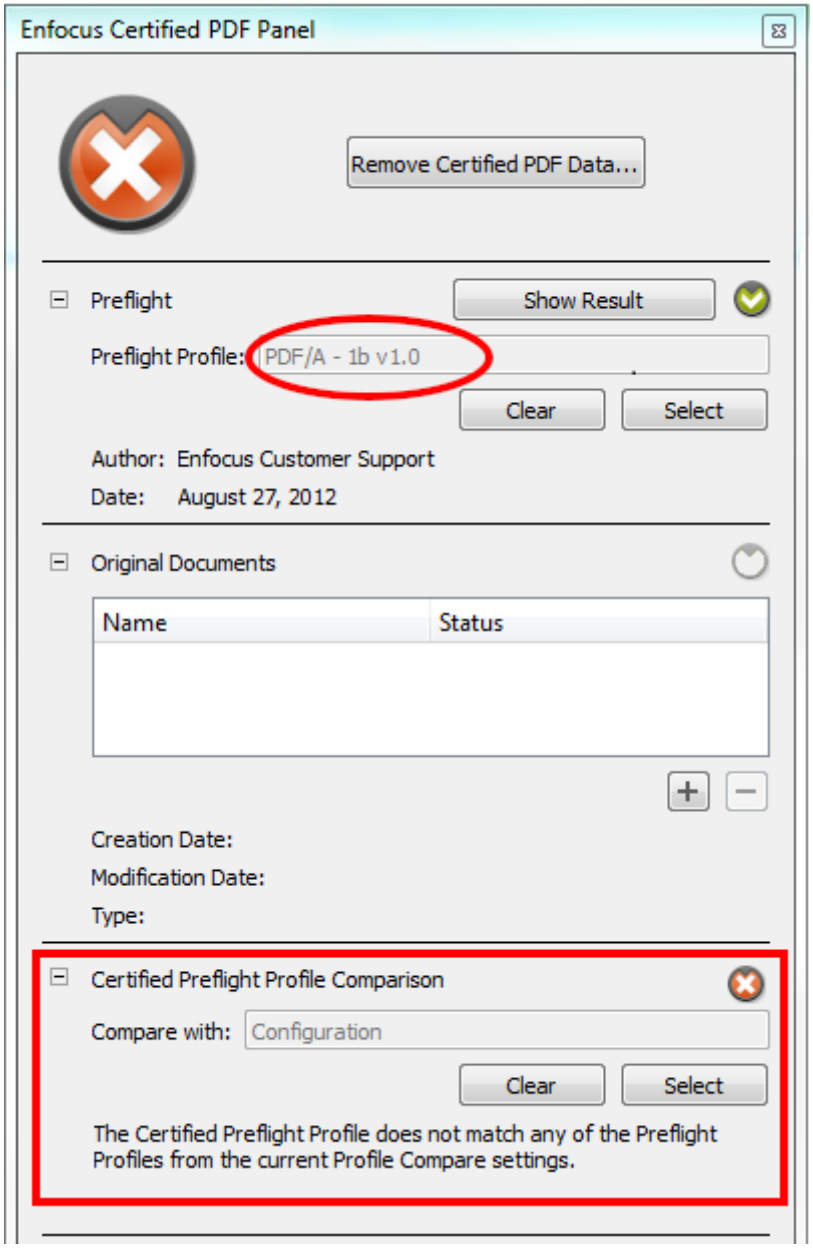
7.5.4. Comparing the Certified PDF Preflight Profile

In the **Certified Preflight Profile Comparison** category in the Certified PDF Panel, you can compare the Preflight Profile that is attached to the PDF to one or more of your own Preflight Profiles (collected in a so-called "configuration"). This allows you to check if the attached Preflight Profile meets your requirements.

The name of the Preflight Profile attached to the PDF is shown in the Preflight category. In the example below, the PDF has been preflighted with "PDF/A - 1b v 1.0". The green icon indicates that the preflight was successful.

The Profiles to compare with (included in a configuration) must be selected in the Certified Preflight Profile Comparison category. In the example below, the configuration used is called "Configuration". When you select the configuration, the files are compared immediately and the result is displayed underneath the buttons. In the example below, the result of this comparison is negative ( ): the Profiles in the configuration do not equal the Profile attached to the PDF.

As a consequence, the overall Certified PDF status is NOK (at the top of the dialog). For more information about the Certified PDF Status, refer to *The aspects of the Certified PDF Status* on page 182.



7.5.4.1. Creating or editing a Preflight Profile Compare Configuration

A Preflight Profile Compare Configuration is a set of Preflight Profiles. If a PDF has been preflighted with these Profiles (or similar ones), you're sure that the PDF meets certain requirements. You can have different configurations e.g. for different types of PDFs (ads, newspapers, magazines,...), different customers, different printing methods, ... You need a configuration to be able to compare Preflight Profiles.

To create or edit a Preflight Profile Compare Configuration

1. Choose **Certified PDF** > **Certified PDF**.

2. In the Enfocus Certified PDF Panel, in the **Certified Profile Preflight Comparison** category, click **Select**.
   The Enfocus Preflight Profile Compare Panel appears.

3. Click  and select the appropriate option, for example **New** to create a new configuration or **Edit** to change an existing configuration.

   To edit an existing configuration, you can as well double-click the name of the configuration. Configurations can be imported as well, optionally via the Preferences (see *Adding folders to the Preflight Profile Compare Panel* on page 69).

4. Enter a meaningful name for the configuration in the **Name** field or modify it as required.

5. Add or remove Preflight Profiles as required:

   - To add a Preflight Profile to the current configuration, click  and select the Preflight Profile of your choice.
   - To remove a Preflight Profile from the current configuration, select it and click .

6. Select **Preflight using a stricter Certified Preflight Profile is allowed** as required.

   Note: If selected, the Preflight Profile will also match if it is more strict than one of the Preflight Profiles in the Configuration. **More strict** means that more or stricter criteria are set, or that the criteria have a higher reporting level (for example Error instead of Warning). For example, if two Preflight Profiles contain a line weight check (e.g. allowing 2 pt versus 5 pt), the one with the lowest line weight (2 pt) is considered most strict.

7. Click **OK**.

7.5.4.2. Comparing Profiles

Before you start, make sure you have created a Preflight Profile Compare Configuration, which contains the requirements the PDF concerned should meet (refer to *Creating or editing a Preflight Profile Compare Configuration* on page 185). The Preflight Profiles in the configuration will be compared to the Preflight Profile attached to the current PDF.

Note: It is not possible to compare Preflight Profiles of different versions, e.g. Profiles *without* restrictions to Preflight Profiles *with* restrictions; they will be reported as different, even if the checks are identical. Refer to *Version 3 and version 4 Profiles compared* on page 187.

To compare Preflight Profiles

1. To open the Enfocus Certified PDF Panel, click **Certified PDF** > **Certified PDF**.

2. Check if a Preflight Profile is selected in the Preflight category.

   A Preflight Profile must be selected in order to perform a comparison. If no Preflight Profile is attached to the PDF, but you know which one has been used (e.g. because it has been provided to you by your customer), you can still add it, by clicking the **Select** button.

3. In the Certified Preflight Profile Comparison category, click **Select**.

4. Select the configuration of your choice.
5. Click **Select**.
   The Preflight Profiles in the configuration are immediately compared to the Preflight Profile selected in the Preflight category. The result is mentioned below the buttons and indicated by a small icon (or).

Version 3 and version 4 Profiles compared

Preflight Profile versions

As a user, you are probably not aware of the version of your Preflight Profiles - and in most cases, it doesn't matter. However, when comparing Preflight Profiles, the version number does matter, as different versions by default result in a mismatch, regardless of the contents of the Profiles.

The version number is not displayed anywhere in the Profile, but it's easy to find out the version of your Preflight Profile:

- **Version 3 Profiles** are Preflight Profiles that do not have any restrictions defined in the **SETUP > Restrictions** category. This can be "old" Preflight Profiles (created with PitStop 11 or 12) or "new" Preflight Profiles created with PitStop 13 or later.
- **Version 4 Profiles** are Preflight Profiles that do have at least one restriction defined in the **SETUP > Restrictions** category. These restrictions do not have to be used in one of the **CHECK ON:** categories; it's enough to have them defined.



Note:

- If you remove the restrictions from a version 4 Profile, it's downgraded automatically to a version 3 Profile.
- Version 1 and 2 Profiles exist as well. Version 1 Profiles are the oldest Profiles shipped with the first versions of PitStop Pro, but they are no longer in use. Version 2 Profiles are created with PitStop 10 or earlier and still supported, but they cannot be compared to more recent Profile versions.

Comparing version 3 to version 4 Profiles (and vice versa)

When comparing Preflight Profiles, the enabled checks in the Preflight Profile attached to the PDF are compared to the checks in the Preflight Profiles included in the Preflight Profile Compare Configuration concerned. If restrictions were set (enabled!), they are taken into account as well.

However, if version 3 Profiles are compared to version 4 Profiles, PitStop is not able to perform a comparison. Even if the checks are completely the same, if the version is different, they will be considered "not equal".

Preflight Profile attached to the PDF	Preflight Profile in the configuration	Issues?
Version 3	Version 3	No
Version 4	Version 4	No
Version 3	Version 4	**Yes**
Version 4	Version 3	**Yes**

Work-around

To prevent issues due to a version mismatch:

1. Duplicate your version 3 Preflight Profiles.
2. Edit the duplicates and import a dummy restriction in the **SETUP > Restrictions** category. As this restriction is not used, the content is not important.
3. For every version 3 Preflight Profile in a configuration, add the version 4 counterpart to the configuration as well.

This will solve the problem.

Preflight Profile attached to the PDF	Preflight Profile in the configuration	Issues?
Version 3	Version 3	No
Version 4	Version 4	No
Version 3	Version 3 + Version 4	No
Version 4	Version 3 + Version 4	No

7.5.5. Viewing Certified PDF 2 Document Certificates

The Certified PDF Preflight and Verification process also checks if the PDF is compliant with Certified PDF 2.

A Certified PDF 2 Document Certificate is a statement about certain properties of the PDF file, for example "Conforms to the GWG Magazine Ads Preflight Profile" or "Produced a hard-copy proof on printer XYZ with ID de719fa2". The Certified PDF 2 information is stored in the PDF file as XMP metadata. Certified PDF 2 is also compatible with the GWG Universal Proof of Preflight ticket.

To view the certificate(s) of a PDF

1. Choose **Certified PDF** > **Certified PDF**.
2. Click ⊞ to expand the Certified PDF 2 Document Certificates category (as required).

   The status of the Certificates is by indicated by a small icon (if compliant, if not compliant, if undetermined).

   Certificates are generated:

   - When a Preflight Profile or an original document is added.
   - When opening a PDF file that contains a valid Universal Proof of Preflight ticket.
3. Click **Certificates**.
   The properties of the Certificates are shown, for example the state (e.g. No errors/ warnings), the type (referring to the original documents or to the Preflight Profile/Preflight result, the handler (i.e. the application that was used to process the file), ... If you remove

the Certificate, you also remove the info on which this Certificate is based (e.g. the Preflight Profile, the original document, ...)

7.5.6. Viewing the Edit Log

The Certified PDF mechanism in PitStop Pro keeps a record of every editing session of a Certified PDF document. Thus, all the changes made to the PDF document are logged chronologically in the PDF document. The changes can be logged in two different ways, depending on the tool they were made with:

- If you edit your PDF with any of the Enfocus Certified PDF-compliant plug-ins, such as Enfocus PitStop Pro the changes are immediately saved in the Edit Log. The Edit Log will contain a detailed entry for each of the changes.
- If you edit your PDF with non-compliant third-party PDF editing tools, PitStop Pro will intercept and log them. However, the Edit Log will contain no details on the changes nor on the product with which the changes were made.

To view the Edit Log

Choose **Certified PDF** > **Edit Log**.

The Edit Log appears. The Edit Log is a PDF file showing all changes per session.

7.5.7. Viewing the document history

The Certified PDF mechanism in PitStop Pro allows you to consult the history of your PDF document. This means that you can view a chronological list of all the sessions that your Certified PDF document has run through.

The chronological list of sessions contains the following information:

- The Certified PDF product that "stamped" the session
- The person or company responsible for the session
- The end date and time of the session

To view the document history

1. Choose **Certified PDF** > **History**.
2. Double-click any of the sessions to see all available details about that session.
3. Click the **User** or **System** tab to view the corresponding information for this particular session.
4. To compare versions (i.e. the state of the documents at the end of the selected session), select two sessions (holding down the **Ctrl** key) and select the option of your choice.

   Refer to *Comparing sessions* on page 191.
5. To save a snapshot of a version (i.e. the state of the documents at the end of the selected session), select the session concerned and click the **Save Snapshot** button.

   Refer to *Saving a snapshot of your PDF* on page 190.

6. Click **Close**.

7.5.7.1. Snapshots

Snapshots and roll-back mechanism explained

In a Certified PDF workflow, a PDF document can go through various editing sessions, done by various users. A Certified PDF document can "remember" all the changes that were made during a given session and can store the information about these changes per session ("incrementally") as you save your PDF document.

This way of managing and saving changes has a big advantage: You know exactly which changes have been made in which session and by whom. Moreover, these changes can be presented to you in the form of a "**snapshot**": a view of the status of the PDF document at the time it was saved at the end of a session.

And you can do even more: You cannot only view the state of the PDF document in a given previous editing session, you can also save this snapshot as a separate PDF document. This is called the **roll-back mechanism**. When editing PDF documents, you may have experienced "one-change-too-far" situations, in which you made a change, got an undesired result but also saved the PDF document. No problem in a Certified PDF workflow: you can revert to any previously saved state of a PDF document, provided that you save your Certified PDF document using the "incremental save" method (see *Save options* on page 179).

Saving a snapshot

A snapshot is a complete backup of the PDF document at the time it was saved after an editing session. You save a snapshot to revert to a previous version of your PDF document. However, you do not necessarily have to save this snapshot at the end of each session. You can simply select any session from a list and save its snapshot at any stage in your workflow.

Consider the following example. You have created a Certified PDF document in which you use only black text and one spot color. The document has been designed to be printed on an offset press. At some point in the workflow, however, you also want to print this PDF document on a digital four-color press and therefore, you change the spot color into its CMYK counterpart throughout your entire PDF document. You may use Enfocus PitStop Pro, for example, to do this. This means that the latest version of your PDF document contains only CMYK colors. But, you also need to reprint this PDF document on an offset press using the spot color. You can then simply select a version which still has the spot colors, save its snapshot as a separate PDF document and send this PDF file to your offset printer.

Viewing a snapshot

You can view snapshots of a Certified PDF document in the following ways:

- By saving the snapshot with a different name and opening it as a regular PDF document.
- By comparing two different editing sessions. See *Comparing sessions* on page 191.

Saving a snapshot of your PDF

If you need an intermediate version of a PDF, instead of searching for it on your local system, you can simply select the version concerned in the PDF history and save it from there.

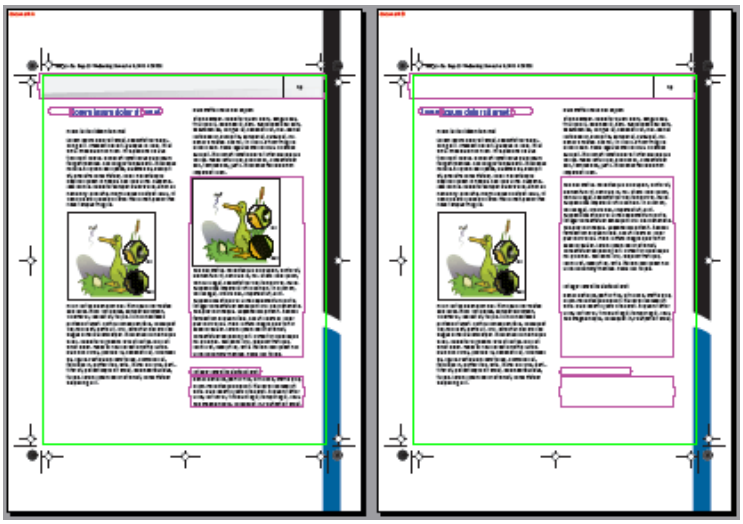
To save a snapshot of one of the editing sessions of a Certified PDF

1. Open a Certified PDF document.
2. Choose **Certified PDF** > **History**.
3. Select a session in the list of which you want to save a snapshot.
4. Click **Save Snapshot** to save a snapshot of your PDF document as it was at the end of the selected session.
5. Enter a descriptive name for your snapshot and click **Save**.
6. If necessary, repeat steps 2 through 5 to save any additional snapshots.
7. Click **Close**.

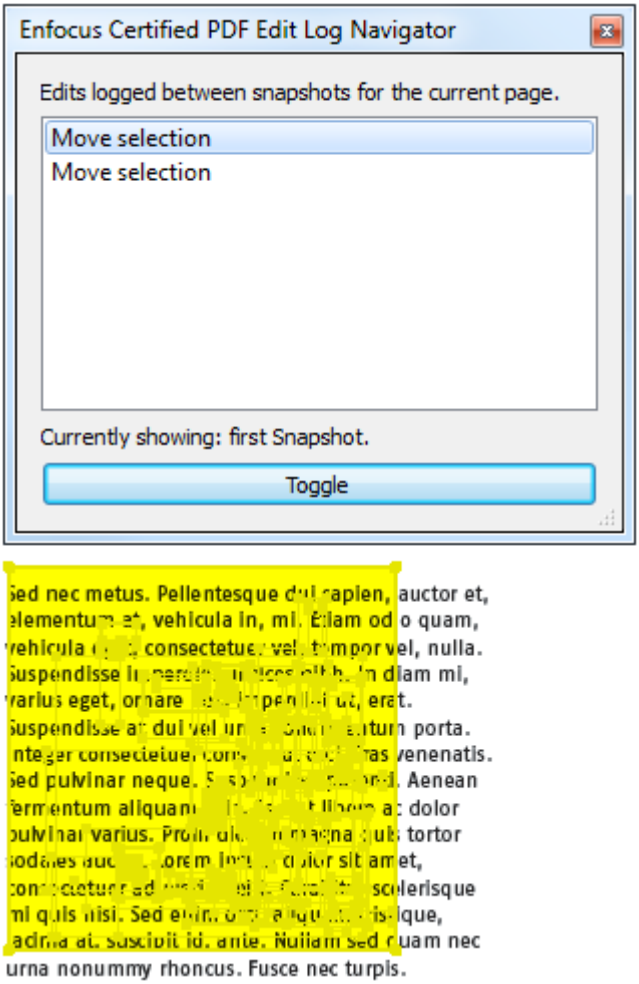
7.5.7.2. Comparing sessions

At some point in your PDF workflow, you may want to compare two versions of your Certified PDF document. You may wish to do this, for example, to detect minor changes. You can do this in two ways:

- By comparing snapshots of these versions visually (side by side). This is useful to see visible changes “at a glance”.



- By comparing their respective Edit Log reports. This is recommended if you know that changes have been made that are hardly visible on screen, such as overprint or trapping settings or changes in (hidden) layered objects.



Note: You cannot compare sessions in "optimized" Certified PDF documents. See *The Certified PDF workflow* on page 172.

Comparing sessions visually side by side

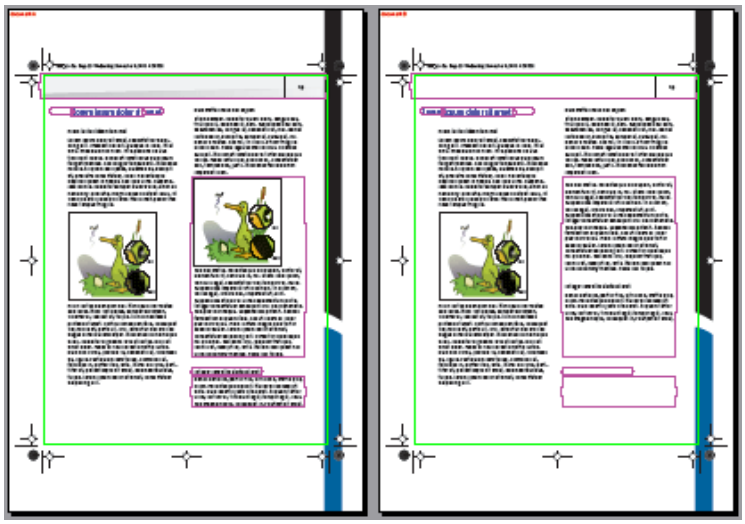
Comparing two versions of your PDF document visually is useful to see visible changes "at a glance".

To compare sessions visually side by side

1. Choose **Certified PDF > History**.
2. Select two sessions from the session list.
3. Click **Visually (side-by-side)**.

   PitStop Pro generates two snapshots showing the state of the PDF document at the end of the respective sessions and presents these snapshots side by side on screen. The differences are highlighted.

Note: You can change the color of the highlights in the Preferences (**Edit/Acrobat** > **Preferences** > **Enfocus StatusCheck** > **General**).



Comparing sessions using the Edit Log

Comparing sessions using the Edit Log is useful to check differences that are hardly visible on screen, such as overprint or trapping settings or changes in (hidden) layered objects.

To compare sessions using the Edit Log

1. Choose **Certified PDF** > **History**.
2. Select two sessions from the session list.
3. Click **Using the Edit Log**.

   The first snapshot is opened and the **Enfocus Certified PDF Edit Log Navigator** appears.
4. Select one of the changes in the list.

   The document will show where the changes occurred by adding a transparent overlay to the object.



Note: You can change the color of the transparent overlay in the Preferences (**Edit/Acrobat** > **Preferences** > **Enfocus StatusCheck** > **General**).

5. To switch views between the first and the second snapshot, click the **Toggle** button.

   The **Edit Log Navigator** displays only the changes for the current page in the document. If you go to another page in your PDF document, the **Edit Log Navigator** adjusts the list of changes to match the new page.

8. Editing objects

8.1. About line art and pixel images

8.1.1. Categories of computer graphics

There are two main categories of computer graphics:

- *Line art* on page 195
- *Pixel images* on page 196

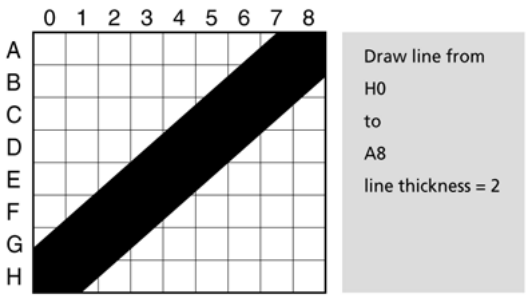
These types of graphics behave differently in PDF documents and you can manipulate each of these graphics differently. Understanding their different characteristics will help you understand their different behavior when working with PDF documents.

8.1.2. Line art

Line art is made up of mathematically defined curves and line segments called vectors. These vectors describe graphics according to their geometric characteristics and as a series of lines in a x,y coordinate system of the lines' origins and endings.

For example, a slanted line can be described as a line drawn from coordinate h0 to coordinate a8 with a specific line thickness and a specific angle of inclination.

The image below shows a vectorized representation of a slanted line.

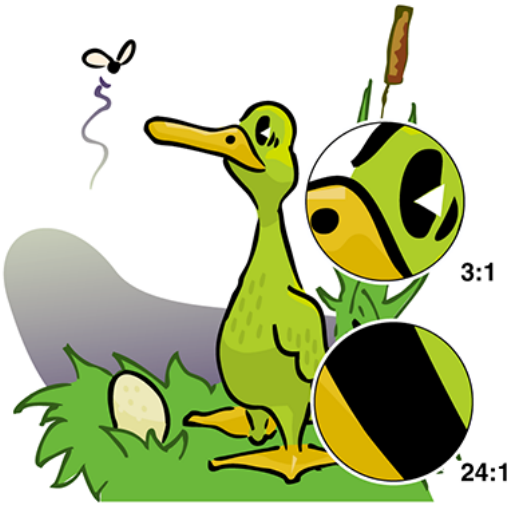


You can edit line art by moving and resizing the entire graphic or the lines and segments that compose the graphic.

Line art is resolution independent: you can scale the graphic to any size or print it on any output device at any resolution without losing quality, detail or clarity.

Line art is also known as **object-oriented** graphics or **vector** graphics.

Line art describes shapes according to its geometric characteristics and is resolution-independent.

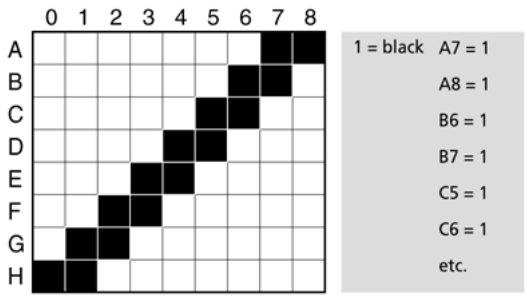


8.1.3. Pixel images

Pixel images are formed by a rectangular grid (also known as a **bitmap** or **raster**) of small squares, known as **pixels**. Each pixel in a pixel image has a specific location and contains data that describes whether it is black, white or a specific color value.

For example, a slanted line of a pixel image is composed of a collection of pixels in a specific location, of which pixels A7 and A8 are black, B6 and B7 are black, etc.

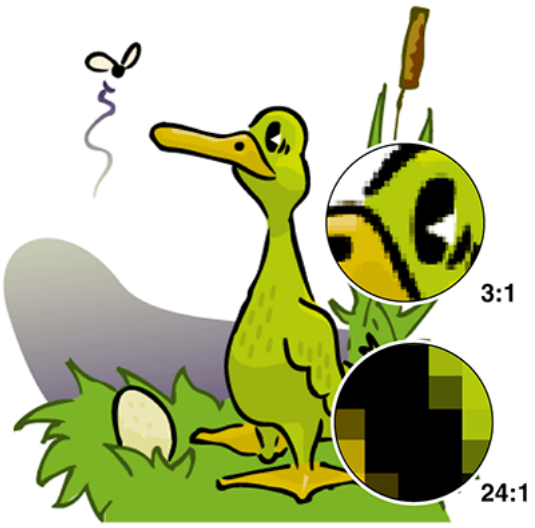
The image below shows a bitmap representation of a slanted line.



You can edit a pixel image by altering or manipulating pixels or groups of pixels. To do this, you need image editing software, such as Adobe Photoshop.

Pixel images are resolution-dependent because the number of pixels that describe the graphic is fixed. Scaling a pixel image will not change the absolute number of pixels, but will change the number of pixels per square unit of measurement. Consequently, pixel images can appear

jagged or lose detail if they are enlarged or printed at a higher resolution than they were created for. Pixel images are also called **raster** images.



8.2. About paths, anchor points and direction points

8.2.1. Line-art elements

In the next sections, you will learn how you can create and edit line art. Line art consists of a number of typical elements and it is important to have a good understanding of what these elements are, before you start editing or creating line art. These elements are:

- *Paths* on page 197
- *Anchor points* on page 198
- *Direction points* on page 198

You will find a brief explanation of each of these elements below.

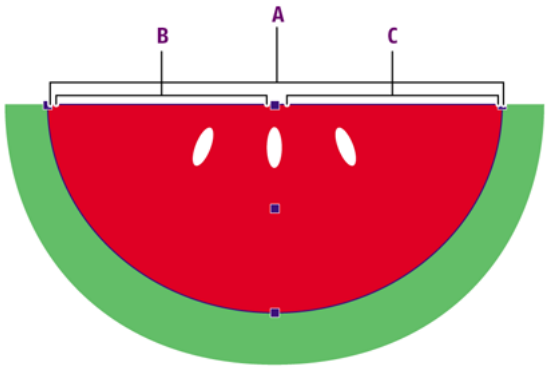
8.2.2. Paths

A **path** is any line or shape in a line-art object. A path can have any shape, including:

- A circle
- A rectangle
- A straight line

The individual elements that make up a path are called **segments**. Sometimes a path can be just one segment, but it can also consist of multiple segments.

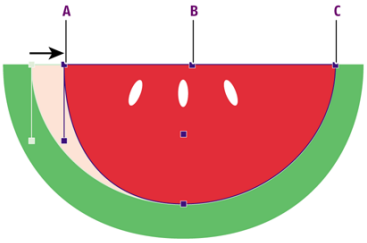
Example: A path (**A**), made up of two segments (**B** and **C**)



8.2.3. Anchor points

If you draw a line —or a segment— on a piece of paper, you start at a given point, i.e. where you put your pencil on the paper, and you stop at another point, where you remove the pencil from the paper. In line art, these points are called **anchor points**. Logically, if you move these anchor points, you will change the path segment and perhaps the shape of the path.

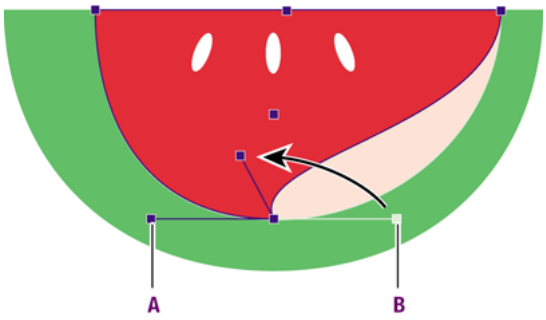
Example: Anchor points (**A**, **B** and **C**) define the beginning and the end of each segment.



8.2.4. Direction points

Curved segments have, beside their anchor points, two additional points of control, called **direction points**. These direction points are attached to the anchor points of a curved segment by means of direction lines. If you move any of these direction points, you will change the shape of the curve.

Example: Direction points give you control over the shape of curved segments



8.3. Selecting objects

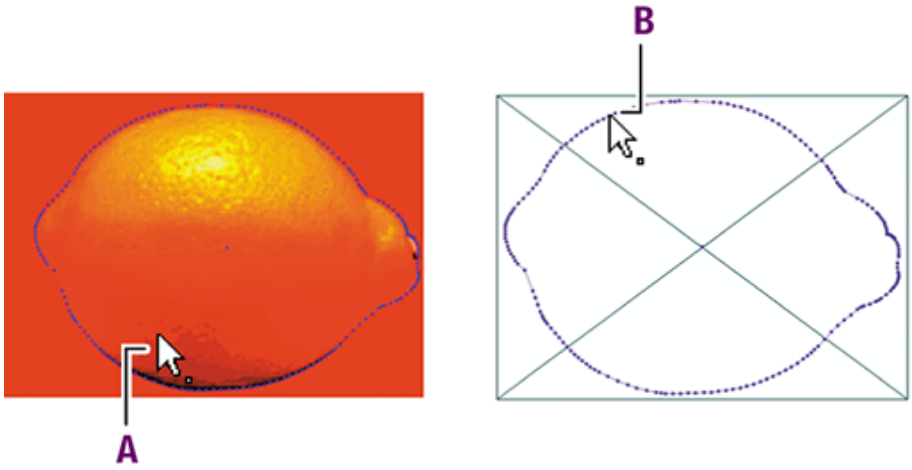
8.3.1. Object selection tools

To select an object in your PDF document, you can use one of the two selection tools:

- The **Select Objects** tool
- The **Select Similar Objects** tool

Preview versus wireframe view mode

The **Select Objects** tool works almost completely the same in preview mode and in wireframe view mode. The only difference is that, in wireframe view mode, you can only select line-art and vector images on their outlines.



A. *Selecting an object in* ***preview mode*** *can be done by* ***clicking anywhere*** *on the object.*
B. *Selecting an object in* ***wireframe view mode*** *is possible only by* ***clicking on the object's outlines****.*

8.3.2. Selecting one or more objects

The **Select objects** tool allows you to select one or more objects. This can be either a (part of a) graphic or a text segment.

To select one or more objects

1. In the PitStop Inspect panel, click the **Select Objects** tool .
2. Do one of the following:
   - To select one object, click it.
   - To select several objects in one go, hold down the **Shift** key while clicking the objects to include in the selection.

   Note: If your selection contains an object that you wish to unselect, just click it once more (while still holding down the **Shift** key).

Alternatively, you can drag a rectangle around the objects to select them.



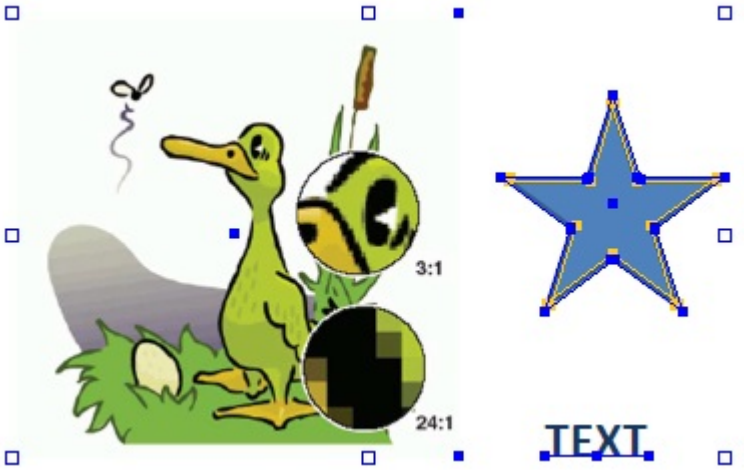
Depending on your preferences, it may be enough to partly select the objects, while holding down the **Alt** key. Refer to *Hold down Alt key when dragging a selection area* on page 50.

The bounding box of the selected object(s) is shown. It has handles ▫ that can be used to *scale* or *rotate* the selected object(s).

Example of a single selection (text):



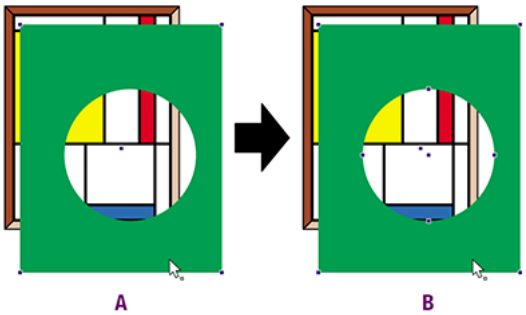
Example of a multiple selection (3 different objects):



Note: If you enabled **Show center selection handle** in the PitStop Pro preferences, a point of origin in the center of each object's bounding box will appear as well.

Special cases:

- Clicking a **compound path** selects only the segment of the path that was clicked upon. Double-clicking such a compound path selects the complete object.



- You can select an **object that is masked** by clicking on the (invisible) part of the object outside of the mask. The order of objects is retained. This means that an overlaying invisible (masked) rectangle will be selected instead of an underlying visible object when clicked. The mask itself can be selected by clicking on its (invisible) outline. If you move the cursor over

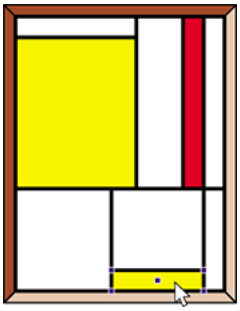
an invisible mask, the pointer will be inverted. Double-clicking the mask selects the entire mask group. If you double-click a masked image, the first mask belonging to the image is selected.

8.3.3. Selecting similar objects

The **Select Similar Objects** tool lets you select multiple objects on the same page which have the same attributes. This tool can be useful if you want to change objects in your PDF document which are similar.

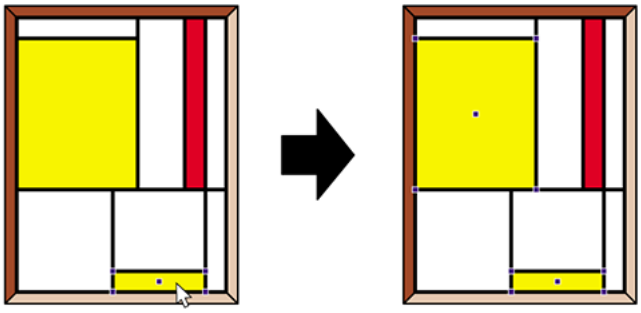
To select similar objects

1. In the PitStop Inspect panel, click the **Select Similar Objects** tool .
2. Select an object in your PDF document. This can be either a (part of a) graphic or a text segment.



3. The Enfocus Inspector will open and display the relevant attributes of the selected object.
4. If necessary, deselect one or more properties to expand your selection.
5. Do one of the following to select similar objects:
   - Click the **Select Similar Objects** button.
   - Double-click the selected object.

   All similar objects, i.e. objects with the same selected attributes, will be selected.



8.3.4. Selecting objects using the Object Browser

In a PDF the different objects (images, text, shadings and vector shapes) are placed on top of each other (like in a "stack"). How they look and interact depends on functions such as overprint, knockout and transparency, and there are also other functions like masks and clipping that affect appearance.

The "stack of objects" is built by the creating application when the PDF is saved or exported.

As the objects you want to select in PitStop may be in the middle or at the bottom of the stack, it's not always easy to (only) select the object(s) you need. That's why we developed the Object Browser, which visualizes the object stack in a clickable tree view. You can select the objects directly in this Object Browser, and when you do so, they get also selected on the page, so you can manipulate them as required, or you can inspect their attributes using the PitStop Inspector.

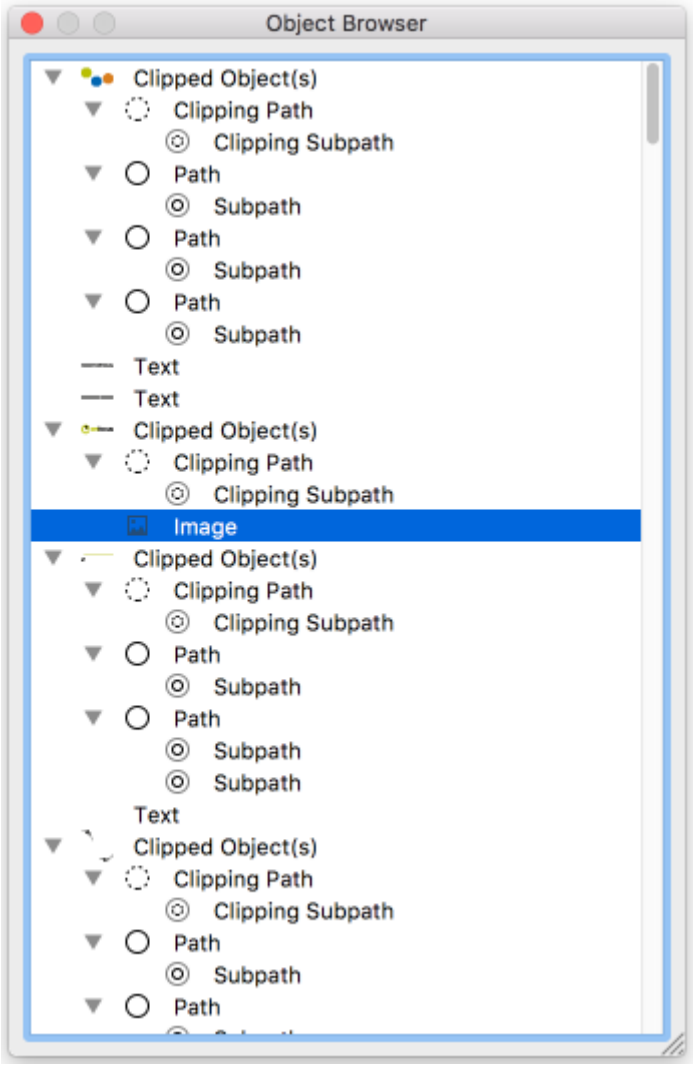
8.3.4.1. The Object Browser

What it shows

The Object Browser presents the page content in a clickable tree view: it shows all objects (text, images, line art, forms, shading objects and clipped objects) that are present on the active page, in the order they were created, with the first created objects at the top of the list.

The type of object is clearly marked and a thumbnail of the element is shown.

You can expand the tree for objects that consist of multiple components, to see the underlying structure (e.g. clipped objects, compound paths and their subpaths etc.).



How to open the Object Browser

The Object Browser can be opened in two ways:

- Via the PitStop menu: **PitStop** > **Object Browser**
- Via the PitStop Inspect panel: **Show Object Brower**

In a multi-page document, make sure to click the page you want to inspect.

Note that you can use the Object Browser selections in conjunction with the other PitStop tools, such as the Inspector, Global Changes, Action Lists, ...

How to make a selection

You can select an object by clicking it in the tree view of the Object Browser; if you want to select multiple objects, make sure to hold down the SHIFT key while selecting. This will also select the objects in the document.

When you select an object in the PDF file (using the PitStop Select Objects tool), it will be highlighted in the Object Browser.

You can expand the selection as required, using the context menu in the PDF, or using the context menu in the Object Browser (see further).

Object Browser context menu

You can open a context menu by right-clicking in the Object Browser. The table below lists the options.

Options	What it does
Collapse all	Only shows the highest level (the objects) of all objects on the page.
Expand all	Shows all underlying components (subpaths, clipped images etc) of all objects on the page.
Select all	Selects all objects on the page (both on the page and in the Object Browser).
Deselect all	Clears the selection (both on the page and in the Object Browser).
Set thumbnail size	Changes the size of the thumbnails (to improve readability). Options are: • Small • Medium • Large
Expand Selection	Expands the selection (to the other elements that are part of the same object). Options are: • Text Line • Compound Path • Clip Paths • Parent Form Note that all options are available, but they will only take effect if relevant. For example, if an object is not part of a form, it will of course not be possible to expand the selection to the parent form.
Delete	Deletes the selected objects (both from the page and the Object Browser).

8.3.4.2. Using the Object Browser

You can use the Object Browser to inspect the page structure or to select the objects on a page.

To use the Object Browser, proceed as follows:

1. In case of a multi-page document, click the page concerned (i.e. the page you want to inspect, or on which you want to select one or more objects).
2. Do one of the following:
   - From the menu, select **PitStop** > **Object Browser**
   - Open the PitStop Inspect panel and click **Show Object Brower**

The Object Browser is displayed.

3. Click the arrow buttons to expand the page tree as required.
4. Click the object(s) you want to select.

   To inspect multiple objects at once, hold down the SHIFT key while selecting.

   The objects are selected in the Object Browser and on the page. Note that if you change the selection on the page, the selection will also change in the Object Browser.
5. Optionally, expand the selection to the parent object.

   You can do so, using the context menu of the Object Browser (refer to *The Object Browser* on page 203) or using the context menu on the page.

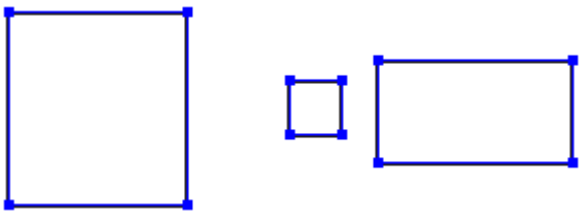
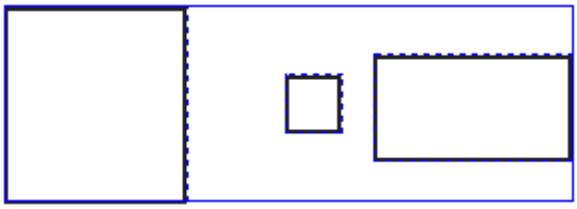
   For more information, refer to *Using the Enfocus Inspector* on page 94.

You can now inspect the objects' attributes (using the *Enfocus Inspector*) or manipulate the objects as required.

8.4. Grouping and ungrouping

8.4.1. About grouping and ungrouping

You can group and ungroup objects.

Example	Description
	Ungrouped objects.
	Grouped objects. Grouped objects behave as a single object. Example: • When cutting and pasting. • When copying from one PDF document to another.

8.4.2. To group objects

1. Select ungrouped objects.

2. In the **Tools** pane, click **PitStop Edit** > 



Note: Alternatively you can use the context menu or the menu bar at the top of the application.

- To use the context menu, right-click and select **Group**.
- To use the menu bar, click **PitStop Pro** > **Object** > **Group**.

8.4.3. To ungroup objects

1. Select grouped objects.
2. In the **Tools** pane, click **PitStop Edit** >  .



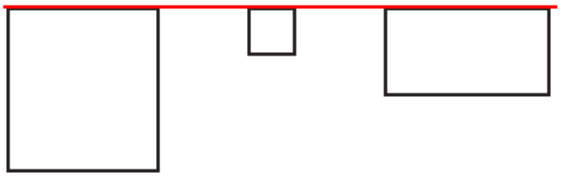
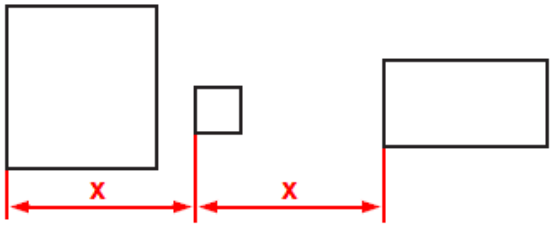
Note: Alternatively, you can use the context menu or the menu bar at the top of the application.

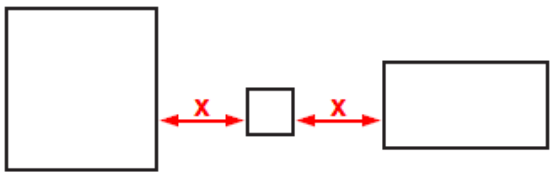
- To use the context menu, right-click and select **Ungroup**.
- To use the menu bar, click **PitStop Pro** > **Object** > **Ungroup**.

8.5. Aligning and distributing

8.5.1. About aligning and distributing

You can align objects, distribute objects and distribute spacing between objects.

Example	Description
	Aligned top edges.
	Distributed left edges.

Example	Description
	Distributed horizontal spacing.

8.5.2. To align or distribute objects

1. Select at least two objects when aligning or three when distributing.
2. In the **Enfocus Inspector** dialog box, click > .

   Note: You can also use the context menu.

3. Click the appropriate button to make the necessary changes.

   Tip: Place your cursor over a button to see its description.

   For an overview of the buttons and their meaning, refer to *Aligning and distributing objects: buttons* on page 208.

4. When aligning objects, select an option from the **Align to** list.
   You can align objects relative to your selection or to one of the page boxes.

8.5.3. Aligning and distributing objects: buttons

Button	Click this button to:
Align objects	
	Align top edges
	Align vertical center
	Align bottom edges
	Align left edges
	Align horizontal center
	Align right edges

Button	Click this button to:
Distribute objects	
	Distribute top edges
	Distribute vertical center
	Distribute bottom edges
	Distribute left edges
	Distribute horizontal center
	Distribute right edges
Distribute spacing	
	Distribute vertical spacing
	Distribute horizontal spacing

8.6. Hiding and showing selected objects

8.6.1. Reasons for hiding objects

Once you have selected one or more objects, be it text or line-art or pixel images, you can hide the selection. You may wish to do this, for example, if you wish to edit objects which are difficult to select because they are in part or completely covered by other objects.

You can hide one object at a time and make hidden objects all at once visible again.

Hidden objects will not be visible in wireframe view. See also *Viewing a PDF document in wireframe view* on page 72.

8.6.2. To hide selected objects

1. Using the **Select Objects** tool , select one or more objects.

2. From the context menu, select **Hide Selection**.

8.6.3. To make all hidden objects visible

1. Select **Show All** from the context menu.

Note: This option if only available if there are objects that have been hidden.

8.7. Changing the stacking order of objects

8.7.1. Stacked objects

Sometimes, your PDF document may contain objects which are placed on top of each other. If you wish to edit one of the underlying objects, you may have to bring this object to the front first, to be able to do so. For situations like this, PitStop Pro enables you to change the order in which the objects are stacked.

Example: the red background of the top half of the page has been brought forward.



8.7.2. To change the stacking order of objects

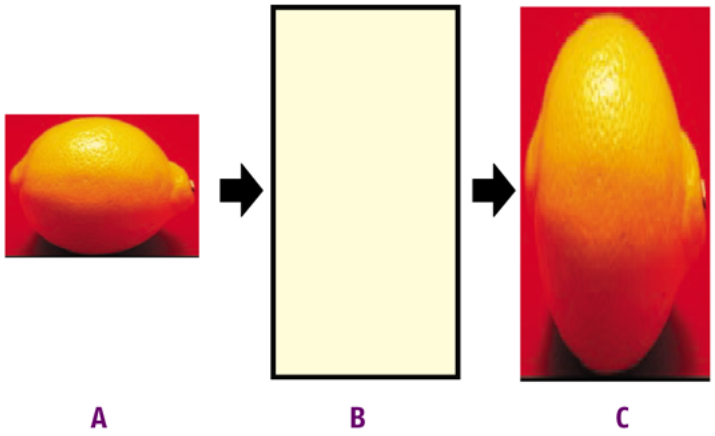
1. Select the object you want to bring forward or send backwards.
2. From the context menu, choose **Object Order** and select one of the options:
   - **Bring Forward** or **Send Backward** moves the selected object respectively one position upwards or downwards in the stack.

- **Bring to Front** or **Send to Back** moves the selected object to the top or the bottom of the stack.

8.8. Replacing an object

8.8.1. About replacing objects

PitStop Pro enables you to replace an object with another object in a single copy-and-paste action. The new object will automatically adopt exactly the same size and position as the object which it replaces. It will also adapt its proportions to the previous object. The result will be a "distorted" rectangular object.



A. *Copy an object*
B. *Select the object which is to be replaced*
C. *Paste the "new" object over the "old" one and resize in one single step*

8.8.2. To replace an object

1. Using the **Select Objects** tool , select the "new" object, i.e. the object which you want to use to replace with the other one.
2. From the context menu, select **Copy** (or press Ctrl + C).
3. Select the "old" object, i.e. the object which is to be replaced.
4. From the context menu, select **Replace**.

   The copied object will replace the "old" object and will assume its exact size, proportions and position.

8.9. Changing or removing the OPI information of objects

8.9.1. About OPI

If your PDF document contains objects with OPI (Open Prepress Interface) information, you can change or remove this information using the Enfocus Inspector.

8.9.2. To change or remove the OPI information of objects

1. Using the **Select Objects** tool , select an object in your PDF document for which you want to change the OPI information.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click **Prepress > OPI** to display the OPI information of the selected object.
4. Do one of the following:
   - To change the OPI information, put your cursor in the **File name** box, make the required changes and click **Change**. For example, you may wish to change the file name or path of the image.
   - Select **Remove OPI Information** from the **Actions** drop-down menu.

8.10. Changing the transparency of objects

You can make objects transparent or change their transparency settings. Furthermore, you can remove transparency from a selected object or from an entire page.

8.10.1. To change the transparency of objects

1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Click **Transparency** > **General**.
3. Select the object of which you want to change the transparency.
4. Do any of the following:
   - To change the transparency, move the **Alpha Fill** or **Alpha Stroke** slider.

- If you make **text** transparent, you may want to select the **Text knockout** option. This option determines how overlapping characters are shown; if enabled, characters on top will overwrite ("knock out") the characters underneath in the area of overlap.

Text Knockout	Example
disabled	
enabled	

- To change the way in which the colors of the transparent object on top blend with the colors of underlying objects, add the required blending modes. Select one or more blending modes in the **Available** list and click the **Add** or **Replace** button to put them in the **Selected Blending** list. The RIP will apply the blending modes in the order as they appear in the **Selected Blending** list; if it cannot apply the blending mode which is on top of the list, it will try to apply the second one, and so on.

Note: For more information about blending modes, visit the Adobe Web site (*www.adobe.com*) or refer to the Help or documentation of your design application (Adobe InDesign, QuarkXPress,...).

8.10.2. To remove transparency

1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Click **Transparency** > **General**.
3. Go to the page which contains transparent objects and, if necessary, select the transparent object(s).
4. Click the **Actions** drop-down menu.
5. From the **Actions** drop-down menu, select **Remove transparency from page** or **Remove transparency from selection** as required.

Note: You can also use an Action List or Preflight Profile to remove transparency.

8.11. Viewing and changing transparency group properties

The properties of transparency groups can be changed using the Enfocus Inspector.

A "transparency group" is a group of objects that belong together; the group can be defined on form level (a so-called XObject form) or on page level.

Checking the transparency group properties may be useful to know whether an object's visual appearance has changed because it's part of a group.

8.11.1. To view transparency group properties

If an object belongs to a transparency group, this may affect its visual appearance.

To view if a selected object belongs to a transparency group

1. Display the Enfocus Inspector.
2. Click **Transparency** > **Parent Transparency Group**.
3. Use the PitStop **Select Objects** tool to select the object, form or page of which you want to know whether it belongs to a transparency group.

In the Inspector dialog, the selected object, referred to as 'User selection' is shown in a tree structure; the parent transparency groups if any are shown above, with their properties. For an overview, refer to *Transparency group properties* on page 215.

You can now change the properties of the selected transparency group as required.

8.11.2. To change the transparency group properties

To change the properties of a transparency group

1. Open the Inspector dialog.
2. Click the **Transparency** > **Parent Transparency Group** category.
3. Use the PitStop **Select Objects** tool to select an object that belongs to the transparency group you want to change.
4. In the PitStop Inspector dialog, click the transparency group that you want to change. The selected group is highlighted.
5. Switch to the **Transparency** > **Transparency Group** category.
6. Make the required changes.

   For an overview of the options, refer to *Transparency group properties* on page 215.

   If you changed the blending color space (e.g. from CMYK to calibrated gray), you may see the change immediately in your document. If you switch back to the **Transparency** > **Parent**

Transparency Group, you'll see that the properties of the selected transparency group have changed accordingly.

8.11.3. Transparency group properties

The properties on the Transparency - Transparency group tab refer to the selection made on the Parent Transparency Group tab (highlighted in blue). If nothing is selected, the properties of the page are shown.

Property	Meaning
Form is transparency group Page is transparency group	Whether this option refers to 'form' or 'page' depends on your selection. If cleared, the selected form is not a transparency group. The objects are rendered as if they were placed directly on the page. The options listed below are grayed out. If enabled, the form is a transparency group and the settings selected here will be used to render the transparency group.
Knockout group	If selected, the objects in the transparency group are rendered as one object. Overlapping parts cannot interact with each other: the objects on top fully overwrite the objects underneath.
Isolated group	The objects in the transparency group are not affected by the objects underneath. For example, an ad is typically rendered as an isolated group before it's put in the magazine or newspaper in which it will be published.
Blending color space	Only active if *Isolated group* is selected. Blending color space to be used for rendering the transparency group.
ICC Profile	Only active if the blending color space is Gray, RGB or CMYK; in that case you can select the appropriate ICC Profile.

Note: Want to know more about transparency groups? Refer to *the PDF Reference* (e.g. illustrations on page 1147, plate 17).

8.12. Changing the color of text or line-art objects

There are two ways to change the color of text or line-art objects in a PDF:

- If you want to use the "default" color profiles defined in the Preferences, use the **Enfocus Inspector**.

This way, you can as well change the other fill and stroke attributes of the object (e.g. switch between solid and gradient fill or stroke, change the dash pattern,...)

- If you want to use specific color profiles, use the **Enfocus Convert Color** panel.

8.12.1. Changing the color using the Enfocus Inspector

To change the color and/or other fill and stroke attributes of an object (text or line-art)

1. Select the text or line-art objects of which you want to change the color (using).

   Tip: If you want to select text or objects with the same color, you may better use the **Select Similar Objects** tool .

2. Display the Enfocus Inspector.

   See *Opening the Enfocus Inspector dialog* on page 95

3. Click the **Fill and Stroke** category and make sure **Fill** or **Stroke** are selected (depending on what you want to change).

   The Enfocus Inspector displays the current color settings of the selected objects.

4. To change the color of the selected object(s), in the **Fill Color** or **Stroke Color** category, do one of the following:

   - To change the color **within the same color space** (for example CMYK), move the slider of the respective color to the left or to the right or type a percentage in the text box.
   - To change the color to **another color space** (Gray, RGB, CMYK, spot color), you have the following options:

     - You can **convert** the color to another color space. This means that the color is converted based on the Color Management setttings (profiles) defined in the Preferences.

       Note: Converting a color based on **specific color profiles** can be done in the Color Convert window (see *Converting a color using the Enfocus Convert Color Panel* on page 221).

       To **convert** the color to another color space

       1. In the **Actions** drop-down menu, click the desired option:
          - **Convert to Gray (using Preferences)**
          - **Convert to RGB (using Preferences)**
          - **Convert to CMYK (using Preferences)**
          - **Convert to Spot Color (using Preferences)**
       2. If necessary, move the sliders to the left or to the right or type the percentage in the text box.

- You can **map** the color to another color space. This means that there is no intermediate color space or color management used; the color values are mapped right away, without losing any data. This is only possible for color spaces for which mapping rules exist. For example, gray/calibrated gray can be mapped to CMYK or a spot color, whereas RGB can't be mapped to another color space.

  To **map** the color to another color space

  1. In the **Actions** drop-down menu, click the desired option:
     - **Map to Gray**
     - **Map to CMYK**
     - **Map to Spot Color**

     Note:
     - The available options depend on the color space of the selected object(s).
     - If you want to map gray to CMYK, you can use sliders to choose the preferred CMYK values (the mapping assumes 100% gray).
  2. If necessary, move the sliders to the left or to the right or type the percentage in the text box.

- You can **convert the color using the Enfocus Convert Color panel**.

  Refer to *Converting a color using the Enfocus Convert Color Panel* on page 221.

- You can convert the color to a color you select from the **User Swatches**.

  To do so

  1. In the **Actions** drop-down menu, click **Color Picker**.
  2. Select a color from the user swatches.
  3. Click **OK**.

- You can convert the color to one of the colors at the bottom of the dialog.

  To do so

  1. Click the swatch of your choice.
  2. Click **Apply swatch**.

  Refer to *Color swatches* on page 220

5. To change the fill attributes, in the **Fill** subcategory:
   a. Select the appropriate button if applicable:
      - Do not use a fill
      - Use a solid fill color
      - Use a gradient fill color
   b. If you have chosen to fill a polygon or loop select **Fill** or **EOfill**.

      Refer to *Fill attributes: Fill and EOfill* on page 219.

6. To change the stroke attributes, in the **Stroke** subcategory:
   a. Select the appropriate button if applicable:
      - Do not use a stroke
      - Use a solid stroke color
      - Use a gradient stroke color
   a. Move the ink/tint/color slider(s) as required.
   b. Select an ICC Profile and/or a color rendering intent as required.
   c. Specify the **Stroke** weight (i.e. the thickness of a stroke, usually expressed in points).
7. Switch to the **Stroke Details** subcategory:
   - Select a **Cap** style and a **Join** style.

     The cap style determines the appearance of the stroke at the end of a path.

     The join style determines the appearance of the stroke at the corner points of a path.

Cap style		Join style	
Icon	**Meaning**	**Icon**	**Meaning**
	Butt cap		Miter join
	Round cap		Round join
	Projecting cap		Bevel join

   - If you have selected a miter join style , set the **Miter Limit** (Refer to *Stroke attributes: Miter limit* on page 220).
   - In the **Stroke Adjustment** drop-down menu:
     - To enable stroke adjustment, select **On**.

       With stroke adjustment enabled, all vertical and horizontal lines are rounded to an integer number of pixel thickness to give them the appearance of the same weight.

     - To enable **automatic** stroke adjustment, select **Default**.

       When several strokes with the same line weight are rendered at low resolution, their rasterization may result in lines of different widths in device pixels (with a difference of one pixel at the most). This effect depends on how the exact position in real numbers of these strokes intersects with the device pixel grid. For a better visual result, automatic stroke adjustment can be enabled. This will **automatically counteract the rasterization effects where needed**, by slightly changing the line weight and coordinates, thus producing lines of uniform thickness in device pixels.

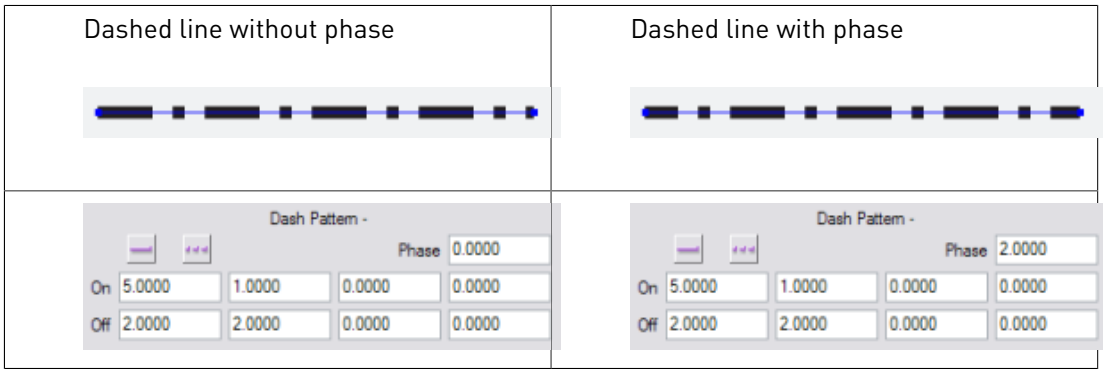
     - To disable stroke adjustment, select **Off**.

       Vertical and horizontal lines are not adjusted. When rendered at low resolution, you may see small differences in width.

   - To make the line dashed
     1. Click the **Dashed Line** button .

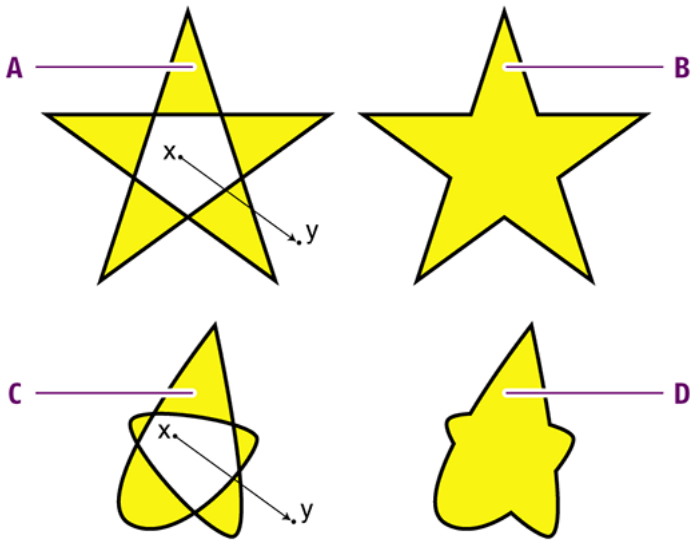
2. Specify the length of the dashes in the **On** boxes.
3. Specify the gaps (space) between the dashes in the **Off** boxes.
4. If necessary, move the dashes by specifying a **Phase**. The phase indicates where the dash pattern should begin. For example, in the example below:
   - without phase, the *first* dash has a length of 5.0 (first value in the **On** field)
   - with phase, the *first* dash has a length of 3.0 (first value in the **On** field minus the value specified for the phase)

The unit depends on the value set in the Preferences.



8.12.1.1. Fill attributes: Fill and EOfill

If you are going to specify the fill color of polygons or loops, you will be able to select the fill attribute (regular) **Fill** or **EOfill**. Polygons and loops can be distinguished from other line-art shapes in the sence that that they are compound paths with intersecting lines. To determine whether a point is part of the shape or not, different rules can be applied: the standard rule or the even-odd (EO) rule. These rules determine the filling method of the shape.



A. *Polygon with EOFill*
B. *Polygon with standard fill*
C. *Loop with EOFill*
D. *Loop with standard fill*

The even-odd rule supposes that you draw a line between a point inside the shape outline (x) and a point (y) outside its outline. If that line crosses the line of the shape an odd number of times, the shape area to which the point (x) belongs, is filled. If the number of crossings is even, the area is not filled.

8.12.1.2. Stroke attributes: Miter limit

The miter limit is the limit when a join switches from mitered (pointed) to beveled (squared-off).

You can calculate the miter limit by dividing the miter length by the stroke weight. If the length of the miter equals a given number of times the stroke weight, the join will be beveled.

Suppose the stroke weight of a line is 2 pt. and the miter limit is 4. As soon as the length of the miter is 8 pt., the tip of the angle will be squared off to a bevel join. Logically, a miter limit of 1 will always be a bevel join because the miter length is always more than the stroke weight.

To allow "pointier" angles, you increase the miter limit. Obviously, the miter limit does not apply to joins of which the style has already been set to round or bevel.

8.12.1.3. Color swatches

When you have selected line art or text, the **Fill and Stroke** tab of the Enfocus Inspector displays two rows of color swatches.



Note: If the selected object has no stroke or no fill, the swatches are not displayed on the corresponding tabs.

Color swatches allow quick access to frequently used colors. Here's an overview of how you can use them.

How to ...	Description
Add colors to the color swatches in the Inspector	1. Select an object or text in the color of your choice. You may change the color (as required). 2. Make sure to open the PitStop Inspector on the Fill and Stroke tab (stroke or fill, depending on what you want to use). 3. Click an empty (or white) box at the bottom of the dialog. 4. Click **Store Swatch**. The color of the selected object/text will be added to the color swatches and can be applied to other objects/text as required.
Apply color swatches to objects or text in your PDF	1. Select the object or text of which you want to change the color using the color swatches.

How to ...	Description
	2. Make sure to open the PitStop Inspector on the Fill and Stroke tab (stroke or fill, depending on what you want to change). 3. Click the color swatch of your choice at the bottom of the dialog. 4. Click **Apply Swatch**. The color of the selected object will change to the color of the color swatch.

Note: The added colors are not stored in the color database. As a consequence, they are not available in PitStop Server. For more information about the color database, refer to *Working with the color database* on page 229.

8.12.2. Converting a color using the Enfocus Convert Color Panel

Converting and changing a color can be done in the Enfocus Inspector, using the color profiles defined in the Preferences. However, for a correct color conversion based on specific color profiles, the Enfocus Convert Color panel can be used.

To convert a color using the Enfocus Convert Color Panel

1. Select the text or line-art objects of which you want to change the color (using).

   Tip: If you want to select text or objects with the same color, you may better use the **Select Similar Objects** tool .

2. In the **PitStop Color** panel, click **Convert Color** .

3. Define if you want to convert the **Fill**, the **Stroke** or **Both**.

   If the fill and stroke use different color spaces, you cannot select the option **Both**.

4. Select the target color space.

5. If necessary, change the **Source ICC Profile**. Only the profiles for the Source color space will be available.

   Note:

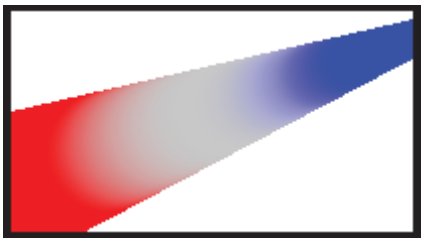
   - For gray objects, you can also select CMYK profiles, in order to treat gray as CMYK black.
   - The Source ICC Profile list contains some DeviceLink Profiles as well. DeviceLink Profiles are device specific profiles, converting colors from one color space to another, without converting to LAB or any other device independent color space in between. An example is the Total Ink Preview Profile. Since DeviceLink Profiles have a Source and Destination color space defined, you can only select DeviceLink Profiles matching the source and destination color space in the "Source" field. The Target profile field will be disabled if a DeviceLink profile is selected.

6. Set the **Target ICC Profile**. Only the profiles for the Target color space will be available.
7. Define the **Rendering Intent** to be used. For more information about the different remapping methods, refer to the chapter on *Rendering intents* on page 373
8. If you select **Force gray to keep same intensity**, PitStop Pro will try to remap impure gray and black to black BEFORE converting to CMYK. This will result e.g. for RGB black text to convert to pure 100% K instead of a mix of all process colors.
9. Enable the option **Tag converted objects with target ICC profile** as required.
10. Click **Convert**.

8.13. Applying gradients to text or line-art objects

8.13.1. About gradients

You can apply a linear or radial gradient fill and stroke to text and line-art objects.

Example	Description
	Linear gradient fill and stroke applied to a line-art object.
	Radial gradient fill at a 20° angle applied to a line-art object.
	Linear gradient fill applied to text.
	Linear gradient stroke (in grayscale) applied to a line-art object.

8.13.2. To apply gradients

1. Select text or line-art objects.
2. In the **Enfocus Inspector** dialog box, do one of the following:

If you want to apply	Then
A gradient fill	1. Click  >  . 2. Click . 3. If necessary, click **Actions**, and select a different color model (example: **Convert to RGB**). A first control bar, and options and buttons to change the gradient are displayed in the **Enfocus Inspector** dialog box.
A gradient stroke	1. Click  > . 2. Click . 3. If necessary, click **Actions**, and select a different color model (example: **Convert to RGB**). A first control bar, and options and buttons to change the gradient are displayed in the **Enfocus Inspector** dialog box.

3. In the **Tools** pane, click **PitStop Edit** > .
A second control bar to change the gradient is displayed on the PDF document.
4. Make the necessary changes using:
   - The options and buttons in the **Enfocus Inspector** dialog box.
   - The first control bar in the **Enfocus Inspector** dialog box.
   - The second control bar on the PDF document.

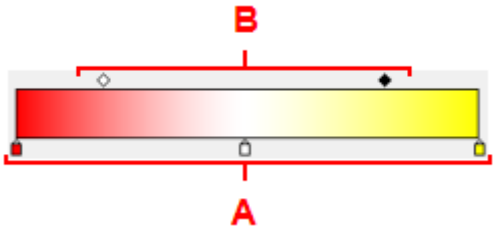
8.13.3. Gradients: control bars

In addition to a number of options and buttons, there are two different control bars to change the gradient. To work easily, open both and use the one that works best in your case.

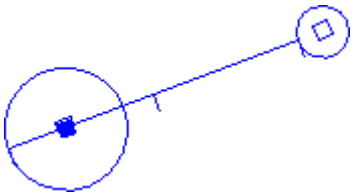


Note: To access the control bars, see *To apply gradients* on page 222.

Control bar displayed in the Enfocus Inspector dialog box

Control bar	You can
 ***A.*** *Color control points* ***B.*** *Midpoints between two color control points*	• Add color control points by clicking at the bottom of the bar. • Remove color control points by dragging them away from the control bar, or by selecting them and pressing the Delete key. • Change the color by double-clicking color control points. • Change the position of color control points and midpoints by dragging them along the control bar (or by changing the **Location** option for a selected control point).

Control bar displayed on the PDF document

Control bar	You can
When using a linear gradient, the control bar looks like this: 	• Drag the control bar. • Drag the control points on the control bar. • Move the end points.
When using a radial gradient, the control bar looks like this: 	• Drag the control bar. • Drag the control points on the control bar. • Enlarge and shrink the circles. • Move the midpoints of the circles.

8.13.4. Gradients: options and buttons

In addition to the control bars, you can use a number of options and buttons to change the gradient.

Note: To access the options and buttons, see *To apply gradients* on page 222.

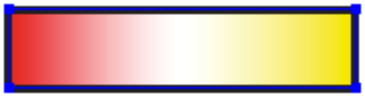
Option/button	Description
	Reverses the gradient.
Type	Applies a linear or radial gradient.
	Rotation angle for the gradient.

Option/button	Description
Location	Positions a selected control point at the location that you specify.
ICC Profile	Assigns an ICC profile to the selected object. See *Using ICC profiles* on page 379.
Color Rendering Intent	Assigns a rendering intent to the selected object. See *Rendering intents* on page 373.
• **Fill** • **EOfill**	Applies: • A regular fill. • An even-odd fill (EOFill). See *Fill attributes: Fill and EOfill* on page 219. **Note:** Only available when changing gradient fills.
Weight	Stroke weight. **Note:** Only available when changing gradient strokes.

8.13.5. Example: Applying a linear gradient to a line-art object

To create a rectangle and apply a linear gradient fill and stroke to it (in RGB colors), proceed as follows:

Step	Action	Result
1	Create a rectangle. Location: **Tools** pane: **PitStop Edit** >	
2	Apply a solid fill. Location: **Enfocus Inspector** dialog box: > >	
3	Apply a gradient fill. Location: **Enfocus Inspector** dialog box: > >	

Step	Action	Result
4	Change the gradient fill with the control bar in the **Enfocus Inspector** dialog box:  • Add color control points by clicking at the bottom of the bar. • Remove color control points by dragging them away from the control bar, or by selecting them and pressing the Delete key. • Change the color by double-clicking color control points. • Change the position of color control points and midpoints by dragging them along the control bar (or by changing the **Location** option for a selected control point).	
5	Repeat for the gradient stroke. Location: **Enfocus Inspector** dialog box: 	

8.13.6. Example: To apply a linear gradient to text

This example applies a gradient fill (in RGB colors) to certain characters and leaves others black.

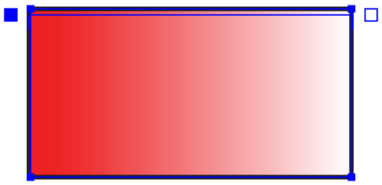
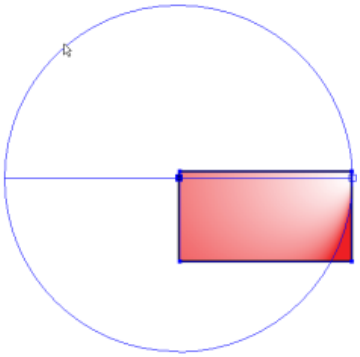
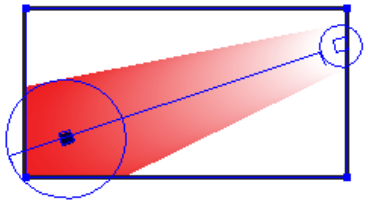
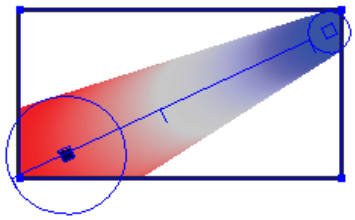
Step	Action	Result
1	Select text. Location: **Tools** pane: **PitStop Edit** >	
2	Split in characters. Location: **Enfocus Inspector** dialog box: > > **Actions** > **Split in Characters**	
3	Select characters. Location: **Enfocus Editing Tools** toolbar: Location in Acrobat:	

Step	Action	Result
	Tools pane: **PitStop Edit** >	
4	Apply a gradient fill. Location: **Enfocus Inspector** dialog box: > >	
5	Change the gradient fill with the control bar in the **Enfocus Inspector** dialog box:  • Add color control points by clicking at the bottom of the bar. • Remove color control points by dragging them away from the control bar, or by selecting them and pressing the Delete key. • Change the color by double-clicking color control points. • Change the position of color control points and midpoints by dragging them along the control bar (or by changing the **Location** option for a selected control point).	

8.13.7. Example: Applying a radial gradient to a line-art object

To create a rectangle and apply a radial gradient fill to it (in RGB colors), proceed as follows:

Step	Action	Result
1	Create a rectangle. Location: **Tools** pane: **PitStop Edit** >	
2	Apply a solid fill. Location: **Enfocus Inspector** dialog box: > >	

Step	Action	Result
3	Apply a gradient fill. Location: **Enfocus Inspector** dialog box: 	
4	Display the control bar on the PDF document. Location: Tools pane: **PitStop Edit** > 	
5	Change the gradient type to radial. **Enfocus Inspector** dialog box:  **> Type**	
6	Reposition the control points of the control bar on the PDF document and adjust the circles.	
7	Change the color gradient fill using the control bar in the **Enfocus Inspector** dialog box:  • Add color control points by clicking at the bottom of the bar. • Remove color control points by dragging them away from the control bar, or by selecting them and pressing the Delete key. • Change the color by double-clicking color control points. • Change the position of color control points and midpoints by dragging them along the control bar (or by changing the	

Step	Action	Result
	Location option for a selected control point).	

8.14. Working with the color database

8.14.1. Using User Swatches

The Color Database allows to select a color (using the Color Picker) from standard (pantone) colors, previously defined colors or imported color libraries.

The Color Database can be opened from within the **Enfocus Inspector**, if an object is selected, by selecting the Fill and Stroke tab, and selecting **Color Picker** from the **Actions** drop-down menu.

The Color Database uses the Enfocus Preset Manager to manage the colors

8.14.2. To add a color to the Local color database

1. Using the **Select Objects** tool , click any text or object in the PDF document which has the color which you want to add to your User Swatches.
2. Display the Enfocus Inspector.

   See *Opening the Enfocus Inspector dialog* on page 95

   The Enfocus Inspector appears and shows the current color settings of the selected text or object.
3. If necessary, change the color using the sliders or select another color model (Gray, RGB or CMYK) or spot color.
4. In the **Actions** drop-down menu, click **Add color to Local color database**.
5. Type a descriptive name for the color in the dialog box, and click **OK**.

   The specified color is now saved in your color database in the "Local" category, and can be reused later.

8.14.3. To apply a color from the color database to text or objects

Once you have stored a color in your User Swatches, you can apply this color to objects or text in your PDF document. You can also select predefined colors, or import color libraries.

Proceed as follows:

1. Using the **Select Objects** tool , click any text or line-art object in the PDF document to which you want to apply a color from your User Swatches.
2. Display the Enfocus Inspector.

See *Opening the Enfocus Inspector dialog* on page 95

3. Click the **Fill and Stroke** category, and select **Color Picker** from the **Actions** drop-down menu.
4. Select the **Color Library** from which you want to use a color, e.g. select "Local" to select a color you defined using **Add color to Local color database**
5. Select a color from the database. More information on the color is shown on the right.



Note: You can create a new color based on the selected color, by changing the sliders and the name, and clicking the **Save Color** button.

6. Click **OK** to apply the selected color.
7. If necessary, adjust the selected color using the sliders in the Enfocus Inspector.

8.14.4. Import and export in the Color database

From within the Color database, you can export single colors or color groups. Color are saved as .elc files, while groups or entire categories are saved as folders containing the individual .elc files. Exporting can be done using the import/export function from the context menu or from the **Actions** drop-down menu in the Color Picker.

You can also import colors or color groups / libraries. You can import

- a **Comma Separated Value** list
- an **Adobe Photoshop Swatch** file
- an **Adobe Color Table**
- an **Adobe Swatch Exchange** file
- A color **group**: a folder containing .elc files as exported earlier

Importing can be done using the import/export function from the context menu or from the **Actions** drop-down menu in the Color Picker

8.14.4.1. Color lists in CSV format

You can import a list of colors into the Color Libraries. For this, you need to have the list in CSV format (Comma Separated Values), and in the proper format.

To import correctly, a CSV list should contain:

- A first line, containing the name of the library.
- A line for every color in the list, containing:
  - The name of the color
  - Whether the color is a spot color (1) or not (0)
  - The values for C, M, Y and K for the color

An example of a color list, containing 2 CMYK colors and 1 spot color, would look like this:

```
Enfocus Colors;;;;;Color1;0;30;10;10;50Color2;0;60;80;60;60SpotColor;1;20;20;80;20
```

You can easily create the CSV file by saving a spreadsheet as a CSV file. In that case, the spread sheet should look like this:

	A	B	C	D	E	F
1	Enfocus Colors					
2	Color1	0	30	10	10	50
3	Color2	0	60	80	60	60
4	SpotColor	1	20	20	80	20
5						

8.15. Rotating an object

8.15.1. Rotation point of origin

If you rotate an object, it is important to know the position of the axis around which this object will rotate. This axis is indicated by the point of origin ⊹.

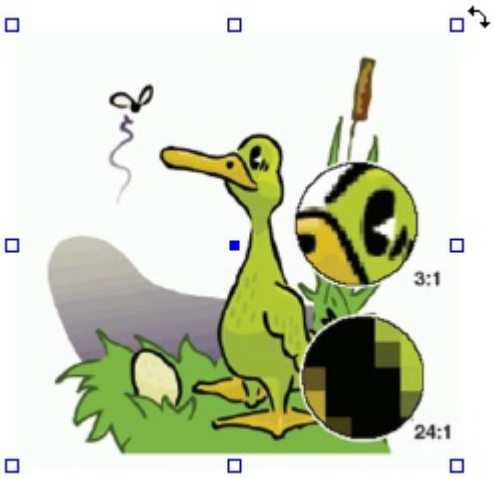
You can rotate an object in two ways:

- By dragging, using *the selection handles* or *the Rotate Selection tool*.
- By specifying a rotation angle in degrees, using the Enfocus Inspector. See *specifying a rotation angle*.

8.15.2. Rotating an object by dragging using the selection handles

To rotate an object by dragging using the selection handles

1. In the Enfocus Inspector dialog, click the **Select Objects** tool .
2. Select the object(s) you want to rotate.
3. Move your pointer near (but outside) one of the selection handles in the *corner* of the bounding box, until it becomes a curved arrow as in the graphic below.



4. Hold down the left mouse button while dragging the handle to the desired position.

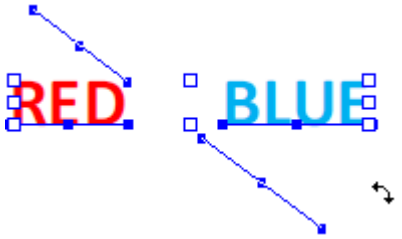
Note: To rotate the object in fixed angles (multiples of the angle point), hold down the **SHIFT** key while dragging.

The selected object is rotated around its center point.



If multiple objects are selected (as the two text segments in the graphic below), they are all rotated in one go, around the center point of the selection.

Object	Description
	1. Multiple selection

Object	Description
	
	2. Rotated (before releasing the mouse button)
	3. Result

8.15.3. Rotating an object by dragging using the Rotate Selection tool

To rotate an object using the Rotate Selection tool

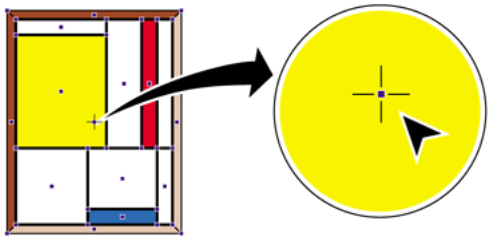
1. In the Enfocus Inspector dialog, click the **Select Objects** tool .
2. Select the object(s) you want to rotate.
3. Click the **Rotate Selection** tool .

   The Enfocus Inspector changes accordingly.
4. If necessary, change the **Constrain Angle** (for **SHIFT**-rotate) or the **Cross Hair Color** in the Enfocus Inspector. You can change the **Cross Hair Color** by clicking the color patch and selecting a different color.

   Note: In the Numeric Feedback area you can find exact information about the rotating action you are about to perform.
5. Click the selected object.

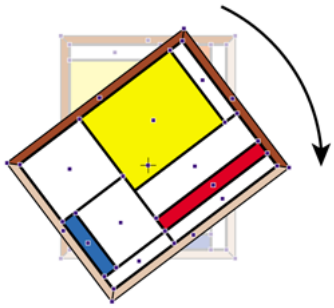
The object's point of origin around which it will be rotated is indicated.

The point of origin is in the center of the selected object.

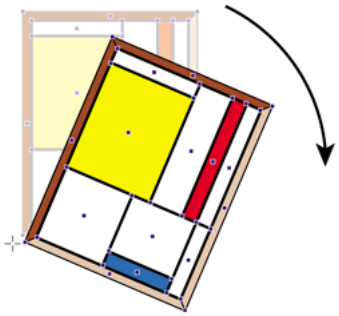


6. Do one of the following:

   - To rotate the object around its center point, drag the selected object in a circular motion.



   - Double-click on another position to move the point of origin. Move the pointer away from the center point and drag in a circular motion to rotate the object around its new point of origin. The image below shows how an object can rotate around its point of origin placed outside the object.



   - Hold down the **SHIFT** key while dragging to rotate the object in fixed angles. You can set this angle in the Numeric Feedback category of the Enfocus Inspector dialog box.

- Hold down the **ALT** key (Windows) or **Option** key (Macintosh) while dragging to create a rotated copy of the selected object.

8.15.4. Rotating an object by specifying a rotation angle

See *Transforming an object by specifying exact values* on page 245.

8.16. Scaling an object

You can scale an object to enlarge or reduce it horizontally or vertically or in both directions simultaneously. You can change the shape of an object or create a scaled copy of the selected object.

You can scale an object in two ways:

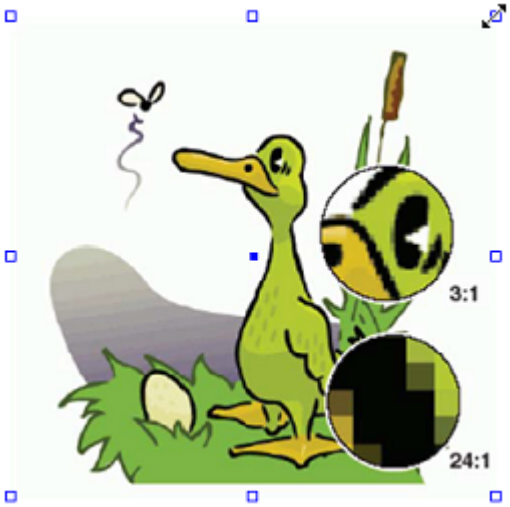
- By dragging, using *the selection handles* or *the Scale selection tool*.
- By specifying a scaling factor using the Enfocus Inspector.

See also *Transforming an object by specifying exact values* on page 245.

8.16.1. Scaling an object by dragging using the selection handles

To scale an object by dragging using the selection handles

1. In the Enfocus Inspector dialog, click the **Select Objects** tool .
2. Select the object(s) you want to scale.
3. Move your pointer over one of the handles in the *corner* of the bounding box, until it becomes an arrow as in the graphic below.



4. Hold down the left mouse button while dragging the handle to the desired position.
   - To scale the object around the center of the selection, hold down the **Alt** key.
   - To scale the object **proportionally**, maintaining the height-to-width ratio, hold down the **Shift** key.

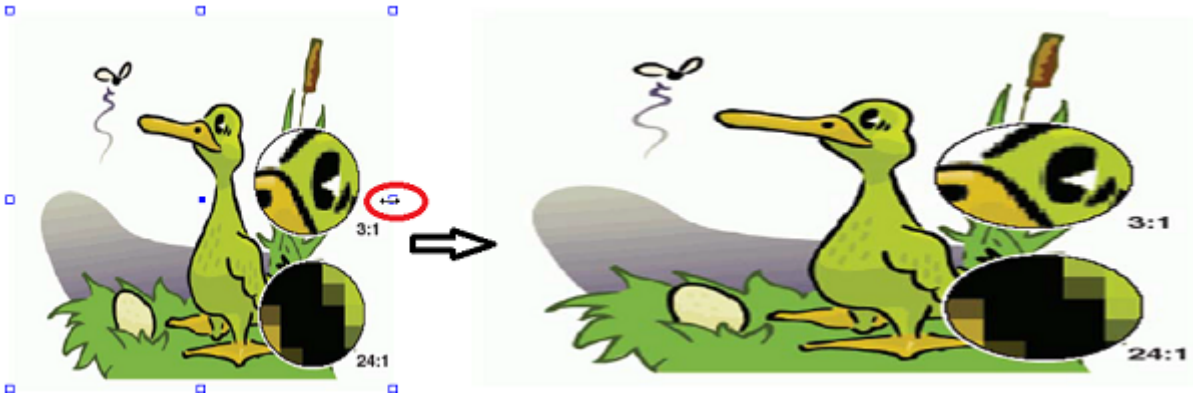


If multiple objects are selected (as the two text segments in the graphic below), they are all scaled in one go.

Object	Description
	1. Multiple selection
	2. Scaled (before releasing the mouse button)
	3. Result

Object	Description

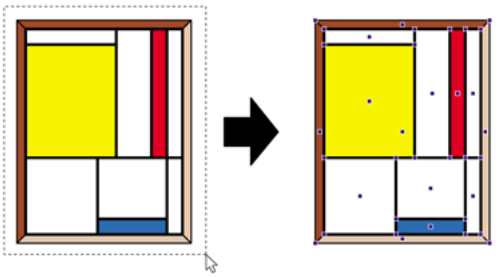
Note: To scale an object **disproportionally**, to enlarge or reduce it horizontally or vertically, drag a bounding box handle to the desired position as shown below.



8.16.2. Scaling an object by dragging using the Scale Selection tool

To scale an object by dragging

1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Using the **Select Objects** tool , select the object that you want to scale. Click the object or drag a rectangle, called a marquee, around the object.
   The following image shows how dragging a marquee around the object allows you to select the entire graphic.



3. Click the **Scale Selection** tool .
   The Enfocus Inspector changes accordingly.

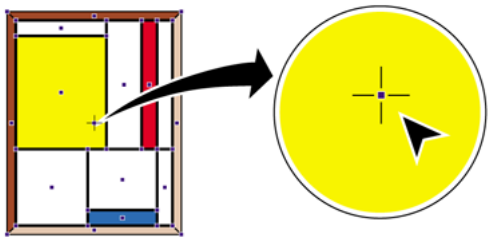
4. If necessary, change the **Cross Hair Color** in the Enfocus Inspector.

   Note: In the Numeric Feedback area you can find exact information about the scaling action you are about to perform.

5. Click the selected object.

   The object's point of origin towards which it will be scaled is indicated.

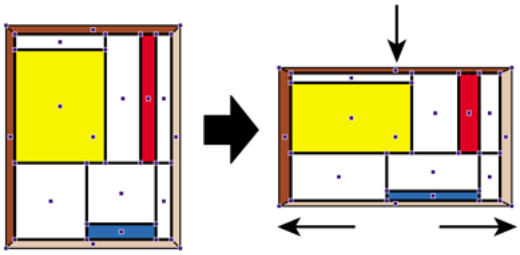
   The point of origin is in the center of the selected object.



6. Do one of the following:

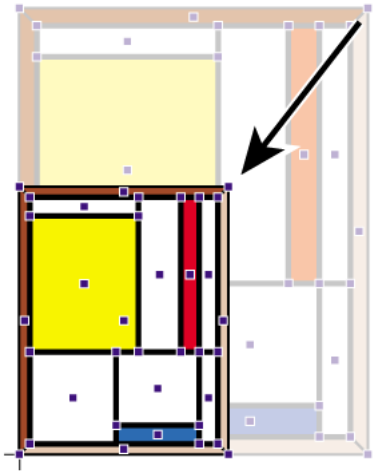
   - To scale the object disproportionally, drag the selected object into a random direction.

   Example: Scaling an object disproportionally changes the height-to-width ratio of the object.



   - Double-click on another position of the object to move the point of origin. Then drag to scale the object using the object's new point of origin. For example, you may want to place the point of origin on one of the corners of a rectangular object, to keep two sides of the object at a fixed position when scaling.

   Example: Scaling an object towards a point of origin other than the object's center point.



- Hold down the **SHIFT** key while dragging to scale the object proportionally, i.e., to keep the height-to-width ratio of the scaled object identical to the original's.
- Hold down the **ALT** key (Windows) or **Option** key (Macintosh) while dragging to create a scaled copy of the selected object.

8.17. Moving an object

You can select any object in a PDF document and move this object to a new location.

You can move an object in two ways:

- By dragging (See *Moving an object or a copy of an object by dragging* on page 239).
- By specifying a given distance and direction using the Enfocus Inspector.

You can use magnetic guides to facilitate aligning objects which you move.

8.17.1. Moving an object or a copy of an object by dragging

1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Using the **Select Objects** tool , select the object which you want to move.
   You can hold down the **SHIFT** key and click the left mouse button to select multiple objects.
3. Do one of the following:
   - Click the **Move Selection** tool .
   - Hold down the **CONTROL** (**CTRL**) key (Windows) or **Command** ( ) key (Macintosh).

   The pointer changes from into .

The Enfocus Inspector changes accordingly.

Tip: If you have enabled **Move objects when dragging selection** in the **Enfocus PitStop Pro Preferences**, you can skip this step. See *Move objects when dragging selection* on page 50.

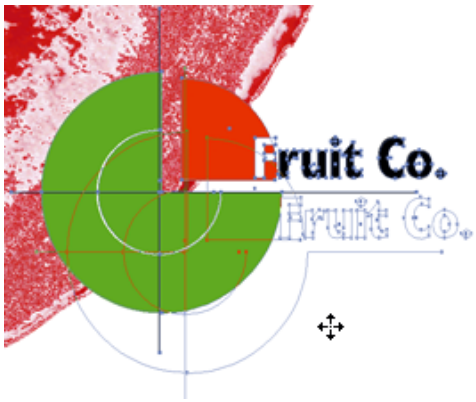
4. If necessary, change the **Measurement Units** in the **Enfocus PitStop Pro Preferences**.

Note: In the Numeric Feedback area you can find exact information about the move you are about to perform.

5. Do one of the following:

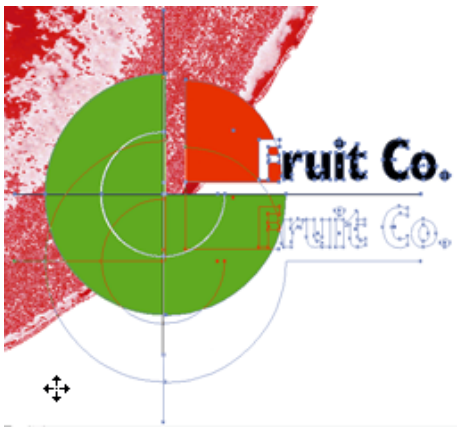
- Drag the selected object to a new location.

Example: Moving the selected object to a new location by dragging.



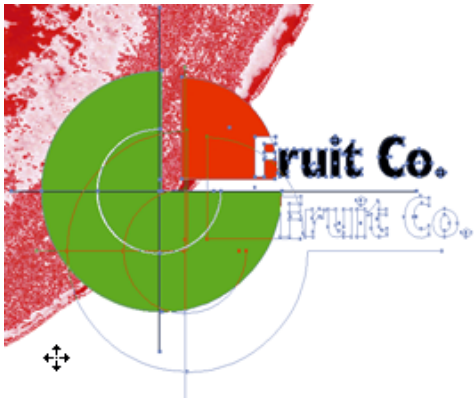
- Hold down the **SHIFT** key and drag the selected object confined to a horizontal or vertical direction.

Example: Holding down the **SHIFT** key while dragging moves the object along a fixed vertical or horizontal axis.



- Hold down the **ALT** key (Windows) or **Option** key (Macintosh) while dragging to create a copy of the object in the new location.

Example: Holding down the **ALT** key (Windows) or **Option** key (Macintosh) while dragging the object creates a copy of the object in its new location.



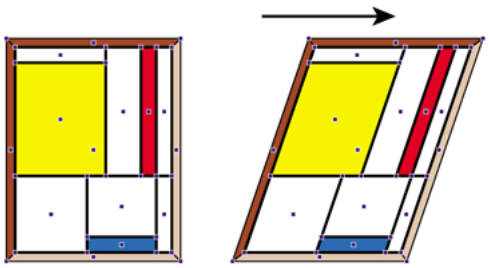
- Use the arrow keys to move the object (while still holding down the **CONTROL** (**CTRL**) key (Windows) or **Command** (⌘) key (Macintosh)).

Note: Using the arrow keys to move the object is only possible if you have cleared the **Move objects when dragging selection** checkbox in the **Enfocus PitStop Pro Preferences**. See *Move objects when dragging selection* on page 50.

8.18. Shearing an object

8.18.1. About shearing

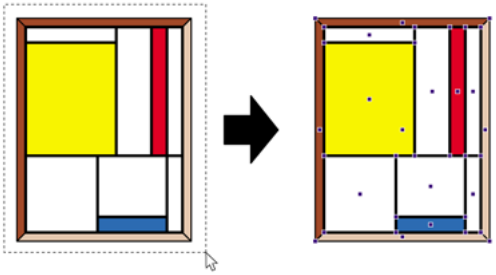
Shearing an object sets the object askew, very much like you would push any of the corners of a rectangular frame to turn it into a parallelogram.



8.18.2. Shearing an object using the Shear Selection tool

1. Using the **Select Objects** tool , select the object which you want to shear. Click the object or drag a rectangle, called a marquee, around the object.

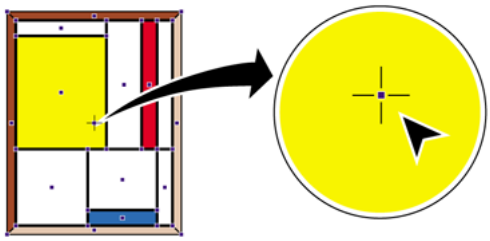
   Example: Dragging a dotted rectangle around the object to select the entire graphic.



2. Click the **Shear Selection** tool .

   The object's point of origin from which it will be sheared is indicated.

   The point of origin is in the center of the selected object.



   The Enfocus Inspector changes accordingly.

3. If necessary, change the **Constraint Angle** (for **SHIFT**-shear) or the **Cross Hair Color** in the **Numeric feedback** area of the Enfocus Inspector.

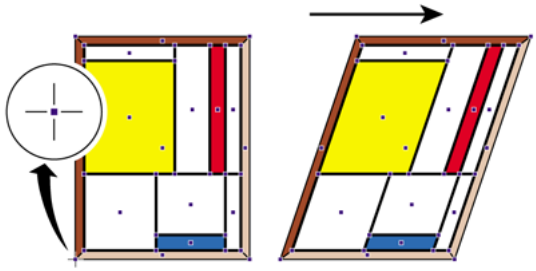
   Note: In the Numeric Feedback area you can find exact information about the shearing action you are about to perform.

4. Do one of the following:

   - To shear the object while keeping the center point as the point of origin, drag the object into a random direction.

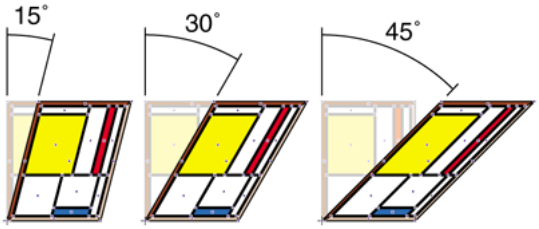
- To move the point of origin, double-click on another position inside or outside the object. Then drag to shear the object using the object's new point of origin. For example, to create a parallelogram from a rectangular object, place the point of origin on any of the corners of the object.

Example: Placing the point of origin on the corners of an object to create a parallelogram from a rectangular object.



- Hold down the **SHIFT** key while dragging to limit the shear movement to a fixed angle of constraint, for example 15°. You can set this angle in the Numeric Feedback category of the Enfocus Inspector.

Example: Shearing an object in fixed angles, as defined in the **Preferences**.

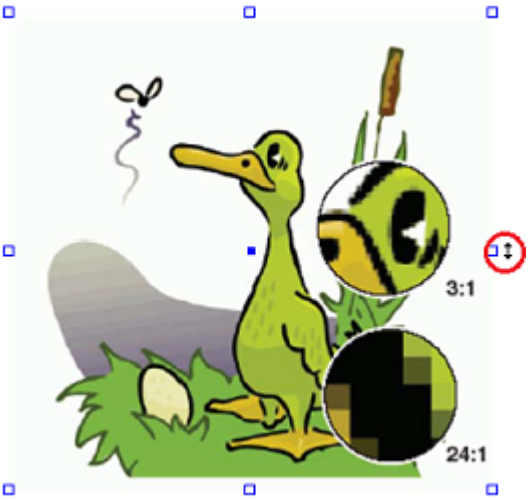


- Hold down the **ALT** key (Windows) or **Option** key (Macintosh) while dragging to shear a copy of the selected object.

8.18.3. Shearing a selection using the selection handles

To shear a selection

1. In the Enfocus Inspector dialog, click the **Select Objects** tool .
2. Select the object(s) you want to shear.
3. Move your pointer over one of the selection handles (in the center of the edge you want to move), until it becomes an arrow as in the graphic below.



4. Hold down the left mouse button while dragging the handle to the desired position.



If multiple objects are selected (as the two text segments in the graphic below), they are all sheared in one go.

Object	Description
	1. Multiple selection

Object	Description
	2. Sheared (before releasing the mouse button)
	3. Result

8.19. Transforming an object by specifying exact values

If you want to transform an object more accurately than by dragging and using one of the transform tools **Move**, **Rotate**, **Shear** or **Scale**, you should use the Enfocus Inspector. The Enfocus Inspector allows you to transform any object in your PDF document by specifying exact values.

Transforming an object can include one or more of the following actions:

- Moving
- Scaling
- Stretching
- Flipping
- Rotating

8.19.1. To transform an object by specifying exact values

1. Using the **Select Objects** tool, select the object that you want to transform.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click the **Position** category ( ) and the **Position** ( ) subcategory.
4. Do any of the following:
   - **Scale** the selected object by changing the values in the first section of the dialog:

1. Change the **Anchor Point** (by clicking the graphic or changing the values of the X and Y axes).
2. Click the Lock icon until it looks as expected:
   - If you want to maintain the aspect ratio, i.e. preserve the ratio between width and height, the Lock icon should look like this:  (default value). This is necessary to preserve the proportions.
   - If you want to "shear" the object, i.e. only change the width or the height, click the icon until it looks like this: 
3. Change the width (W) and/or height (H) as required.

- **Scale, rotate or flip** the selected object by changing the values and clicking the buttons in the second and third section of the dialog.

To...	Do one of the following:
Scale an object	• Enter a value in the percentage box and click . • From the **Actions** drop-down menu, select **Scale 50%** or **Scale 200%**.
Rotate an object	• Enter a value in the degrees box and click  • From the **Actions** drop-down menu, select **Rotate 90° Counterclockwise** or **Rotate 90° Clockwise**.
Flip an object	• To flip the object left or right, click . • to flip the object up or down, click 

- **Stretch or rotate** the selected object by changing the Aspect Ratio and the Rotation Angle in the last section of the dialog:

Box	Value	Result
Aspect Ratio	> 1	Stretched vertically (h > w)
	< 1	Stretched horizontally (h < w)
Rotation Angle	Positive	Rotated clockwise
	Negative	Rotated counterclockwise

8.20. Combining and dividing the shapes of objects

As of PitStop 2018, you can quickly combine multiple selected shapes into one shape and vice versa (divide shapes into multiple parts). To that end, an extra option (**Combine/Divide Shapes**) was added to the PitStop Pro Object menu, to the context menu and in the Enfocus Inspector.

When using the Object menu and the context menu, the selected shapes are modified; the originals are not kept.

If you don't want this, you can first duplicate the selection and work on this copy, or you can combine and divide the objects using the Enfocus Inspector, which has a **Keep original objects** checkbox (selected by default).

Note that there is one more way to do the same: the new "Combine and divide shapes" Action. For more information, refer to the Action List manual on our website.



Note: If used on 'open' paths, the open paths are closed before the operation is executed. The result may not always be what you expected.

8.20.1. To combine the shapes of multiple objects

To combine the selected objects into a new shape

1. Select at least two objects using the PitStop **Select Objects** tool .
2. Do one of the following:
   - Select **PitStop Pro** > **Object** > **Combine/Divide Shapes**
   - Open the context menu and choose **Combine/Divide Shapes**
   - Open the Enfocus Inspector and select **Line Art Editing - Combine and Divide Shapes**.
3. If you're using the Enfocus Inspector, clear or select the **Keep original objects** checkbox as required.
4. Select the option of your choice.
   - **Unite**: Combines the selected objects into a single shape.
   - **Intersect**: Keeps the areas where objects are stacked on top of each other.
   - **Exclude**: Keeps the areas where an odd number of objects are stacked on top of each other.
   - **Minus front**: Keeps the areas of the bottom shape which are not overlapping with the overlying shapes.
   - **Minus back**: Keeps the areas of the top shape which are not overlapping with the underlying shapes.

The shapes are immediately converted into one shape.

8.20.2. To divide shapes into multiple parts

Dividing shapes means breaking them apart wherever the lines intersect. For example, two overlapping shapes will be divided into three parts (the intersection will become a separate part).

To divide objects

1. Select the objects using the PitStop **Select Objects** tool .
2. Do one of the following:
   - Select **PitStop Pro** > **Object** > **Combine/Divide Shapes**
   - Open the context menu and choose **Combine/Divide Shapes**
   - Open the Enfocus Inspector and select **Line Art Editing - Combine and Divide Shapes**.
3. If you're using the Enfocus Inspector, clear or select the **Keep original objects** checkbox as required.
4. Click **Divide**.

The shapes are divided and each part can be processed separately.

8.20.3. Combining/Dividing Shapes: Example

The following example shows the impact of each of the options in the **Combine/Divide Shapes** menu.

Original shape:



Chosen option	Result
Unite	 Note that the new shape gets the color of the front/top shape.
Intersect	As there is no part where all three objects are stacked on each other, the intersection is empty and all shapes are removed.

Chosen option	Result
Exclude	
Minus front	
Minus back	
Divide	 Once divided, you can for example move the different parts apart. 

8.21. Creating new shapes

8.21.1. Drawing ellipses and rectangles

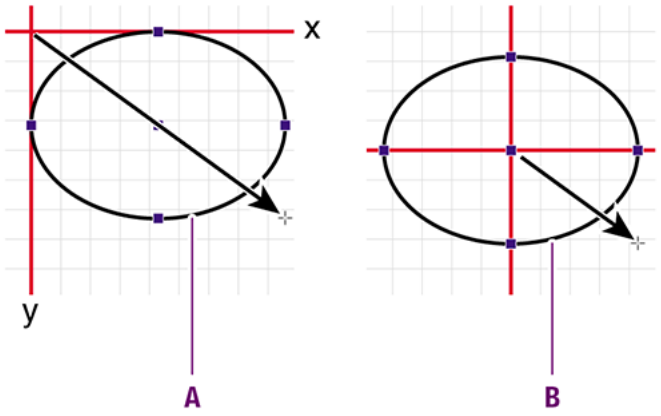
You can use PitStop Pro to edit existing objects, but also draw new basic shapes such as ellipses or rectangles. For example, you might want to draw a rectangle or an ellipse around a text fragment to highlight the text.

Note: If you have to create several new shapes with identical fill and stroke properties, you may wish to set these properties as default first.

8.21.2. To create a new shape

1. Click the **Add Rectangle** tool or the **Add Ellipse** tool.
2. Position the pointer on a page of the PDF document and do one of the following:
   - To draw a new rectangle or ellipse, drag diagonally.

- To draw a square or circle, hold down the **SHIFT** key while dragging.
- To draw a rectangle or ellipse, starting from its center and not from its side, hold down the **ALT** key (Windows) or **Option** key (Macintosh) while dragging.



A. *Drawing from side keeps the sides of the shape in a fixed position along the x and y axis*
B. *Drawing from center keeps the center point in a fixed position.*

- To draw a square or circle, starting from its center, hold down both the **SHIFT** key and the **ALT** key (Windows) or **Option** key (Macintosh) while dragging.

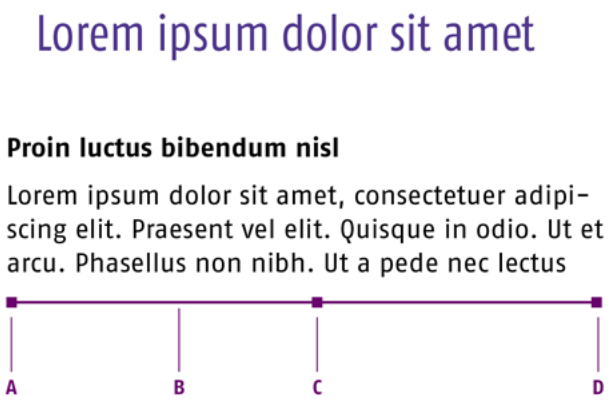
8.22. Creating a new path

You can create new paths from scratch in your PDF document, simply by selecting the **Add Path** tool tool and clicking in the document. New anchor points and segments will be added upon each click. You can create an open or a closed path.

8.22.1. To create a new path

1. Click the **Add Path** tool .
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Position the pointer in the PDF document where you want to create the first anchor point and click.
4. Position where you want the first segment to end and click again.

   You have now drawn a segment between the two anchor points.



A. *First anchor point*
B. *Segment*
C. *Center point*
D. *Second anchor point and pointer*

5. Click at other positions to add new anchor points and thus create additional segments.



Note: To create a curved segment, click at a position, hold down the mouse button and drag.

6. To complete the path, do one of the following:

   - Click any tool other than the **Add Path** tool
   - Press **ESC**.
   - Click **Close Path** in the Enfocus Inspector.

8.23. Editing a path

PitStop Pro enables you to change the shape of a path of a line-art object. You can do this by selecting one or more anchor points of the path and moving these anchor points or their direction points.

To edit a path

1. Click the **Edit Path** tool.
2. Click the line-art object of which you want to edit a path.

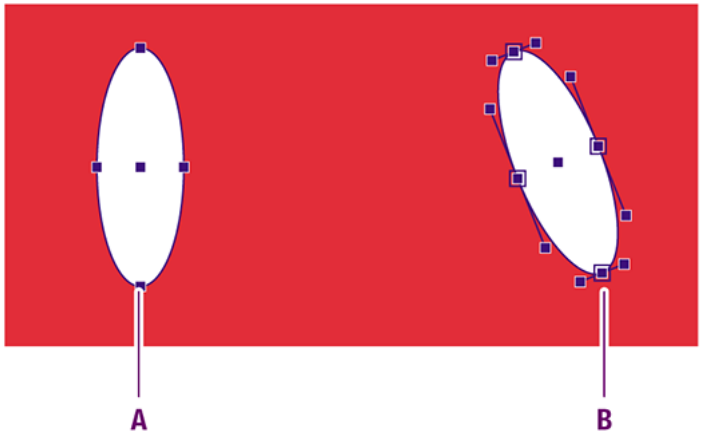
   The anchor points of the path become visible, but are not selected yet.



3. Do one of the following:

   - Click a specific anchor point a second time.
   - Hold down the **SHIFT** key and click a number of anchor points a second time.
   - Drag a dotted rectangle (marquee) around one or more anchor points.

   The anchor points will be selected only if you click them a second time or if you drag a marquee around them. A selected anchor point will appear larger and its direction points will become visible.

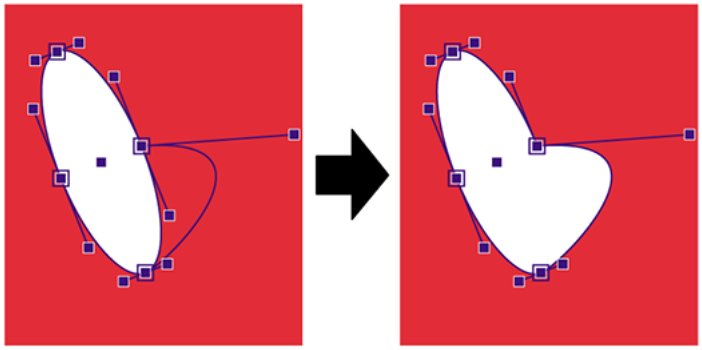


A: Visible anchor points which are not selected

B: Selected anchor points with their direction

4. Drag the anchor point or its direction point to the required position to change the shape of the segment.

   Example: Dragging a direction point to change the shape of a segment.

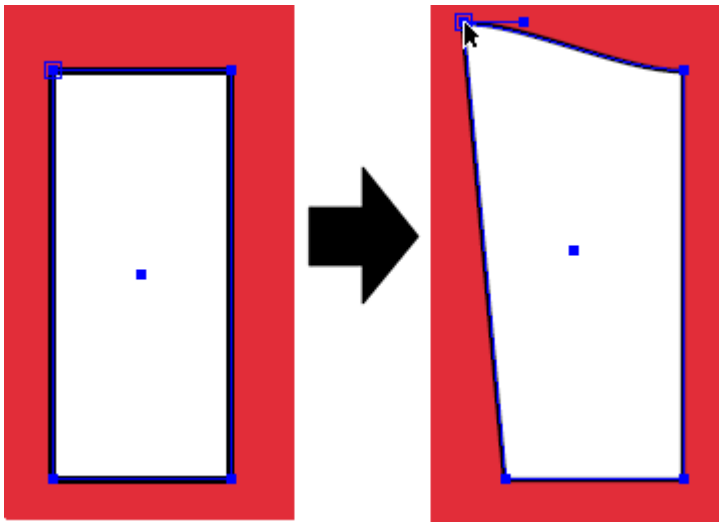


Remark: Curved segments will remain curved (as in the preceding screenshot) and straight segments will remain straight.

To change a straight segment into a curved segment, you have to select the (line) anchor point and change it to a curve anchor point (by choosing **PitStop Pro** > **Object** > **Set Curve Anchor Point**) before dragging it to a new position.

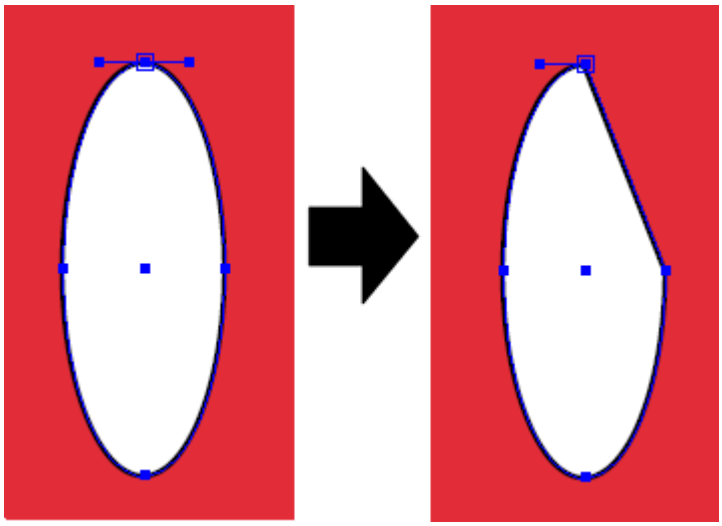
For example, in the image below, the top left anchor point has been selected and set to a curve anchor point. By dragging this anchor point to a new position (moved up and to the left), the straight line becomes a curved line.

Example: Changing straight lines to curved lines



To change a curved segment into a straight segment, you have to select the (curve) anchor point and change it to a line anchor point (by choosing **PitStop Pro** > **Object** > **Set Line Anchor Point**).

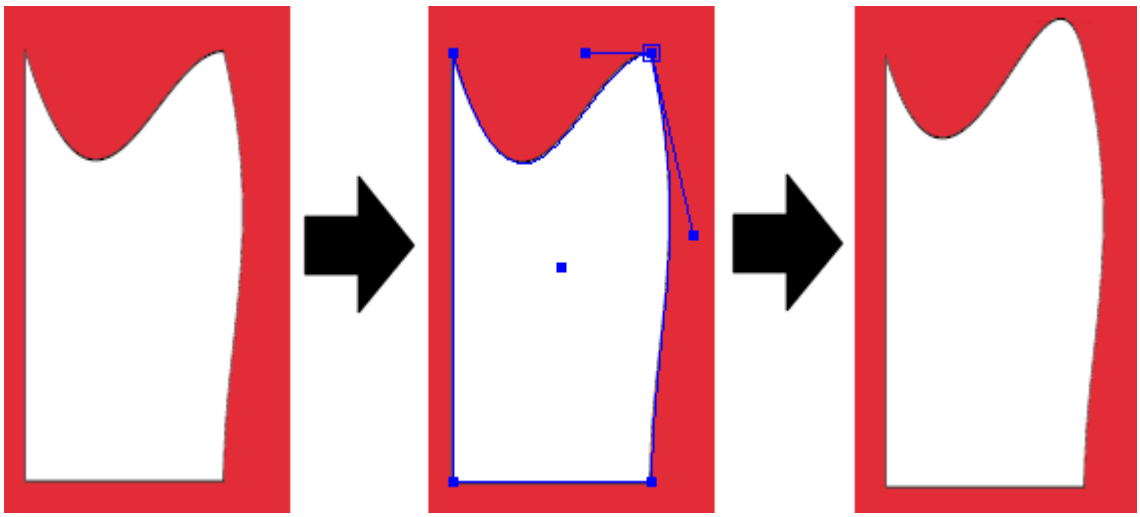
Example: Changing curved lines to straight lines



Note: The lower left anchor point of a path cannot be changed, because this is the start point of the path. The option **Set Line Anchor Point/Set Curve Anchor Point** will be grayed out. If you do want to use this point to change the shape of a segment, you should change the direction of the path using **PitStop Pro** > **Object** > **Reverse Path**.

To smoothen the curve in an anchor point, select the anchor point and click **PitStop Pro** > **Object** > **Smoothen Anchor Point**, as shown in the example below.

Example: Smoothening an anchor point



8.24. Creating an offset path

The following topic explains how you can create an offset path using the Enfocus Inspector. Note that there is also an Action called "Offset path" with similar options.

8.24.1. To create an offset path

To grow or shrink a path by a certain value, proceed as follows:

1. Using the **Select Objects** tool , select the original path that you want to offset.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click **Line Art Editing** > **Offset Shapes**.
4. Choose the appropriate options:

Note: First set all the other options, next click either the Grow or Shrink button to offset the path!

Option	Description
	Grow or shrink options
 *Grow*	After you have set the other options, click this button to make a bigger version of the path.
 *Shrink*	After you have set, the other options, click this button to make a smaller version of the path.
Offset	Enter a value to indicate the wanted distance between the original and the new path. Use negative values to make the path smaller, positive values to make it larger. The unit is determined by the chosen unit in the PitStop preferences.
	Offset path details (to determine the path's angles)
	Click this button to get pointed corners. If selected, you can enter a **Miter limit**, to make the corners sharper (high value) or less sharp (low value).
	Click this button to get rounded corners.

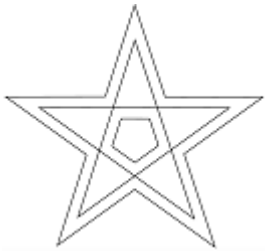
Option	Description
	Click this button to get flat corners.
Miter limit	This field is only active if the pointed corners are chosen (see higher). For more information, refer to *Stroke attributes: Miter limit* on page 220.
	Keep originals?
Keep original objects	If selected, the original shape will be kept, in addition to the new offset path.

8.24.2. Offset path: Example

Examples

Original object



Chosen options	Result
Offset: 5 mm Join: Miter Keep original objects	
Offset: 5 mm Join: Round Keep original objects	
Offset: 5 mm Join: Bevel Keep original objects	

Chosen options	Result
Offset: 5 mm Join: Bevel Do not keep original objects	

8.25. Converting stroke to fill

The following topic explains how you can convert the stroke of a path to a fill using the Enfocus Inspector. Note that there is also an Action called "Convert stroke to fill" with similar options.

Use cases for this functionality are:

- You want to combine shapes. This is not possible with objects that have no fill.
- You want to remove one dash of a dashed line. This is only possible after you have converted the stroke to a filled path.

8.25.1. To convert stroke to fill

To convert the stroke of a line art object to fill, proceed as follows:

1. Using the **Select Objects** tool , select the object of which you want to convert the stroke.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click **Line Art Editing** > **Stroke to fill**.
4. In case of knockout behavior, there are two methods to make the conversion; indicate which one you prefer:
   - **Placing the objects with stroke or fill in a knockout group**. This method puts everything in a form. This may be undesirable; if so, you can select the second option.
   - **Clipping the object with fill by the object with stroke**.This method works in a different way, without knockout groups, it simply cuts away the stroked object. Note that exceptionally small hairlines may be visible (depending on the renderer used).

   In most cases, there will be no visual difference between both methods.
5. Select **Keep original objects** if you want to keep the original object underneath the changed object.
6. Click the **Stroke to Fill** button  to make the conversion.
   The stroke properties become the fill properties of the newly created object.

8.26. Cropping line art

The following topic explains how you can crop line art, i.e. vector data to clip masks, page boxes or forms, using the Enfocus Inspector. Note that there is also an Action called "Crop line art" with similar options.

Cropping line art is a way to remove redundant data, for example content that is masked away. This reduces the complexity and makes the file faster to process and easier to edit.

Note: To accurately perform this function, any strokes are automatically converted to fills. This may be unwanted if you are trying to crop an object, such as a dieline or a cutter guide, where the result needs to be a stroked path.

8.26.1. To crop line art

To perform a hard crop on line art, proceed as follows:

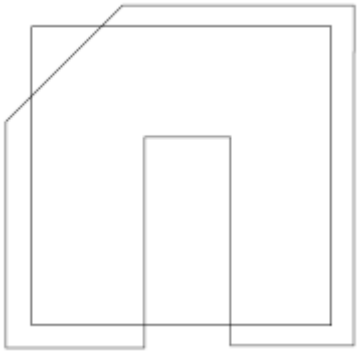
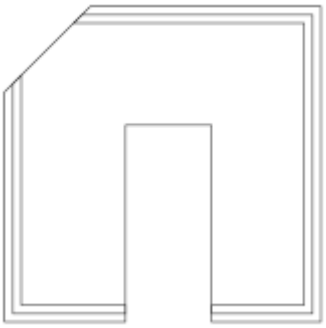
1. Using the **Select Objects** tool , select the object of which you want to convert the stroke.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click **Line Art Editing** > **Crop Line Art To Clip**.
4. Before clicking the **Crop Line Art To Clip** button, select one or more of the following options:
   - **Crop line art to clip mask**: Allows you to "execute" clipping masks on line art: the objects are cropped to their clipping mask, while the clipping path itself and anything that was clipped away is removed, without causing any visual difference. During this process, strokes are contourized (converted to fill paths). As a consequence, 'redundant' (because invisible) line art is removed, which reduces the file size and speeds up the rendering and processing of your artwork files.
   - **Crop line art to <page box of your choice>**: Removes all line art outside the specified page box.
   - **Crop line art to forms**: Removes all line art outside the form (if applicable).
5. In case of knockout behavior, there are two methods to make the conversion; indicate which one you prefer:
   - **Placing the objects with stroke or fill in a knockout group**. This method puts everything in a form. This may be undesirable; if so, you can select the second option.
   - **Clipping the object with fill by the object with stroke**.This method works in a different way, without knockout groups, it simply cuts away the stroked object. Note that exceptionally small hairlines may be visible (depending on the renderer used).

   In most cases, there will be no visual difference between both methods.
6. Select **Keep original objects** if you want to keep the original object.

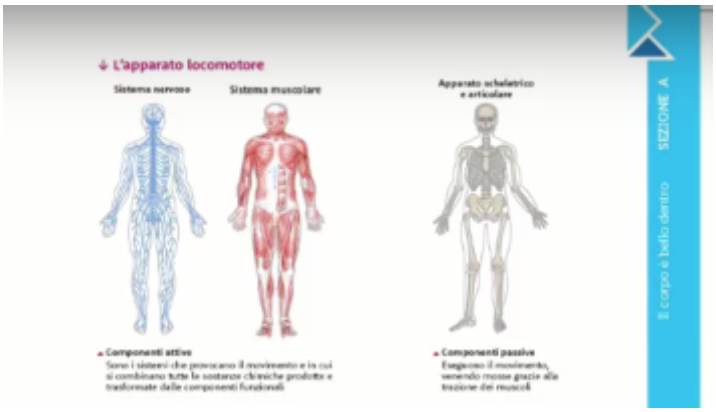
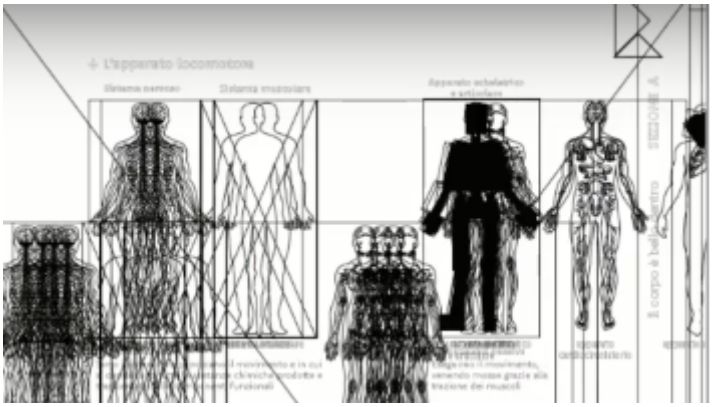
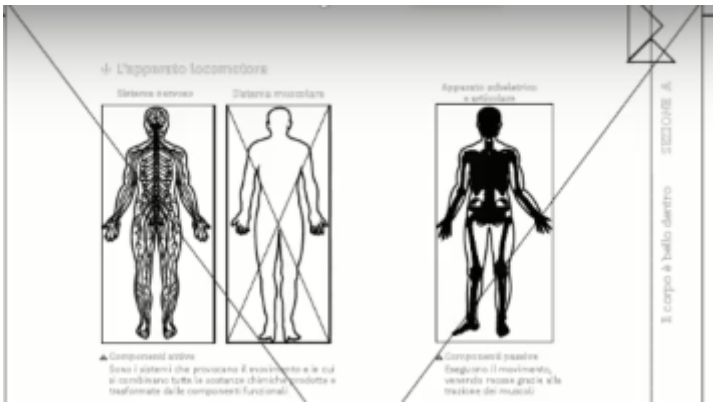
7.
Click the **Crop Line Art To Clip** button  to crop the line art.

8.26.2. Crop to clip: Examples

Example 1

	Clipped image. There is no visual difference before and after cropping the line art.
	Clipped image in wireframe mode BEFORE cropping the line art.
	Clipped image in wireframe mode AFTER cropping the line art.

Example 2

	How the page looks. There is no visual difference before and after cropping the line art.
	Page in wireframe mode BEFORE cropping the line art.
	Page in wireframe mode AFTER cropping the line art.

8.27. Tracing objects

The following topic explains how you can generate a path or shape by tracing objects in a PDF. The path is actually drawn around everything that's not white and it enables creating vector elements that can be used as cutter guides or shapes for embossing.

Note that there's also an Action, called "Add trace path" with similar options (except for the option to work on individual color separations, which is not available through the Inspector).

8.27.1. To trace objects

To generate a trace path, proceed as follows:

1. Using the **Select Objects** tool , select the object that you want to trace.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click **Line Art Editing** > **Trace Objects**.
4. Before clicking the **Trace Objects** button, enter the trace details of your choice:

Attribute	Description
Scan resolution (ppi)	Default value is 300. Increasing this value will slow down processing but improve accuracy (and vice versa).
White threshold	Default value is 10%. This is the best value to filter out tiny pixels that are artefacts. To change this threshold, drag the slider to right or to the left or enter the value of your choice manually. Increasing the white threshold may result in light gray parts being included in the selection.
Curve optimization	Default value is 20%. If you lower this value, more selection points will be taken into account to draw the curve, making the curve more accurate but less fluent.
Ignore white holes	This option allows you to include or ignore white shapes (i.e. paths fully inside an other path). If included, the white holes are cut out. This option is useful when making white underprints for printing on transparent substrates.

Attribute	Description
Invert trace path, use <page box> as outer edge	This option allows you to invert the created path, using the page box of your choice as an outer boundary.
Only add trace paths larger than ...	This option allows you to remove paths that are smaller than a specified size, i.e. paths of which the width and height of the bounding box are smaller than the entered value.
Only add largest trace path	This option allows you to remove all smaller paths, to keep only the largest one.

5. Click the **Trace Objects** button  to generate the path.

8.27.2. Trace objects: Examples

Suppose you're running this Action on the below image. The generated trace path depends on the chosen options.



Attributes	Result
Default values, no extra options enabled	

Attributes	Result
Default values, ignore white holes	
Default values, ignore white holes, only add largest trace path; as a result, the single balloon is not traced anymore.	
Default values, ignore white holes, resolution of 72 ppi (iso 300)	
Default values, ignore white holes, resolution of 72 ppi (iso 300), no extra curve optimization (selected version, so you can clearly see the selection points)	

Attributes	Result
Default values, ignore white holes, resolution of 72 ppi (iso 300), with increased curve optimization (selected version, so you can see that now there are fewer selection points, resulting in a smoother curve)	

8.28. Adding or removing an anchor point

8.28.1. Reasons for adding or removing anchor points

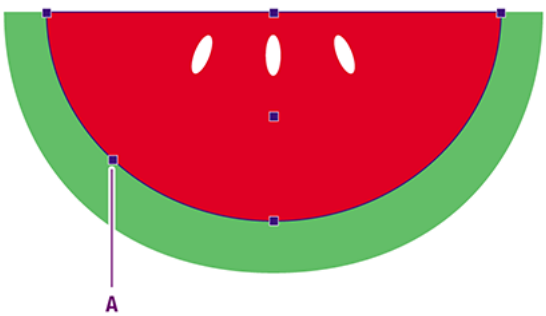
You can add anchor points to or remove anchor points from any path of a line-art object:

- If you add anchor points (see *add anchor points*), you will have more control over the shape of the path.
- If you remove anchor points (see *remove anchor points*), you will make the path simpler and automatically change the shape of the path.

8.28.2. To add an anchor point

1. Click the **Add Anchor Point** tool .
2. Click the line-art object to which you want to add an anchor point.
3. Click at the position on a segment of the path where you want to add the anchor point.

   New anchor points will be added to the segment upon each click.



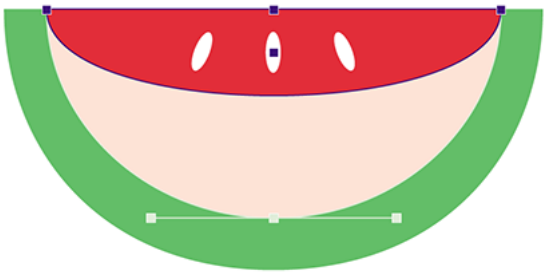
A: new anchor point added to the path segment

8.28.3. To remove an anchor point

Note: Deleting an anchor point from a path segment changes the shape of the path.

1. Click the **Remove Anchor Point** tool .
2. Click the line-art object from which you want to remove an anchor point.
3. Click the anchor point that you want to remove.

   The respective anchor point will appear selected (and display its direction points, if any) and will then disappear. The shape of the path will then change.



8.29. Masking objects

You can create a mask over one or more objects in your PDF document and release any existing mask.

8.29.1. About masks in PitStop Pro

In PitStop Pro, masks refer to clipping paths, i.e. objects (line art or text) of which the shape (partly) masks other artwork. Only areas inside the clipping objects are visible.

Note: The Masking tab in the Enfocus Inspector gives information about soft masks only, not about the clipping paths discussed in this chapter.

8.29.2. To mask an object

1. Select at least one object in your PDF document and one line-art object or text segment to create the mask with.

   In the example below, two objects for masking are selected.



2. From the context menu, choose **Mask** > **Make**.

   The outline of the top object is used to mask the objects underneath it.

   In the example below, the the mask is created with the top object.



8.29.3. To release a mask

To release a mask

1. Select the mask.
2. Right-click the selection to open the context menu.
3. Click **Release Mask**.

The different objects (line art or text) that made up the mask become apparent.

8.30. Inspecting soft masks

The Masking tab in the Enfocus Inspector provides you with information about the selected mask (which type it is) and with different mask viewing modes for a better understanding of the mask's construction.

Switching between the different modes does not change the mask or affect the PDF; the viewing modes are only for analysis of the file.

Note: This tab applies to soft masks only; it does not apply to clipping paths.

8.30.1. To inspect soft masks

To inspect soft masks

1. Select a masking object or the form containing a masking object.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click **Transparency** > **Masking**.

In the upper part of the dialog, you can see the *mask type*, in the lower part you can toggle between the different *mask viewing modes*. In case of soft masks and explicit masks, the *resolution of the image masks* is mentioned.

8.30.2. Soft mask types

A mask is an object that is used to mask out (part of) another object, it acts as a stencil to specify where to place color. There are different ways to define masks, resulting in different masking types. For more information, refer to *http://www.adobe.com/content/dam/Adobe/en/devnet/acrobat/pdfs/PDF32000_2008.pdf*

Type	Meaning
Soft-mask dictionary	Possible values: No, Alpha, Luminosity The soft mask is defined with a soft-mask dictionary specified as the current soft mask in graphics state. The mask values are derived from a transparency group using one of two methods: • Alpha means that the transparency group XObject is evaluated to compute a group alpha only, so the colors are ignored. • Luminosity means that the mask is rendered and converted to grayscale; white pixels are kept, black pixels are removed.
Soft-mask image	Soft mask values are derived from a monochrome image. Black is transparent, white is opaque, gray is semitransparent.
JPEG 2000 mask	Values are derived from a JPEG 2000 image.
Explicit mask	The image mask is treated as a *stencil mask* that is partly opaque and partly transparent. Sample values in the image designate places on the page that should either be marked with the current color or not marked at all.

Type	Meaning
Color key mask	This type of mask specifies a range of colors that must be masked out wherever they occur within the image.

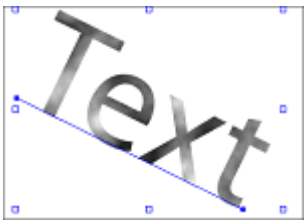
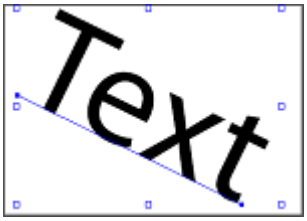
8.30.3. Image mask resolution

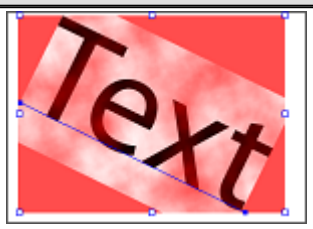
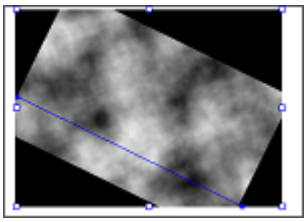
In case of soft mask images and explicit masks, the resolution of the image is mentioned in the Inspector. If this is not possible (for example because multiple images with different resolution were selected), an alternative value will be shown, as explained in the table below.

Value	Meaning
<resolution>	Resolution of the selected image (and it has a mask), or resolution of multiple selected images that all have a mask with the same resolution.
Yes	Indicates that multiple images were selected, each with a different resolution, so it's not possible to display one value.
No	Indicates that one or more images were selected that have no mask.
-	Indicates that multiple images were selected, some of them having a mask, some of them not. This value is also displayed if the selected objects are no images.

8.30.4. Mask viewing modes

The following mask viewing modes allow for a better understanding of the construction of the selected soft mask.

Mask viewing mode	Meaning + Example
 Show masked objects	Default view: the mask as it is displayed in the PDF. 
 Disable masks	Image without mask applied. 
	The masking image shown as a semitransparent red overlay (so you can see what is underneath).

Mask viewing mode	Meaning + Example
Show mask overlays	
 Show masking objects	Only the masking object is shown (in black-and-white) 

8.31. Viewing the properties of a pixel image

8.31.1. Pixel image properties

If you have pixel images in your PDF document, you can select them and view their properties, such as their size, resolution, compression and information about their color usage.

8.31.2. To view the properties of a pixel image

1. Using the **Select Objects** tool , select a pixel image.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click **Image** > **Properties** to view the properties of the selected pixel image.

8.32. Adjusting brightness and contrast of pixel images

8.32.1. About adjusting brightness and contrast

You can make simple or more advanced brightness and contrast adjustments to pixel images of all color spaces (example: RGB) and image types (example: JPEG).

You can make	Description
Simple adjustments	Applies the same amount of brightness and contrast to a complete image. Location: **Enfocus Inspector** dialog box:  >  You can perform this on: • One image. • Multiple images.
Advanced adjustments (= curve editing)	Applies a different amount of brightness to each input brightness value. Location: **Enfocus Inspector** dialog box:  >  The amount of output brightness is represented by a curve that you can edit. You can perform this on: • A separation (channel) of an image. Example: The red channel of an RGB image. • A complete image. • Multiple images that have the same color space.  **Tip:** Curve editing is not available in the Action List editor, but you can record it as an action, and then use it in an Action List.

Note: When you select an image of the same color space as the previous image, the not applied adjusted curve from the first image will be also previewed on the second selected image.

8.32.2. Example: Making simple adjustments to brightness and contrast

This example applies the same amount of brightness and contrast to the complete image. This makes the shadows and the highlights lighter with the same amount.

To make simple adjustments to brightness and contrast

1. Select a pixel image.
2. In the **Enfocus Inspector** dialog box, click > .
3. Make the necessary changes.

Before	After
	
• **Brightness**: 0 • **Contrast**: 0	• **Brightness**: 45 • **Contrast**: 45

Note: You can preview the changes you made (by selecting the Preview checkbox) or revert to the default values (by clicking).

8.32.3. Example: Making advanced adjustments to the brightness (= curve editing)

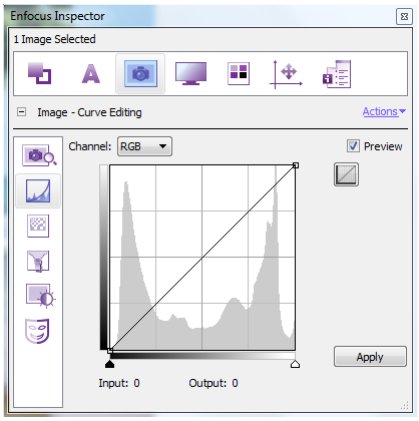
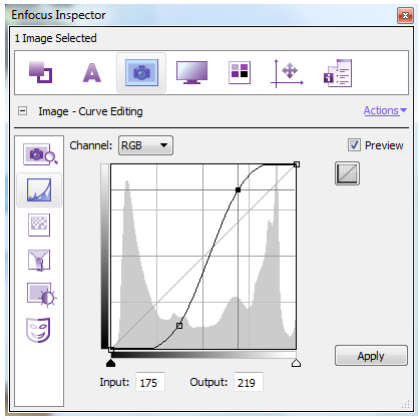
This example applies an S-shaped curve to the brightness levels of an image (to all channels of an RGB image). This makes the shadows darker, and the highlights lighter.

To make advanced adjustments to the brighness

1. Select a pixel image.

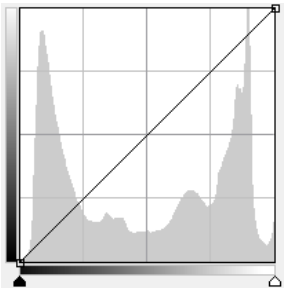
2. In the **Enfocus Inspector** dialog box, click  >  .

3. Make the necessary changes.

Before	After
	
	

8.32.4. Curve editing: options and buttons

Option/button	Description
Channel	Separation to which the curve will be applied. Example: The red channel of an RGB image.
Preview	Enabled: Displays a preview of the changes on the PDF document. **Tip:** Zoom in to speed up the preview display. **Remark:** As this preview is rendered at a lower resolution than the original image (to speed up the display), there may be some quality loss (e.g. text being less sharp). However, this does not affect the colors.
	Resets the curve.

Option/button	Description
	You can: • Click the curve to add control points to it. • Drag control points to edit the curve. • Drag control points away from the pane to remove them.
Input - **Output**	Adjusts a specified input to a specified output brightness value. The curve adjusts correspondingly.
Apply	Applies your changes to the selected images.

8.33. Sharpening pixel images

8.33.1. About sharpening pixel images

You can sharpen edges in pixel images by applying the unsharp mask filter. This filter can be applied on multiple images simultaneously.

The filter:

1. Compares adjacent pixels (specified by **Radius** and **Threshold**) to determine which pixels to correct.
2. Increases the contrast of these pixels (specified by **Amount**).

The effects of the unsharp mask filter are far more pronounced on-screen than in high-resolution output. For print, experiment to determine which options work best for your image.

For more information, see *http://en.wikipedia.org/wiki/Unsharp_masking*.

8.33.2. Example: To sharpen pixel images

1. Select pixel images.
2. In the **Enfocus Inspector** dialog box, click  >  .
3. Make the necessary changes.



Tip: Zoom in to speed up the preview display.

Before	After
	 • **Threshold**: 15 • **Amount**: 460 • **Radius**: 5

8.33.3. Unsharp mask filter: options

Option	Description
Preview checkbox	If enabled, displays a preview of the changes on the PDF document. **Note:** Zoom in to speed up the preview display. **Remark:** As this preview is rendered at a lower resolution than the original image (to speed up the display), there may be some quality loss (e.g. text being less sharp). However, this does not affect the colors.
	Clicking this button reverts the image adjustments to their default values.
Amount	Amount of contrast to apply when correcting pixels.
Radius	Distance between adjacent pixels. Only pixels within this distance are taken into account when comparing pixels. **Note:** High values for Radius slow down the preview.
Threshold	Brightness difference between adjacent pixels. Only pixels that differ more will be corrected.

8.34. Resampling pixel images

8.34.1. About resampling

Resampling means changing the number of pixels and the pixel dimensions of an image. Thus, you change the (file) size but also the quality of an image, either in a positive or in a negative sense:

- You can **downsample** an image, which reduces the size but also the quality of the image.
- You **resample** an image **up** and increase the number of pixels. New pixels are added based on color values of existing pixels.

You can choose:

- *To resample a single image* on page 276
- *To resample multiple images* on page 277

8.34.2. Reasons for downsampling an image

You may wish to downsample an image for a number of reasons:

- To increase the processing speed when editing or printing PDF documents containing pixel images.
- To adjust the resolution of images (dpi) to their final output screen ruling, expressed in lines per inch (lpi).
- To publish your PDF documents on the Internet.

A good rule of thumb to specify the optimal resolution is the following:

screen ruling (for example 150 lpi) x 2 = image resolution (300 dpi)

8.34.3. Interpolation methods

Resampling, i.e. adding or deleting pixels, can be done in various ways, which are technically called interpolation methods. If you wish to resample an image, you will have to select one of the following interpolation methods:

- *Average Resampling* on page 276
- *SubSampling* on page 276
- *Bicubic Resampling* on page 276
- *Bilinear Resampling* on page 276
- *Bicubic B-Spline Resampling* on page 276

8.34.4. Average Resampling

Average downsampling calculates the average of the pixels in a sample area. This average later substitutes the entire area with the average pixel color at the specified resolution.

8.34.5. SubSampling

Subsampling means that a pixel in the center of the sample area becomes the reference point. The surrounding pixels take the value of that center pixel. In fact, the center pixel replaces the entire area at the specified resolution. Subsampling goes faster than downsampling but may result in images that are less smooth and continuous.

8.34.6. Bicubic Resampling

Bicubic resampling is a slow but more precise method, resulting in the smoothest tonal gradations. The value of the new pixels is calculated on the basis of a weighted average of the values of the corresponding group of pixels in the original image. Interpolation is done between 16 pixels in the original image with a slight sharpening effect.

8.34.7. Bilinear Resampling

Bilinear resampling is a medium-quality interpolation method which uses weighted interpolation between 4 pixels in the original image.

8.34.8. Bicubic B-Spline Resampling

B-Spline is a modified bicubic interpolation with more sharpening effects and is recommended for upsampling. Bicubic downsampling usually yields better results than the simple averaging method of downsampling.

8.34.9. To resample a single image

1. Using the **Select Objects** tool , select a pixel image.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Cick the **Image** > **Resample** category.
4. Do one of the following:
   - To downsample an image, select **Resample above** and specify the threshold resolution in dpi. Only images with a resolution higher than or equal to this threshold resolution will be downsampled.

- To resample an image up, click to clear the **Resample above** check box.

5. Select a resampling (interpolation) method and specify the resolution (dpi) to which the image should be resampled.
6. Click **Apply**.

8.34.10. To resample multiple images

You can use a Global Change to resample multiple images: it's called "Resample Images" and can be found in the Image category of the PitStop Global Changes.

To learn more about Global Changes in general, refer to the chapter about *using Global Changes*.

For an overview and a description of the available Global Changes, refer to the Global Changes manual on the Enfocus website.

8.35. Compressing pixel images

8.35.1. About compression

You can compress pixel images in your PDF document to reduce the size of your PDF file. If you do so, you select a compression method (see *compression method*) and, if necessary, an ASCII filter (see *ASCII filter*).

8.35.2. Compression methods

You can select one of the following compression methods:

- *JPEG compression*
- *JPEG 2000 compression*
- *LZW compression*
- *ZIP compression*

8.35.2.1. JPEG compression

The JPEG compression method is best suited for grayscale or color images. A typical example of an image for which JPEG compression is advised is a continuous-tone photograph. This type of image contains more information (more detail) than can be reproduced on screen or in print. Therefore, it makes sense to remove the information that cannot be displayed anyway. This can result in a loss of image quality, as the compression method removes information: it is called a lossy reduction method. However, file sizes are greatly reduced by JPEG compression.

The JPEG compression method cannot be used for:

- Images with indexed color space
- Images with tiling color space

- Images with shading color space
- Images with bits per components different from 8
- Images of which the number of channels is less than 4

8.35.2.2. JPEG 2000 compression

JPEG 2000 is a recent image compression standard and coding system (developed in 2000).

Compared with the JPEG compression method, JPEG 2000 compression is more efficient (including 48 bit color depth support) and allows for *lossless* compression, without quality reduction.



Note: JPEG 2000 is supported as of Adobe Acrobat 10. If you are using PitStop with earlier versions of Adobe, you will not be able to preview JPEG 2000 images.

The JPEG 2000 compression method cannot be used for:

- Inline images
- Very small images

The *lossy* JPEG 2000 compression method is not applicable for:

- Images with indexed color space
- Images with tiling color space
- Images with shading color space
- Color masked images

8.35.2.3. LZW compression

LZW is a lossless compression method supported within PitStop as of version 2019.

The method is named after the developers of the method: Abraham **L**empel, Jacob **Z**iv and Terry **W**elch.

LZW is a dictionary-based compression algorithm. Dictionary-based compression algorithms store sequences of data that occur more than once in a dictionary and put references in the compressed file wherever the repetitions occur.

8.35.2.4. ZIP compression

ZIP compression will decrease the image size without losing information (lossless compression).

8.35.3. ASCII filters

When compressing images, you can select an ASCII filter to encode the image data in your PDF document as plain (ASCII) text. You may wish to use ASCII encoding if you need to transmit your PDF documents through channels where only ASCII characters are allowed. This may be required, for example, in some e-mail systems although most e-mail software in use today can properly handle non-ASCII documents. If ASCII encoding of the images in your PDF documents is necessary, you can select either one of the following ASCII filters:

- ASCII Hex, which may double the image data size
- ASCII 85, which will increase the image data size by approximately 25 %

8.35.4. To compress a single image

1. Using the **Select Objects** tool , select a pixel image.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click the **Image** > **Compress** category.
4. Select a compression method: JPEG, JPEG2000, LZW, ZIP or Runlength
   Runlength (Run Length Encoding (RLE)) is another compression method that can be used for black and white images.
5. If you selected JPEG or JPEG2000 compression, select a quality level.
   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.
6. If necessary, select an ASCII filter.
7. Click **Apply**.

8.36. Viewing statistics of selected objects

8.36.1. About statistics

You can select one or more objects in your PDF document and view statistical information about these objects, such as:

- The number of anchor points on a path
- The number of characters on a text line
- The number of bytes in an image
- The number of shadings in an object

8.36.2. To view statistics of selected objects

1. Using the **Select Objects** tool , select one or more objects.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click the **Statistics** category of the Enfocus Inspector to view the statistics of the selected paths, text segments and/or pixel images.

4. If necessary, change your selection in the **Selection** area:
   - Click **Select All** to select all objects on the page.
   - To select all the text on a text line, double-click the text line or click **Expand Selection**. You may wish to do this if the text has been split in words or characters.
   - To select a complete line-art object which consists of compound paths, double-click one of its paths or click **Expand Selection**.

8.37. Viewing the halftone information of an object

8.37.1. About halftone information

You can select an object in your PDF document and view its halftone information, such as:

- Its halftone type and name
- The transfer function
- The halftone frequency and angle
- Accurate screens used or not
- The spot function

8.37.2. To view the halftone information of an object

1. Using the **Select Objects** tool , select an object.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click the **Prepress** > **Halftone** category.

8.38. Enfocus Find And Replace Text

The **Enfocus Find And Replace Text** feature helps you to search the currently open PDF document for a text(s) and replace it with another text(s) that you specify.

8.38.1. To find and replace text

1. Do one of the following:
   - Choose **PitStop Pro** > **Object** > **Enfocus Find And Replace Text**.
   - In the PitStop Edit panel (under Tools) click .

2. In the **Find And Replace Text** dialog box, type the text you want to search in the **Find** textbox.
3. Select the appropriate options:
   - **Case sensitive** if you want to find the exact word that you type (i.e., upper case or lower case).
   - **Current page only** to restrict your search to the current page of focus only.
   - **Select partial text objects** if your search query is only a part of a whole word.
4. To check all found (and highlighted) instances of the search term one by one, click **Next** (to start from the current page), or **Previous** (to go back to the beginning of the document).
5. To replace the search term with another word of your choice
   a. Type the word in the **Replace** textbox.
   b. Click **Replace** to replace a search term which has already been highlighted, or **Find & Replace** to replace the currently highlighted search term and find the next instance of it.

8.39. Selecting text

You can use several PitStop Pro tools to select text or text segments. This is explained in the following topics.

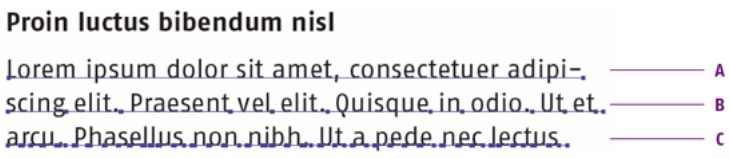
Alternatively, you can use the Object Browser. This is very handy if the text is difficult to select, for example if it's masked by another object. Refer to *Selecting objects using the Object Browser* on page 203.

8.39.1. Text or text segments?

There are several PitStop Pro tools which you can use to select text or a text segment in your PDF document. A text segment can be:

- A line of text
- A word
- A single character

The image below shows the different text segments: a line (**A**), a word (**B**) and single characters (**C**).



The way in which you select the text or a text segment often depends on what you want to do with the selected text. You will typically:

- Select text if you want to change the text itself

- Select a text segment if you want to move the text segment on the page or change the font properties (font size, font family, font style, word or character spacing)

You may want:

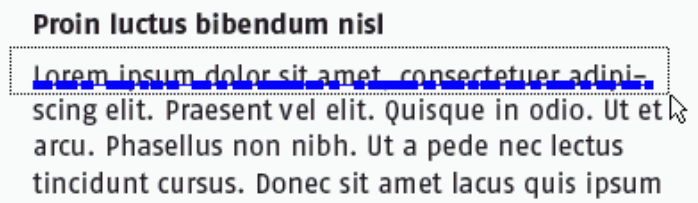
- *To select a single text segment* on page 282
- *To select multiple adjacent text segments* on page 282
- *To select multiple nonadjacent text segments* on page 283
- *To select text segments with similar properties* on page 283
- *To select text on a single text line* on page 284
- *To select text on multiple lines in a paragraph* on page 284

8.39.2. To select a single text segment

Using the **Select Objects** tool , click on the text which you wish to change.

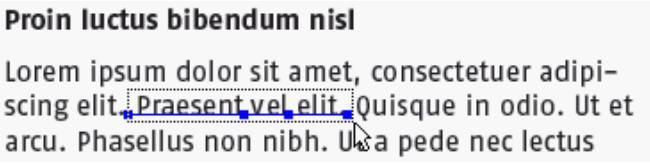
A text line may already be split into words or characters. To select the entire text line, do one of the following:

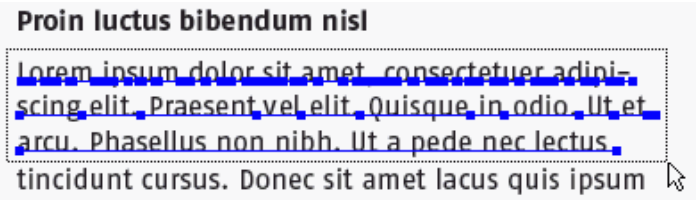
- Double-click the text.
- Drag and select the entire text line (as in the example below).



8.39.3. To select multiple adjacent text segments

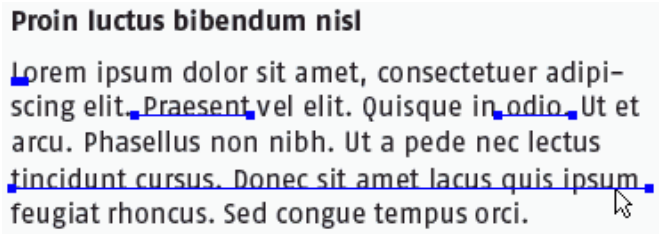
Using the **Select Objects** tool , drag to select multiple adjacent text segments.





8.39.4. To select multiple nonadjacent text segments

1. Using the **Select Objects** tool , select a single text segment.
2. Press and hold down the **SHIFT** key and select other text segments.



8.39.5. To select text segments with similar properties

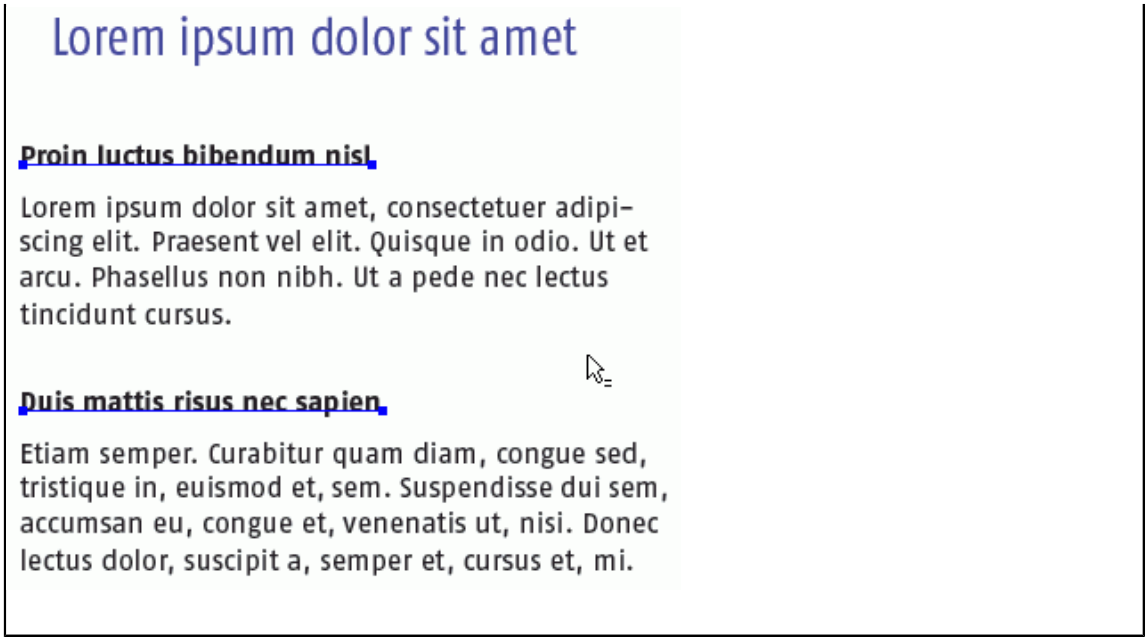
There may be text segments in your PDF document which have similar properties. For example, titles may all have the same font and size. You may wish to select these titles and change one or more of their properties, for example change the color of the text.

Proceed as follows:

1. Using the **Select Similar Objects** tool , select a text segment.
2. Display the Enfocus Inspector.

   See *Opening the Enfocus Inspector dialog* on page 95
3. In the Enfocus Inspector, select the properties which should be identical in the other text, for example font and size, but not spacing.
4. Click **Select Similar Objects**.

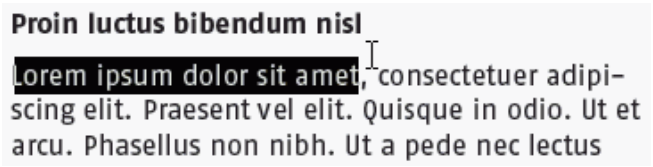
   All the text which has the same properties is now selected.



8.39.6. To select text on a single text line

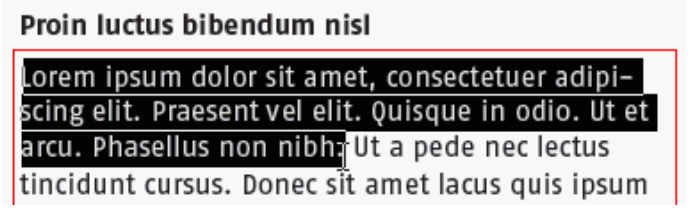
Using the **Edit Text Line** tool, do one of the following:

- Drag to select text on a text line.
- To select a word, double-click the word.
- To select a complete text line, triple-click a word.
- To select multiple adjacent words, double-click the first word, hold down the **SHIFT** key and click the last character of the last word.



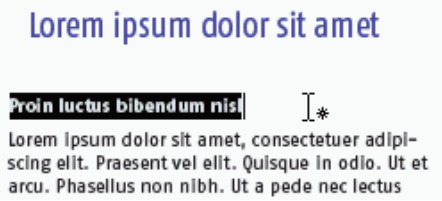
8.39.7. To select text on multiple lines in a paragraph

Using the **Edit Paragraph** tool, drag to select text which spans multiple lines.



8.40. Editing a single text line

You can create new single text lines or edit existing ones. This is particularly useful to make minor adjustments, such as correcting typing errors.



8.40.1. To create or edit a single text line

1. Click the **Edit Text Line** tool .

   Your cursor changes into .

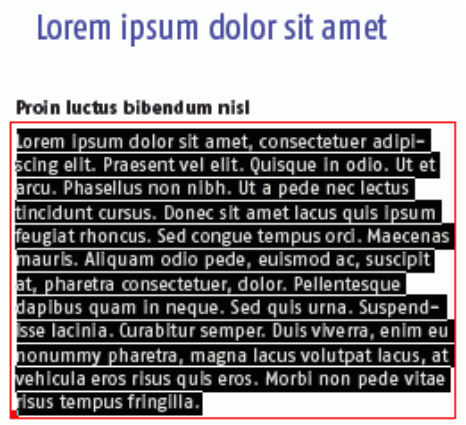
2. Do one of the following:

   - Click in or select the text line which you want to edit and make the necessary changes.
   - Click anywhere on the page and type the new text line.

8.41. Editing a text paragraph

8.41.1. Paragraphs as logical text entities

If you need to make comprehensive changes to text which spans across multiple lines, you can use the **Edit Paragraph** tool . You can use this tool to select a "logical text entity". A logical text entity is generally a chunk of text between two punctuation marks or spaces, or with different font properties. You can also use it to add a new paragraph of text to your PDF document.



8.41.2. To edit a text paragraph

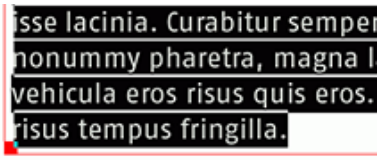
1. Click the **Edit Paragraph** tool .

   Your cursor changes into .

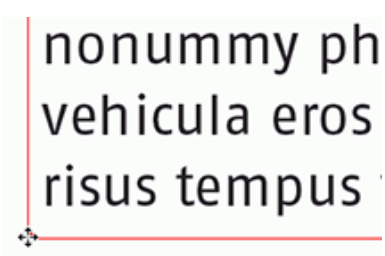
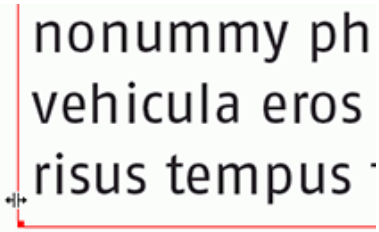
2. Do one of the following:

   - Click in or select the paragraph which you wish to edit, and then change it as required.
   - Click anywhere on the page and type the new paragraph.

   The paragraph you just edited or created appears in a red box with an anchor)in the bottom left corner.



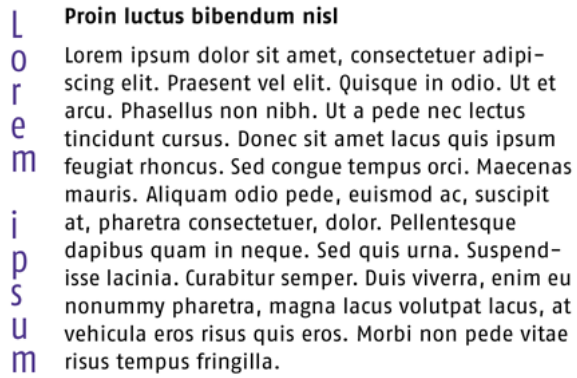
3. If necessary, drag or resize the red box to change the position of the selected paragraph.

Using the anchor to drag the paragraph box to a different position	Resizing the paragraph box
	

8.42. Editing vertical text

8.42.1. About vertical text

You can use the **Edit Vertical Text Line** tool to edit a line of vertical text.



8.42.2. To edit a vertical text line

1. Select the **Edit Vertical Text Line** tool .

   The cursor changes into .

2. Do one of the following:

   - Select or click in the vertical text line you want to edit and make any necessary changes.
   - Click anywhere on the page and type the new vertical text line.

8.43. Changing the font properties of text

8.43.1. What are font properties?

Font properties are:

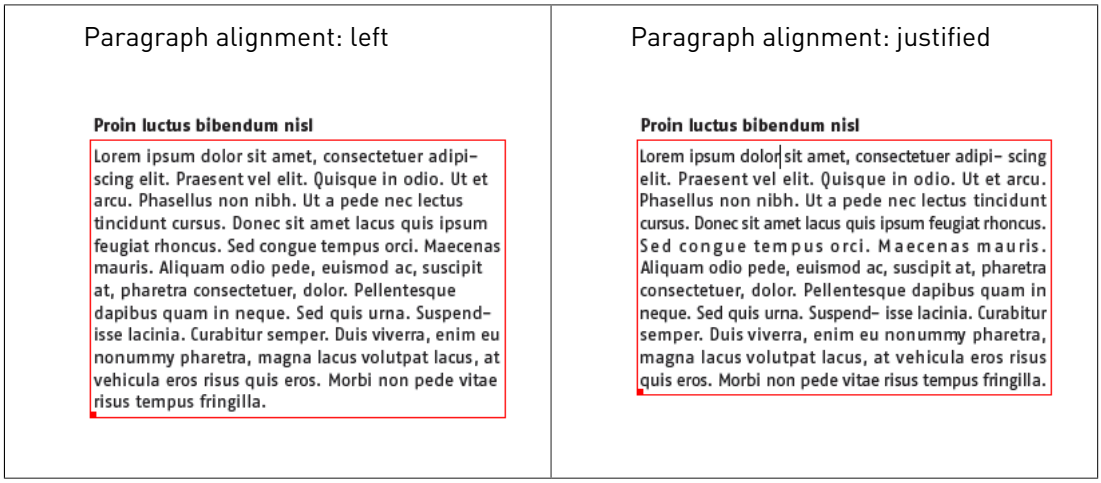
- The name of the font family, for example Times-Roman
- The size of the font, for example 10 point (pt)
- The style of the font, for example Times-Bold

- The font type, for example Adobe Type 1, TrueType and OpenType
- Word and character spacing
- Paragraph alignment

8.43.2. To change the font properties of text

1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Click the **Text** category.
3. Select text using one of the following tools:
   - The **Select Objects** or **Select Similar Objects** tool
   - The **Edit Text Line** or **Edit Paragraph** tool

   Notice that the Enfocus Inspector changes accordingly, depending on the tool you are using to select the text.
4. Do any of the following:
   - To change the font of the selected text, click **Font Picker**, select a font from the page, document or your computer system and click **OK**.
   - If necessary, adjust the font size, the character spacing or word spacing.
   - To change the alignment of the text, use the **Edit Paragraph** tool and click in the text. Select the **Paragraph Alignment** in the Enfocus Inspector.



8.44. Converting text to outlines

8.44.1. About converting text to outlines

Converting text to outlines means that you turn your text characters into a set of compound paths. In other words, your text will no longer be true type, but it will be replaced with a graphical representation of the characters.

Text	Text converted to outlines
	

8.44.2. Reasons for converting text to outlines

You may wish to convert text to outlines:

- To make sure that your text will be printed exactly “as is”
- If you cannot embed the font, for example due to font licensing restrictions.

8.44.3. Implications of converting text to outlines

Take the following into account before you convert text to outlines:

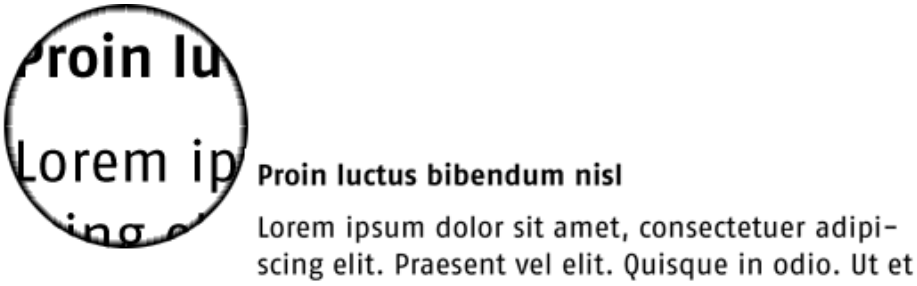
- Your text will become paths instead of type, which means that you will no longer be able to edit the text or change the font properties. For example, you will no longer be able to correct typos, apply a different font family or change the font size.
- You do not need to convert text to outlines if you simply want to change the fill or stroke color of the text. Select your text, click the **Fill and Stroke** category in the Enfocus Inspector, select **Fill** or **Stroke** and specify the respective color.

The image below is an example of text with a fill and stroke color

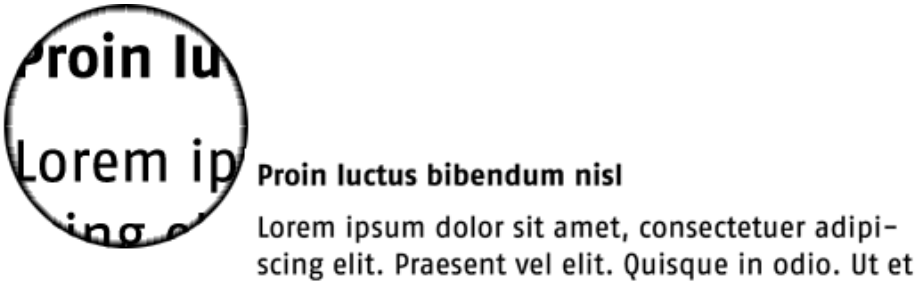


- You typically convert text of large font sizes to outlines, not small type, for example body text. Outlined text does not display or print nicely when rendered in small sizes: it may look a bit bolder in print or jagged on screen.

Example: text



Example: Text converted to outlines



8.44.4. To convert text to outlines

1. Using the **Select Objects** or **Select Similar Objects** tool, select text in your PDF document.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click the **Text** category.
4. Select **Convert text to outline** in the **Actions** drop-down menu.

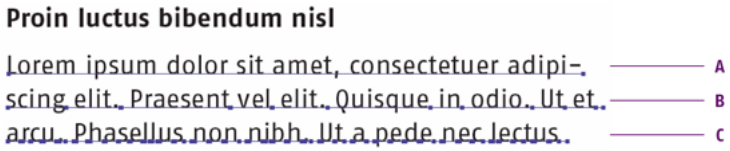
Note: You can also use a Global Change or Action List to convert all the text in your PDF document to outlines.

8.45. Splitting and merging text segments

8.45.1. Splitting and merging a text segment into words or characters

You can split or merge a text segment into words or characters.

Example: Text segment (**A**) split into words (**B**) and split into characters (**C**).



You may want to split or merge a text segment to move a single word or character or transform it (shear, rotate, scale).

Example: Text segment split in words to shear the first word.



8.45.2. To split or merge a text segment

1. Open the PitStop Inspect panel (under Tools) and click .
   The Enfocus Inspector is displayed.
2. Click the **Text** category.
3. Using the **Select Objects** tool , select one or more text segments which you want to split.
4. Choose any one of the following options from the **Actions** menu:
   - **Split in Characters**
   - **Split in Words**
   - **Convert Text to Outlines**
   - **Merge into Text Lines** or
   - **Merge into Words**

Note: The options listed above are also available in the submenu of **PitStop Pro** > **Object**.

8.46. Types of fonts and their usage

8.46.1. Types of fonts

There are various types of fonts:

- *PostScript Type 1 fonts* on page 293, with the subset called the "*standard 14 fonts*" and the extension "*Multiple Master fonts* on page 294"
- *PostScript Type 3 fonts* on page 293
- *TrueType fonts* on page 294 with the extension "*OpenType fonts* on page 295"
- *Composite fonts* on page 296

8.46.2. Standard 14 fonts

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

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

Font family	Font
Times	Times-Roman
	Times-Italic
	Times-Bold
	Times-BoldItalic
Helvetica	Helvetica
	Helvetica-Oblique
	Helvetica-Bold
	Helvetica-BoldOblique
Courier	Courier
	Courier-Oblique
	Courier-Bold
	Courier-BoldOblique
Symbol	Symbol (∞ δ Σ Δ Φ ⊆ λ)

For PDF environments, ZapfDingbats (✉ ✪ ✔ ❑ ❶) is added to this standard font set.

8.46.3. PostScript Type 1 fonts

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

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

Type 1 fonts have the following characteristics:

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

Icon	Description
	PostScript Type 1 font in Microsoft Windows
	PostScript Type 1 font in the Mac OS

8.46.4. PostScript Type 3 fonts

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

- Their file size is bigger than the corresponding of Type 1 or TrueType fonts.

- They may take longer to print or output.
- They look worse than Type 1 or TrueType fonts in very small point sizes and when printed at low resolutions.

8.46.5. TrueType fonts

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

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

TrueType fonts have the following characteristics:

- Their use is widespread and they are integrated in almost every desktop office software program for Microsoft Windows or Macintosh systems.
- TrueType fonts can print well on both non-PostScript and PostScript output devices. However, to print well on a PostScript device, the TrueType font must be converted to PostScript outlines, which may affect the visual quality of the resulting font. This is why many prepress service providers are reluctant to support TrueType fonts.
- On Windows-based systems, a TrueType font is physically stored in a single file, the name of which has the .ttf extension. On Macintosh, it is stored as a single Suitcase.
- You can recognize a TrueType font by the following icons:

Icon	Description
	TrueType font in Microsoft Windows
	TrueType font in the Mac OS

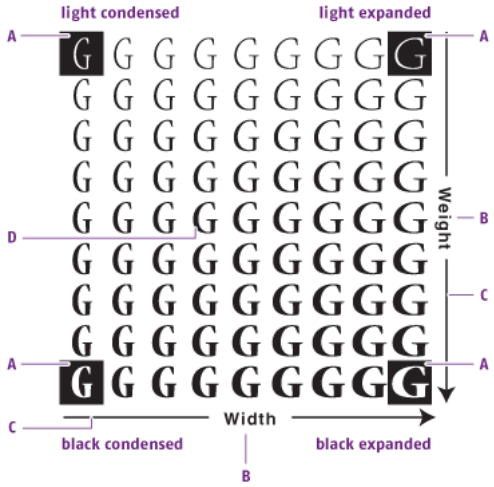
- A TrueType font, or a combined use of TrueType and PostScript fonts in one document, may be troublesome in high-end PostScript devices, especially imagesetters.

8.46.6. Multiple Master fonts

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

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

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



A. *Master*
B. *Font property*
C. *Design axis*
D. *User-defined variant "in-between"*

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

8.46.7. OpenType fonts

Extension of the TrueType format

OpenType is a new font file format which has been jointly developed by Adobe Systems Inc. and Microsoft Corporation. It is an extension of the TrueType format: OpenType fonts can contain TrueType but also Adobe Type 1 font data. This means that you can have an OpenType font based on:

- An Adobe Type 1 font. The file name of such a font has the suffix .otf.
- A TrueType font. This font still has the .ttf file name suffix.

You can recognize an OpenType font by the following icons:

Icon	Description
	OpenType font in Microsoft Windows
	OpenType font in the Mac OS

OpenType font embedding

In PDF files, an OpenType font can only appear as an embedded font. So if you are using a Type 1-based OpenType font, you can embed it as Type 1 or as OpenType. Similarly, TrueType-based OpenType fonts can be embedded as TrueType or as OpenType.

OpenType font embedding is a new PDF 1.6 feature, which implies that it might not be supported by the rest of the workflow for the PDF document. For example, earlier versions of Adobe

Acrobat may not be able to display the text in OpenType fonts correctly or printing errors can occur.

OpenType-SVG Fonts

OpenType-SVG Font is a font format where (some of) the glyphs are represented as SVG (Scalable Vector Graphics) artwork. SVG can have multiple colors and gradients in one single glyph, which is not possible in conventional fonts.

SVG fonts are supported by Adobe Indesign, Photoshop, Quark Xpress, ... but not by the PDF Specification. That's why, when exporting artwork to PDF, these fonts are converted to Type 3 fonts. Unfortunately, these Type 3 fonts are not always created according to the PDF Specs and therefore used to generate an error in PitStop 2018 and earlier. This has been fixed in PitStop 2019: we implemented a workaround to be able to display the SVG fonts.

Note that these fonts will trigger a warning when running the Check for PDF/A file structure problems Action.

8.46.7.1. More about OpenType

For more information about OpenType, see:

- *www.adobe.com* and search for OpenType
- *store.adobe.com/type/opentype*

8.46.8. Composite fonts

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

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

8.47. PDF font substitution

8.47.1. Font availability

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

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

If the font is not available, it will have to be replaced by a font which is available on the recipient's computer. This process is called "PDF font substitution".

8.47.2. To find a PostScript font name

There are instances in PitStop Pro where you have to enter a font name manually.

This is the case, for example, if you create or change a Preflight Profile to find a font with a specific name and replace it with another font.

1. Use any application to create a one-page document with the PostScript font.
2. Create a PDF file from the document.
3. Open the PDF file with Adobe Acrobat and choose **File > Document Properties > Fonts**.
4. Write down the name of the font, using the exact spelling, capitalization, and hyphenation of the name as it appears in the **Document Properties** dialog box.
5. Click **OK** to close the dialog box.

8.48. Embedding versus subsetting fonts

8.48.1. Embedding fonts

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

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

Some fonts cannot be embedded due to font licensing restrictions.

Embedding fonts in PitStop Pro

You can embed fonts as part of an Action List or Global Change or Preflight Profile, for example:

- Action List: **Embed Non-Base14 Fonts**
- Action: **Embed font**
- Global Change: **Embed font**
- Preflight Check: **Fonts** > **Not embedded** (**Embed font** attribute)

8.48.2. Subsetting fonts

Instead of embedding an entire font, you may want to embed only a subset of the font – i.e. the characters of the font that are actually used in the text. Subsetting a font allows you to keep a file as small as possible, which is recommended especially if you do not plan to add more text

(and hence more font characters) to the file. Note that when you combine two or more PDF documents that have the same font subset, duplicate character information is not deleted from the merged sets. This will result in a considerably larger file.

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

8.48.3. Finding exact font names

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

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

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

8.49. Placing PDF documents in PDF documents

8.49.1. About placing PDF documents in PDF documents

You can place pages of a PDF document in another PDF document. You may wish to do this, for example, to do manual impositioning or to place multiple pages of one or more PDF documents "n-up" on one page of another PDF document.

Placed PDF documents become "forms" and you can manipulate them using the **Edit Form** tool.

8.49.2. To place a PDF document in a PDF document:

1. Open a PDF document or choose **File > New** to create a new blank PDF document.
2. Open the PitStop Edit panel (under Tools) and click .
3. Click **Browse** and select the "source" PDF document.

   The "source" PDF document is the one which you are going to place in your current PDF document.
4. If the PDF document has multiple pages, specify the page in the **Use page** box.

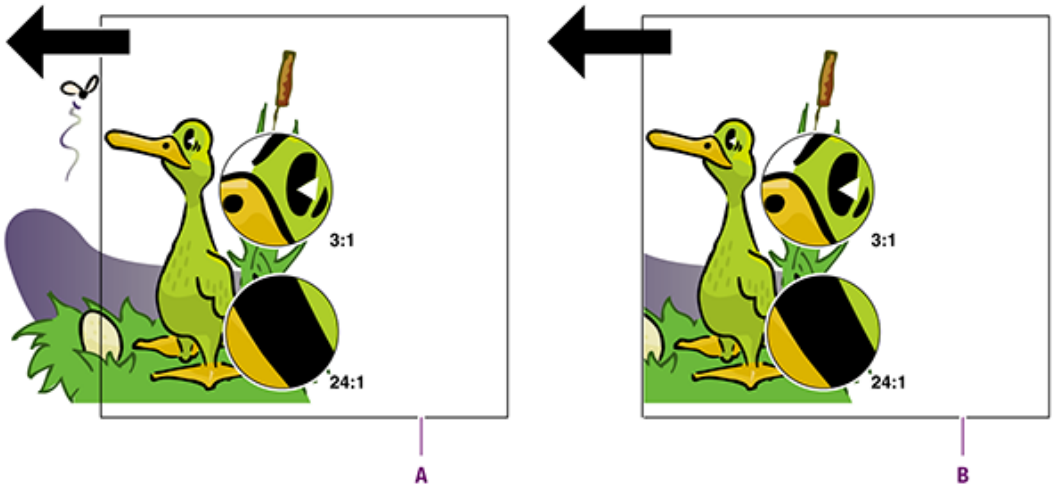
   A preview of the selected page is shown.
5. Select the page box of the source PDF document which you want to use.

6. Do one of the following to specify where you are going to place the PDF:
   - Using the **Add Rectangle** tool or the **Select Rectangular Area** tool, draw a rectangle on the page where you want to place the PDF, and then select **Grab area from selection** from the Grab button options.
   - Using the **Select Objects** tool, select an object in your PDF document and select **Grab area from selection** from the Grab button options.
   - From the Grab button options, choose **Grab Area from Page Box** and select a page box.
   - Specify or correct the coordinates in the **Place PDF** dialog box.
7. Select the position of the **Anchor point** of the placed PDF.
8. Select a scaling option and, if necessary, **Lock aspect ratio** to scale the page of the placed PDF proportionally.
9. If necessary, select the option **Remove selected object(s)**. You may wish to do this, for example, if you had placeholders in your PDF document.
10. Click **OK**.

8.50. Editing forms

8.50.1. About forms

Forms are rectangular frames in your PDF document which contain objects, for example an image or a placed PDF. The way in which you edit these forms and the objects inside them is different from regular objects in your PDF document. For example, you can select a regular object and move it to a random position on the page in your PDF document. Objects in forms can only be moved inside the form and thus, you can use the form to crop the object.



A. *Object moved outside a regular rectangle.*
B. *Object moved within a form: the object is cropped.*

8.50.2. To edit forms

Editing forms can mean:

- *To edit individual objects inside a form* on page 300
- *To edit the form itself and/or the complete content of a form* on page 300

8.50.3. To edit individual objects inside a form

You may want to edit individual objects inside a form. For example, you may have placed a PDF document inside another PDF document, and then move objects or edit the text in the placed PDF. You can do this in the same way as if you are editing regular PDF documents, for example:

- Use the **Select Objects** tool to select individual objects or text segments in the form and use the **Move Selection** tool to move them inside the form, indicated by a yellow border.
- Use the **Edit Text** or **Edit Paragraph** tool to change the text in a form.

8.50.4. To edit the form itself and/or the complete content of a form

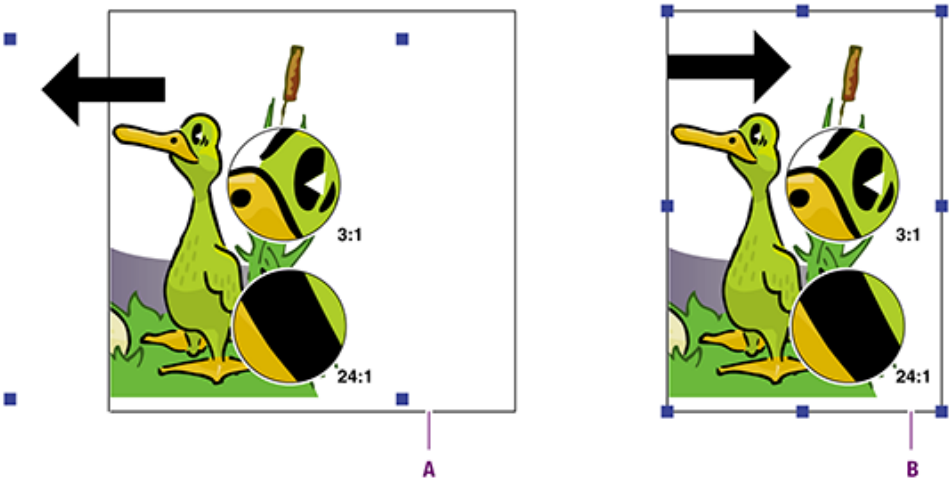
Using the **Edit Form** tool , do any of the following:

- Select the form or the content of the form as follows:

Click	To
Single-click	Select the form only

Click	To
CTRL-click (Windows) or ⌘-click (Macintosh)	Select the form and its content
ALT-click	Select the complete content, but not the form itself
SHIFT+one of the above key combinations	Select multiple forms and/or contents

- To move the content within the form, click it, hold down the **CONTROL**(**CTRL**) key (Windows) or **Command**(⌘) key (Macintosh) and drag it to the desired position.
- To crop the content, click it, hold down the **CONTROL**(**CTRL**) key (Windows) or **Command**(⌘) key (Macintosh) and drag the content beyond the edges of the form. Alternatively, you can leave the content "as is" and resize the form.



A. *Cropping form content by dragging it beyond the edges of the form*
B. *Cropping form content by resizing the form*

- To bring the content outside the form and put it on a different position on the page, cut and paste the content.

8.51. Rasterizing Selection

8.51.1. About rasterizing images

Rasterizing objects means converting them to an image. This is typically done to reduce the complexity of a file to speed up processing.

Note that it may not be possible to convert multiple objects to one image: PitStop tries to create as few images as possible without changing how the file looks. To achieve this, it takes into account layers, color space, position of the objects etc. For example, rasterizing two objects

with two different color spaces will result in two images; objects on different layers will result in different images, and objects that do not overlap will only become one image if no other objects are inbetween (because this would change how the file looks).

8.51.2. To rasterize a selection

This task explains how to rasterize a selection using the functionality integrated in PitStop Pro. Alternatively you could use the Rasterize selection Action embedded in an Action List.

To rasterize a selection

1. Make a selection using the **Select Objects** tool.
2. Do one of the following:
   - In the menu bar, click **PitStop Pro** > **Object** > **Rasterize selection**
   - Right-click in the document and select **Rasterize selection** from the context menu.
3. In the Rasterize selection dialog, configure the options as required.

   By default, rasterizing does not affect the way the objects look. However, in some cases it may be acceptable to have a slightly different look; in that case you may enable (some of) the advanced options (for example: conversion to a different color space). These options are marked with a warning icon to indicate that using them may change the appearance of the document.

Option	Choices
Resolution (ppi) of the generated bitmap	Enter the value of your choice. **Note:** Do not misuse this Action to change the resolution of an image; the result will be far better when using a dedicated Action like Resample Image.
Compression	Choices are: • JPEG • JPEG2000 • ZIP • None
Quality	Choices are: • Minimum • Low • Medium • High • Maximum
Use anti-aliasing	Select or clear the checkbox.

Option	Choices
	Turning off anti-aliasing may be useful to avoid thin white lines that may appear when rasterizing images.
Convert new resulting image(s) to indexed color space	Select or clear the checkbox.
Blend to	This option allows specifying a color space conversion on the selected objects, which may slightly change the appearance of the document. Choices are: • Page blending space • Gray • RGB • CMYK
Ignore blend and overprint restrictions	Select or clear the checkbox. Normally, overprint and blend spaces are respected when creating a single, merged image. However, if this is not possible (because it might change the appearance), an error will be reported. In that case, you may decide to ignore the blend and overprint restrictions, especially if they do not offer much added value.
Ignore original layer structure	Select or clear the checkbox. Normally, the layer structure is preserved and images remain on the same layer as the original object. If you enable this option, the layer structure and the layer properties are ignored, meaning that hidden layers and layers that do not print are also included in the new image. The new image will not be on any layer. The layers themselves will not be removed.
Force into single image	Select or clear the checkbox. If selected, all the above options are enabled in order to force the selected objects into one single image.
Force into separate images	Select or clear the checkbox.

Option	Choices
	If selected, the selected objects will be rasterized and saved as separate images. This option is compatible with the **Blend to (color space)** option.
Keep the original content and place the new resulting image(s)	Choices are: • at the front of the page • at the back of the page • in front of the original content • behind the original content

4. Click the **Rasterize** button in the upper part of the dialog.
The result of the rasterization is mentioned in the Report section at the bottom of this dialog, for example 'Image created' if the rasterization was successful or 'Image could not be rasterized because ...' in case of problems. The number of images involved is mentioned in the bottom right corner under 'Count'.

9. Automating tasks with Action Lists, Global Changes and QuickRuns

9.1. Automating tasks with Action Lists

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

9.1.1. About Actions and Action Lists

One of the main reasons for using PitStop Pro is editing PDF documents. For example, you may want to change text (or its formatting) or objects, or you may want to change the page layout or to prepare your document for either print or screen viewing,...

You can make these changes manually, one by one, but if you have to perform these tasks a number of times, either within a single PDF document or in multiple PDF documents, it may be preferable to **automate** them, **using Actions and Action Lists**.

Actions

Actions are *pre-defined tasks* provided to you by PitStop Pro. You can use them as they are, or you can adjust them to your needs (by changing the attributes) or you can even record your own Actions and re-use them later on.

Some examples:

- Change font color
- Normalize line weight
- Add background

The listed Actions are examples of Actions that allow you to change and edit a PDF, but you can also use Actions for making selections, gathering information and checking if a PDF conforms to certain standards.

Action Lists

Actions are always included in **Action Lists**. Action Lists are *sequences of one or more tasks*. As most of the time, several tasks have to be performed one after the other, and often in a fixed order, these Action Lists allow you to perform complex operations on PDF files.

For example, if you change the layout of the text in your document, you will probably carry out 4 different tasks (4 "Actions"): first you'll select the text, and then you'll change the font, the font size, and the font color as required. You can group them into one Action List, and run this Action List only once. If you later have to do the same, for example in another PDF, you can simply re-use the Action List.

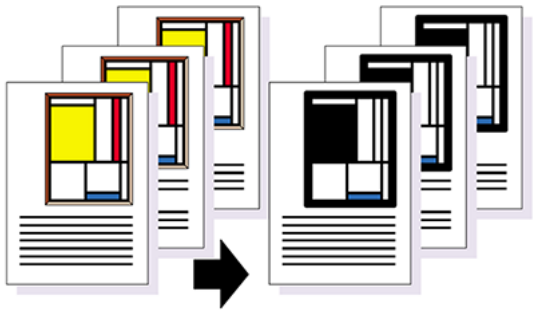
Note that you can use Action Lists in other Enfocus products as well, for example in a PDF Queue in Enfocus Instant PDF, in a Connector in Enfocus Connect and in a hot folder in Enfocus PitStop Server.

9.1.1.1. Actions and Action Lists: An example

About the job

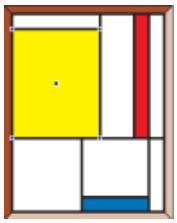
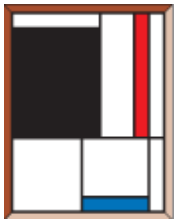
Suppose you have a line art object in several PDF documents. In all these PDF documents, you want to:

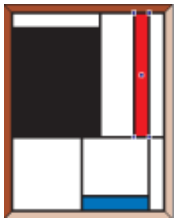
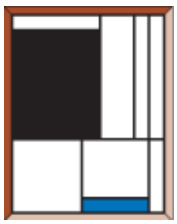
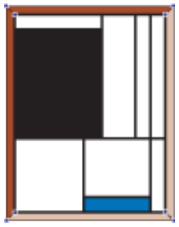
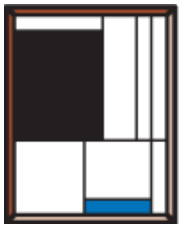
- Change the fill colors of a number of areas of this object.
- Change the line weight of all lines in the object that are thinner than a given line weight.



Automating the job using an Action List

This job consists of a number of sequential tasks or "Actions" (as shown in the table below). These individual tasks can be grouped into one Action List "Changing the properties of line art", which can then be applied to a range of pages in one or more PDF documents or to complete PDF documents.

Step	Action	Illustration
1	Select the fill color of an object.	
2	Change the selected fill color of an object.	

Step	Action	Illustration
3	Select another fill color of the object.	
4	Remove the selected fill color of the object.	
5	Select lines of an object with a given line weight.	
6	Change the selected line weight.	

9.1.2. Where to find Actions and Action Lists

Actions and Action Lists can be accessed via the **Action Lists** dialog in PitStop Pro. Its location depends on your Acrobat version.

The following table explains how you can open the Action Lists dialog.

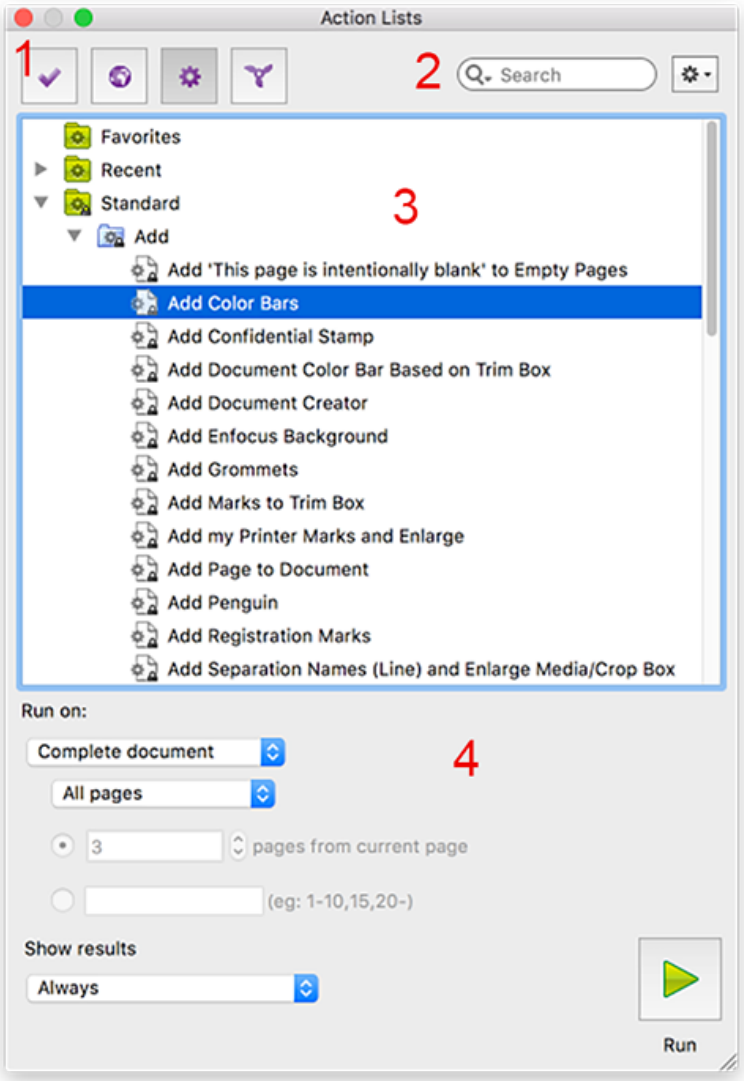
OS/Acrobat	Do one of the following
Acrobat	• In the menu bar, click **PitStop Pro** > **Action Lists**. • In the **Tools** pane, click **PitStop Process** > **Action Lists**.
Windows shortcut	Press Alt+Ctrl+A.

OS/Acrobat	Do one of the following
Mac OS shortcut	Press ⌥⌘A.

9.1.2.1. The Action Lists dialog

The **Action Lists** dialog allows you to organize, access and run Action Lists:

- You can open an existing Action List or a blank Action List (to create a new one).
- You can import, export, duplicate, and group Action Lists
- You can run Action Lists, i.e. apply them to one or more pages of the PDF you're editing.



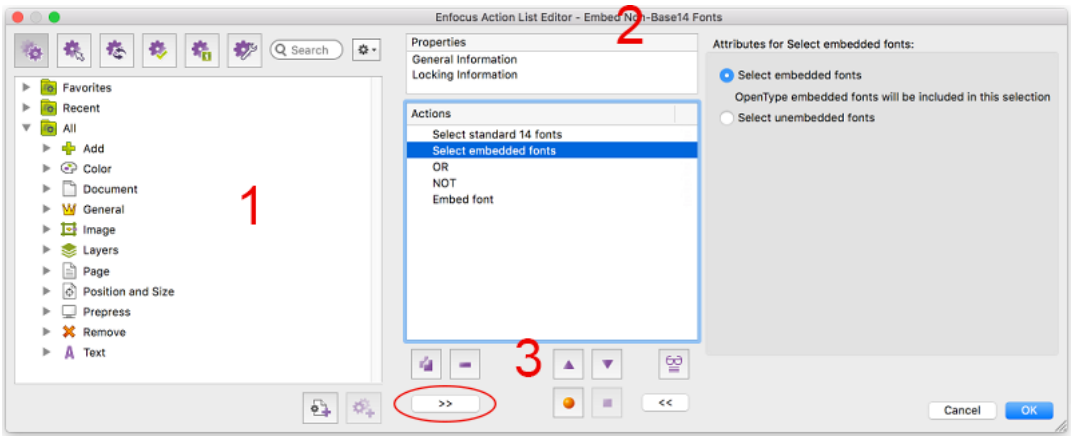
The **Action Lists** dialog consists of the following screen parts:

#	Description
1	Buttons to switch between Action Lists () and other "presets" (Preflight Profiles , Global Changes  and QuickRuns ).
2	A search field (allowing you to search for a particular Action List) and an Action menu  (allowing you to organize the Action Lists).
3	A workspace, which displays the available Action Lists. The Action Lists are organized in folders, called "databases". By default, the following folders can be found: • **Favorites**: Action Lists marked as your favorites. This provides you fast access to the Action Lists you need often. • **Recent**: The 10 most recently used Action Lists. • **Standard**: The default Action Lists installed with PitStop Pro (grouped in subfolders, such as Color, Fonts, Image,...).  **Tip:** To learn what an Action List can do, double-click it, and check the content (the Actions it contains) and the description. • **Local**: Action Lists edited and created by you, and saved locally.
4	The bottom part of the dialog allows you to *run the Action List selected in the upper part of the dialog*. You must indicate on which page(s) the Action List should run and whether or not the results should be shown in *The Enfocus Navigator* on page 327.

9.1.2.2. The Action List Editor

The **Action List Editor** is accessible from within the Action List dialog: when double-clicking an Action (or selecting **New** > **New** from the contex menu), this dialog appears. It allows you to change the *content of an Action List*:

- You can change the description of the Action List or protect the Action List with a password.
- You can add Actions to the Action List or remove them.
- You can organize the Actions within the Action List (e.g. group them or change the sequence).
- You can change the attributes of each of the Actions within the Action List.



The **Action List Editor** consists of the following screen parts:

#	Description
1	A list of available Actions. This list is collapsed by default, but can be easily expanded by clicking the Show Actions button. << All these Actions can be used in your Action List.
2	The center and right part of the dialog apply to the selected (or new) Action List. It contains: • **General information**, for example the name of the Action List and a description • **Locking information**, indicating whether or not the Action List is password protected • An overview of the **Actions** included in the Action List. **Note:** Clicking an item under **Properties** or **Actions**, displays the corresponding information at the right side of the dialog. In the example above, the right-hand pane shows the attributes of the selected Action ("Select embedded fonts").
3	A number of buttons allowing you to manipulate the content of the Action List. The meaning of these buttons is explained in the table below.

Buttons

Button	Click to
<<	Display the list of Actions that can be added to the current Action List. See *Actions overview* on page 311.
	Import a complete Action List into the current Action List. See *Using operators in Action Lists* on page 319.
	Add an Action (selected in the list of available Actions) to the Action List.
	Duplicate an Action selected in the Action List.

Button	Click to
	Remove a selected Action from the Action List.
	Move the selected Action **up** in the Action List.
	Move the selected Action **down** in the Action List.
	Start recording.
	Stop recording.
	Start the Action List Visualizer. See *Troubleshooting Action Lists using the Action List Visualizer* on page 336.



Note: Most of these manipulations can also be performed using the context menu (e.g. duplicating Actions, or moving Actions up or down).

9.1.2.3. Actions overview

All Actions that can be used in Action Lists are listed in the left panel of the Action List Editor. As there are more than 500 different Actions, and to make it easier to find the Action(s) you need, Actions are *sorted by type and category*.

Action types



Tip: You can use the buttons at the top of the dialog to switch between the different Action types. The first button displays *all* Action types.



-  **Selections**

  Before you can change something in a PDF document, you evidently have to select it. All Actions that allow you to select something in a PDF document are listed in the **Selections** category, together with the logical operators ("AND", "NOT, "OR", ...).

-  **Changes**

  A lot of Actions allow you to make changes. The list of changes includes almost anything which professional PDF editing tools like PitStop Pro can do, including:

  - Adding objects, or page numbers
  - Changing a wide variety of properties, including page boxes
  - Color conversions
  - Removing objects
  - Rotating and scaling page content

- Font- and color-related changes



Note: For each "change" Action; you can decide whether or not to log the changes in a Report.

-  **Checks**

  Action Lists do not necessarily have to change PDF documents. You can also create them to check various properties in PDF documents or detect specific objects or elements. For example, an Action List can check font-related properties or detect empty pages in a PDF document.

  Note: For each “check” Action, you can decide whether or not to log it in a Report, and if you log it, you can assign it a status (“Warning”, “Sign-Off Error” or “Error”). For more information, refer to *The Enfocus Navigator* on page 327.

-  **Informs**

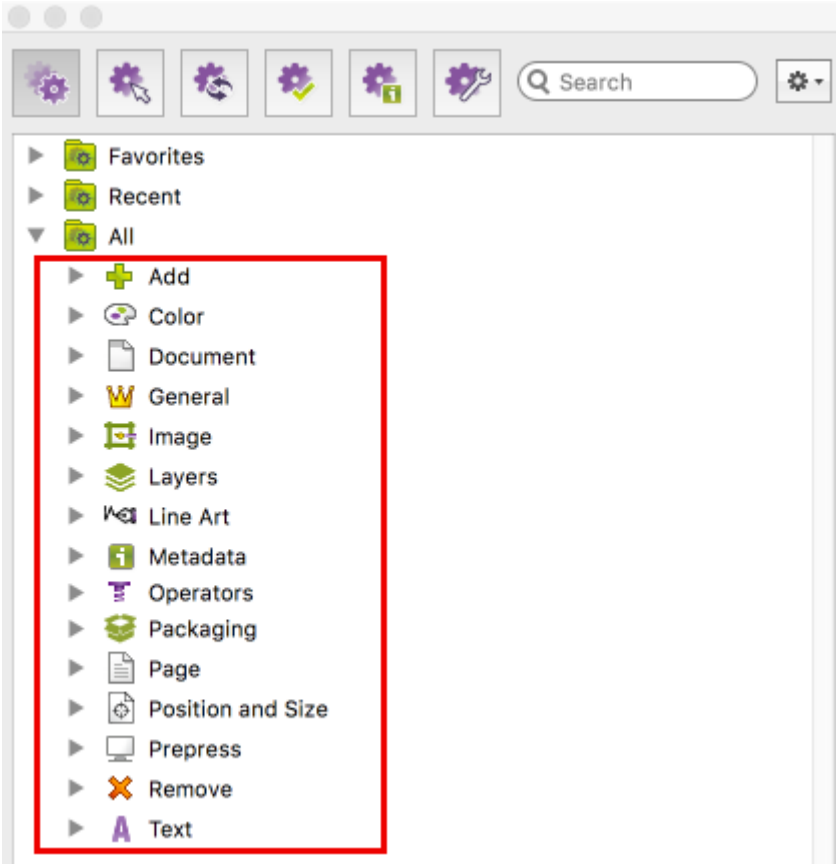
  Action Lists can also gather information from PDF documents. This can be information about fonts, colors, OPI, etc. This information will be presented in a Report, available via the Enfocus Navigator. Refer to *The Enfocus Navigator* on page 327.

-  **Settings**

  Action Lists can also be used to change certain default PitStop Pro settings like the image recompression, page box, and color management settings, or the number of decimal places that is taken into account when checking values.

Action Categories

The Actions are further grouped into different Categories, referring to the domain they apply to (e.g. Color, Page, Prepress).



Search field

To find the Actions you need, you can can type a key word in the Search field at the top of the pane. Note that the search is limited to the selected Action Type; for example, if you've clicked the "Checks" icon at the top of the pane, PitStop Pro will only search for the entered keywords in the list of "check" Actions.

If you don't want to limit your search to a specific Action type, make sure to switch to the *All Actions* view ( ).

9.1.3. Working with Action Lists

This chapter explains everything you should know to be able to edit, create and run Action Lists.

9.1.3.1. Working with Action Lists - how to proceed

Working with Action Lists includes the following steps:

1. First you have to create a new or edit an existing Action List. See *Creating and editing an Action List* on page 314.

   This means that you have to select an existing Action List or open a new, blank one and adapt it to your needs. You will hardly ever be able to use an Action List without having to change anything.

Next, you have to design your Action List:

- Add or remove any Actions as required. Alternatively you can record Actions or import an other Action List. You can organize the Actions inside your Action List as required (e.g. by grouping them).
- Make sure to use the correct operators (AND, OR, NOT).
- Set the attributes of each of the Actions in your Action List:
  - Enter the required values, optionally using variables or regular expressions; in some cases you can "grab" values from the document you're editing.
  - Enter the required log level ("check" Actions only) or indicate whether or not the changes should be logged ('change' Actions).

2. Once the Action List is ready, you can save and run it, to see if it works as expected. See *Running an Action List* on page 326.



Tip: In case of complex Action Lists, you may want to use the Action List Visualizer to debug your Action List.

3. Next, you can check the results of your Action List, using the Enfocus Navigator, and export a Report as required. See *Checking the results of an Action List* on page 327.
4. If applicable, you can fix the problems that were reported by the Enfocus Navigator or in the Preflight Report. *Fixing problems* on page 332

Remark

Most Action Lists start with a *selection* (e.g. the Action "Select all") followed by on or more *checks* or *changes* (e.g. check the colors of the selected objects, change the font of the selected text, ...).

By default, when selecting objects, objects that are completely clipped away (hence are invisible) are selected as well. If you don't want this, we recommend removing them first. You can use the Actions "Select objects that are completely clipped away" and "Remove selection" to do so.

9.1.3.2. Creating and editing an Action List

Why edit an Action List

Most of the time, you will not be able to use the pre-defined Action Lists without adapting them to your needs. For example, you probably don't want to add an *Enfocus* background to your PDFs (using the "Add Enfocus Background" Action List), but your own company background. The easiest way to do so, is by editing the existing "Add Enfocus Background" Action List and replacing the Enfocus background image with your own background image.

Why create a new Action List

Although PitStop Pro provides a lot of default Action Lists, there are so many things you can do with a PDF, that you'll probably need other combinations and sequences of tasks than the ones that are predefined.

Ways to create Action Lists

You can create an Action List in different ways:

- "Manually", from scratch or based on an existing Action; either by adding/removing Actions (selections, changes and operators) to your Action List or by changing them one by one. See *Creating an Action List* on page 316.
- By Recording. This is a very intuitive way of creating an Action List. Just open a PDF document, perform a number of tasks and record these tasks. As soon as you stop recording, the Actions will be added to your Action List.
- By downloading examples from the Enfocus Action List Library on the Enfocus website (*www.enfocus.com*) and importing them into your copy of PitStop Pro. You can then edit and change them, just like the Actions provided by default with PitStop Pro.
- By saving a Global Change as an Action List. For more information, refer to Global Changes Manual available on the *Enfocus website*.

The Action List Editor

Action Lists can be created and edited via the **Action List Editor**. You can open this dialog in different ways:

- To open a **new** Action List, in the Action List dialog, click > **New** > **New**.
- To open an **existing** Action List, just double-click it in the Action List dialog.

Editing an Action List

Often you can use an existing Action List and only make minor changes, for example change the predefined values.

To edit an existing Action List

1. Open the **Action Lists** dialog.
   Refer to *Where to find Actions and Action Lists* on page 307.
2. Double-click the Action List concerned.

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

   If the Action List is fully locked, you will be asked to enter a password before you can see the content of the Action List.

   If it is partially locked, you will be able to view the content of the Action List, but you'll have to click the Lock icon and enter the password, before you can make any changes. Refer to *Locking an Action List* on page 335.
3. Fill in the **Properties** section as required:
   - Select **General Information** and set the Action List name, your name and company and a description of the Action List.
   - Select **Locking Information** and choose the appropriate options. Refer to *Locking an Action List* on page 335.
4. Design your Action List, i.e. add or remove Actions or change the attributes of an Action as required.
   Refer to *Designing an Action List* on page 316.

5. If you have made all required changes, click **OK**.

   Note: If you want to change the attributes of *multiple* Actions, do not click **OK** until you have changed them all. Clicking **OK** will close the Action List Editor!

   The changed Action List will be saved in the Local database (folder).

You can now run the Action List.

Creating an Action List

To create a new Action List

1. Open the **Action Lists** dialog.
   Refer to *Where to find Actions and Action Lists* on page 307.
2. Open the **Action List Editor**:
   - To create a new Action List based on an existing one, click > **New** > **New From/New from File** and select the Action List you want to start from.
     The option **New from** allows you to select an existing Action List from the Standard database; **New from file** allows you to select a file (*.eal) from your computer.
   - To create a new Action List from scratch, click > **New** > **New**.
3. Fill in the **Properties** section as required:
   - Select **General Information** and set the Action List name, your name and company and a description of the Action List.
   - Select **Locking Information** and choose the appropriate options. Refer to *Locking an Action List* on page 335.
4. Design your Action List, i.e. add or remove Actions or change the attributes of an Action as required.
   Refer to *Designing an Action List* on page 316.
5. If you have made all required changes, click **OK**.

   Note: If you want to change the attributes of *multiple* Actions, do not click **OK** until you have changed them all. Clicking **OK** will close the Action List Editor!

You can now run the Action List.

Designing an Action List

You can adjust an existing or a new, blank Action List to your needs:

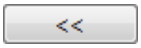
- You can add or remove Actions as required.
- You can group them, change the order or use operators.
- You can change the attributes, i.e. using variables or regular expressions.

Adding Actions to an Action List

There are three ways to add Actions to an Action List:

- You can manually add them, by selecting them from the list of available Actions (left part of the Action List Editor).
- You can record them while performing them (once) one in a sample PDF document. In that case, you should have opened a (sample) PDF document in which you can do the Actions you wish to record.
- You can import an existing Action List that contains some of the Actions you want to perform with the new Action List.

This topic assumes you have opened an Action List in the Action List Editor.

1. To manually add Actions
   a. To view all available Actions, click the **Expand** button  as required.
   b. Search and select the appropriate Action.
   c. Double-click the Action you want to add.

      Alternatively, you can click  or drag the Action onto the Action List.
   d. Do this for all Actions you need.

   Note:

   - Remember that operators (AND, OR, NOT, available under Selections) must be entered *after* the selections. Refer to *Using operators in Action Lists* on page 319.
   - You can use the buttons at the bottom of the pane to remove or duplicate Actions, or to change the order of the Actions in the Action List. Alternatively, you can drag the Actions to a new position. Be careful, because changing the order may produce a different result.

2. To record the Actions for your Action List
   a. Click the **Start Recording** button .

      The **Start Recording** button is grayed out and the **Stop Recording** button  becomes available. From now on, all Actions you perform using the PitStop Pro tools will be recorded.

      Note: Make sure that you only use PitStop Pro tools and commands to perform Actions. All operations you do using Adobe Acrobat tools or other plug-ins will not be recorded!
   b. Choose the commands, and perform the Actions you want to record.
   c. To stop recording, click the **Stop Recording** button .
      The Actions you performed are now added to the section under **Actions**. You can still change the attributes of these Actions if necessary.

3. To import an Action List, i.e. to add the Actions of this Action List to your Action List

a. Click .

b. Select an Action List **From database** (i.e. from the Action List dialog) or **From file**, i.e. a file on your computer.

c. Click **OK**.

When importing an Action List that is locked, you need to enter the password when importing it. This will unlock the Action List.

The Action List is imported *as a group* (using the name of the imported Action List) preceded by an icon . Once imported, you can change these Actions as any other group or Action in the Action List.

Removing Actions from an Action List

If you want to remove Actions that were added by accident, or Actions you don't need after all, you can simply remove them from the Action List.

To remove an Action

1. In the Action List Editor, select the Action(s) you want to remove.
2. Do one of the following
   - Right-click and select **Remove**.
   - Click .

   The Action is removed from the Action List.



Note: Remember that you can put the Action back, by selecting it from the list of available Actions. However, if you had made any changes to the attributes, these haven't been saved, so you will have to set them again.

Organizing the Actions in an Action List

As the order of the Actions in an Action List is important, especially in elaborate Action Lists, we recommend proceeding as follows:

1. Add the Actions you need, preferably starting with the "select" Actions, e.g. Select All or Select Annotations, ...
2. Specify the logical operators (AND, NOT, OR, ...) if required. See *Using operators in Action Lists* on page 319.
3. Add the "change", "check",... Actions that should apply to the selections.



Note: Changes only apply to selections. Therefore, make sure that you make the proper selections in your Action List first. If you have made no selections, some changes will be applied to everything in your PDF document (for example fonts) or changes will not be applied at all.

4. Move the Actions up or down as required.
5. Try to group the Actions (as explained below).



Note: Grouping does not have any influence on the result of the Action List.

1. To move Actions up and down, do one of the following

- Right-click the Action concerned and select **Move Up** or **Move Down**.
- Select the Action concerned and click  or .
- Select the Action concerned and drag and drop it to the desired location.

2. To group Actions that belong together
   a. Select the Actions concerned.
   b. Right-click and select **Make Group**.
      The selected Actions are moved to a folder called **Group Actions**.
   c. Select **Group Actions** and, in the right-hand pane, enter a name and a description for this Group.

   Alternatively, you can add the **Group Actions** Action to your Action List and drag the appropriate Actions to that Group. For more information, refer to the description of this Action in the Action Manual.

Using operators in Action Lists

About operators in PitStop Pro

PitStop Pro provides a number of operators, allowing you to combine several Actions in a logical way.

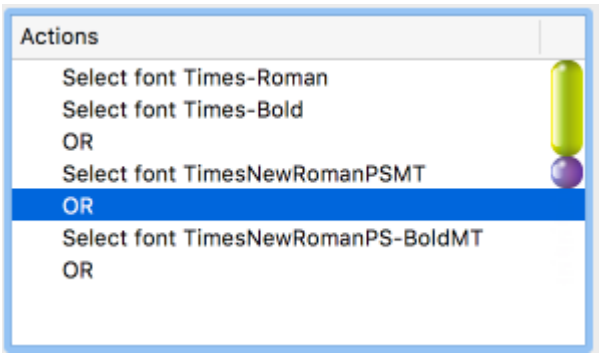
These operators can be found in the Action List Editor, under  **Selections** (in the folder Operators).

Currently, following operators are available:

- **AND**, **OR**, **NOT** - explained below.
- **Select all** - is added automatically to new Action Lists, to avoid that you forget to select anything.
- **Select last added objects** - allows you to use the result of a previous "add" Action.
- **Duplicate/Remove top of selection stack** - are mainly used internally by PitStop Server and should not be used when manually creating Action Lists.

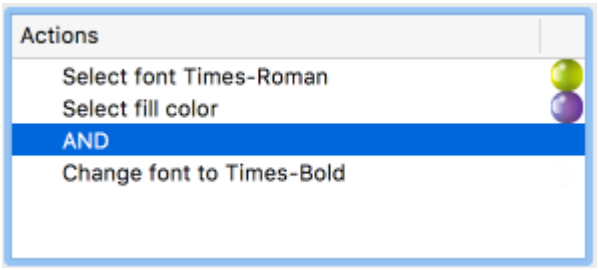
Rules of thumb

- The operators AND, NOT, OR) must not be entered **between** two or more selections, but **after** these selections (postfix notation)! These operators **apply to the preceding selections**.
- If an operator is selected in the Action List Editor, the Actions (or group of Actions) it affects, will be represented using a green and purple **indicator**.

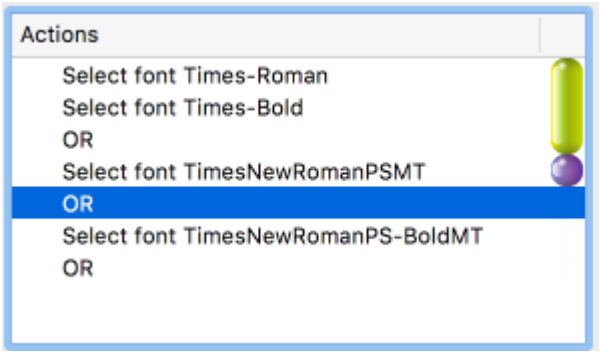


In the example above, the selected "OR" operator affects the "Select font Times New Roman" action (purple) and the combination of the first two lines and their "OR" operator (green).

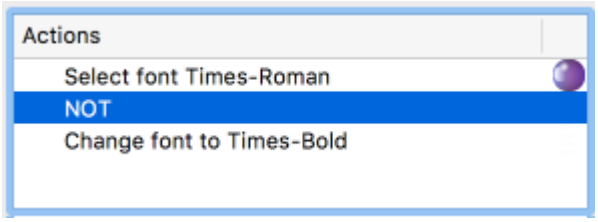
- The operators AND, NOT, and OR are **logical** operators, which means that they have to be used in a strictly logical way. For example, if you want to select the fonts Times-Roman (Adobe Type 1) **and** Times New Roman (TrueType), you should not use the AND operator, but the OR operator (a font cannot be both Times-Roman and Times New Roman at the same time). You could use the AND operator, for example, to select all text in Times-Roman **and** the color of which is blue. Your Action List would then look as follows:



- The OR and AND operators **only apply to two preceding selections**. Therefore, if you want to make more than two selections, you have to insert multiple operators at the appropriate places in the "stack" of selections. For example, if you want to select the fonts Times-Roman (Adobe Type 1), Times New Roman (TrueType) and their bold variants, your Action List should look as follows:



- The NOT operator **applies only to the preceding selection** and can be used to **exclude something from a selection**. Unlike the OR and AND operators, the NOT operator only requires one selection. For example, if you want to change all fonts but Times-Roman in a PDF document to Times-Bold, your Action List would look as follows:



In the above example, the Action List will change all fonts in PDF document to Times-Bold, but leave Times-Roman (regular) unchanged.

Setting the attributes of an Action

The attributes you can set depend on the selected Action. Some Actions do not require any attributes; for others you should enter the preferred values, for example a length or a version number, pick a color, select an option from a list, select a checkbox, ... Setting the attributes is in most cases quite obvious.



Note: If an attribute of an Action requires a unit, for example a length, the unit specified in the PitStop Pro Preferences (Units & Guides Category) is used. For example, if you're using the *Select size* Action, you have to determine minimum or maximum width or the height of the objects you want to select. If you have selected "cm" in the PitStop Pro Preferences, you will have to specify a value in "cm".

This topic explains the "special cases":

- How to use variables instead of fixed values.
- How to use regular expressions
- How to log "check" Actions
- How to use the **Use page rotation (and scaling factor)** checkbox (which is available in a number of Actions)

1. To use *variables instead of fixed values*:
   a. Click the **Actions** link and select **Enable Variable Names**.
   b. Click .
   c. Select the variable you want to use.
   d. Repeat steps b-c for each variable you want to use.
   e. Click **OK**.

   You must have defined a Variable Set. For more information, refer to the chapter about Smart Preflight and the topic Creating a Variable set in the PitStop Pro Reference Guide.

2. To use *regular expressions instead of fixed strings*:
   a. Enable the **Use regular expressions** checkbox.
   b. Create rules using regular expressions. The most commonly used symbols can be used.

      Regular expressions provide a way to find patterns within a text. This is useful in many contexts, for example to check whether a piece of text meets certain criteria, or to find and/or replace strings with a particular pattern. In PitStop Pro, regular expressions are used to configure the attributes of certain Actions (but only available in combination with *equal/not equal* operators). For an overview of the Actions concerned, refer to the Action manual on the Enfocus website.

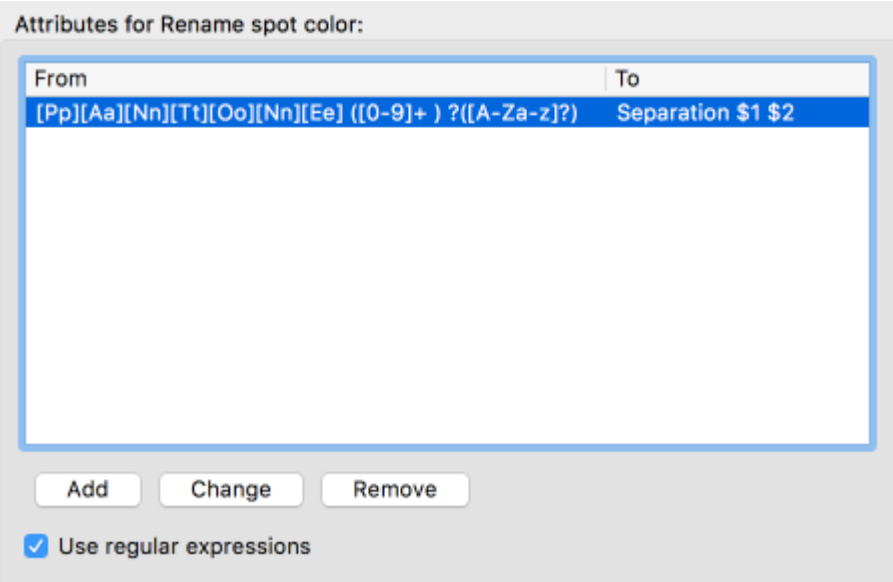
      PitStop supports Boost Regular Expressions. For more information, refer to *http://www.boost.org/doc/libs/1_47_0/libs/regex/doc/html/boost_regex/synt ax/perl_syntax.html*.

   Examples:

   Rename spot color is an Action that allows you to change the name of spot colors in a document.

   - To rename variants of the same color, e.g. to rename “Varnish0”, “Varnish1”, “Varnish23” (i.e. "Varnish" followed by one or more digits) to “Varnish” (without any digits), you could create a rule that renames "Varnish([0-9])+" to "Varnish".

- To replace "Pantone" (regardless of the case) with "Separation" in all spot color names used in your document, create the following rule:



This rule will allow you to rename "Pantone 0123 U" to "Separation 0123 U", "PANTONE 9324 U" to "Separation 9324 U", ...

3. In case of Actions of the type "Check", you should determine if and how the result of the Action should be logged (in the Enfocus Navigator and in the Report).
   - **Don't Log**: Nothing will be logged.
   - **Log as warning**: If the check is positive, it will be logged as a warning ( ). This allows you distinguish between severe and less severe issues.
   - **Log as error and allow Sign-Off** ( ): If the check is positive, it will be logged as an error that can be "signed-off", i.e. can be "approved" or evaluated as a minor error which doesn't fail PDF certification. This is only relevant if you're running Actions in the context of Certified PDF.
   - **Log as error**( ): If the check is positive, it will be logged as an error. If you're running Actions in the context of Certified PDF, this kind of problems will prevent the file from being certified OK. The problem must be fixed, before the file can be certified.
4. If the Action you're configuring has the **Use page rotation** or the **Use page rotation and scaling factor** checkbox:
   - To take into account page rotation and/or scaling factor, select this checkbox. The Action will be applied to the actual position of the page content.
   - To ignore page rotation and/or scaling factor, clear this checkbox. The Action will be applied to the original position of the page content (i.e. BEFORE applying page rotation and/or scaling factor).

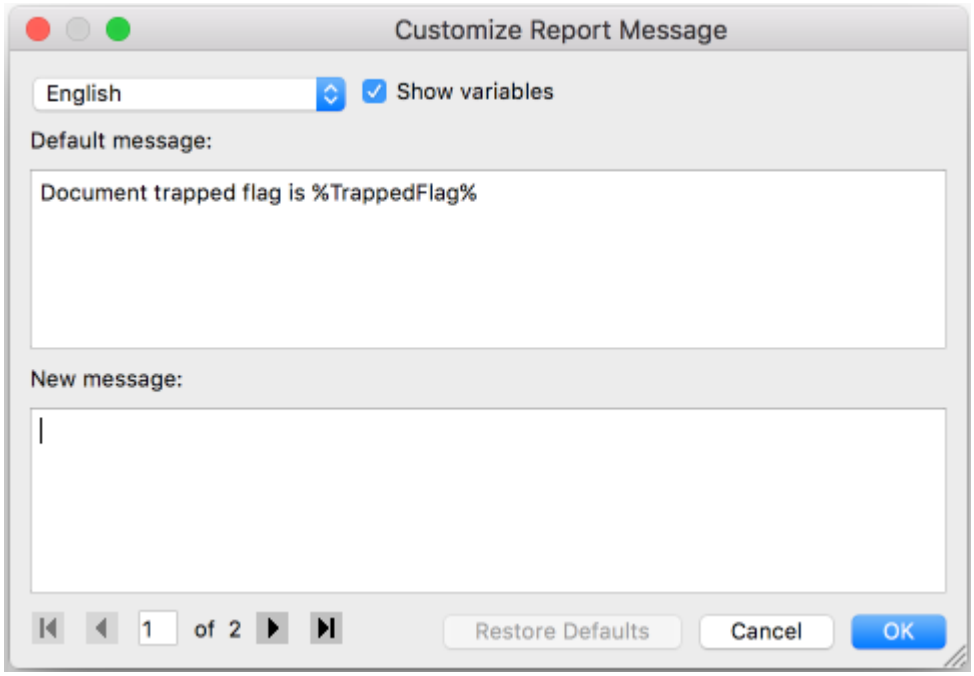
Customizing report messages

Messages resulting from "Check" or "Change" Actions and shown in the Preflight Report and the Enfocus Navigator can be customized in several ways. You can for example:

- Rephrase the default text to make it easier to understand for non-technical people
- Add extra information (e.g. what to do in case of problems)
- Add a link to a web page with more information

To do so, proceed as follows:

1. In the attributes of the Action concerned, click the **Actions** link.
2. From the menu, select **Customize report message**.
   The Customize Report Message dialog appears.



3. From the list at the top, select the language for which you want to change the message.
   Select **All** if you want to display a particular message regardless of the PitStop language.
   The default message is displayed in the first field. If the message contains variables, you can make them visible by selecting the **Show variables** checkbox: the variables are enclosed in % signs. To preview the end result (variables replaced with the actual values), you should clear the checkbox again.
4. Enter a new message in the second field.
   If you don't, the default message will be used.

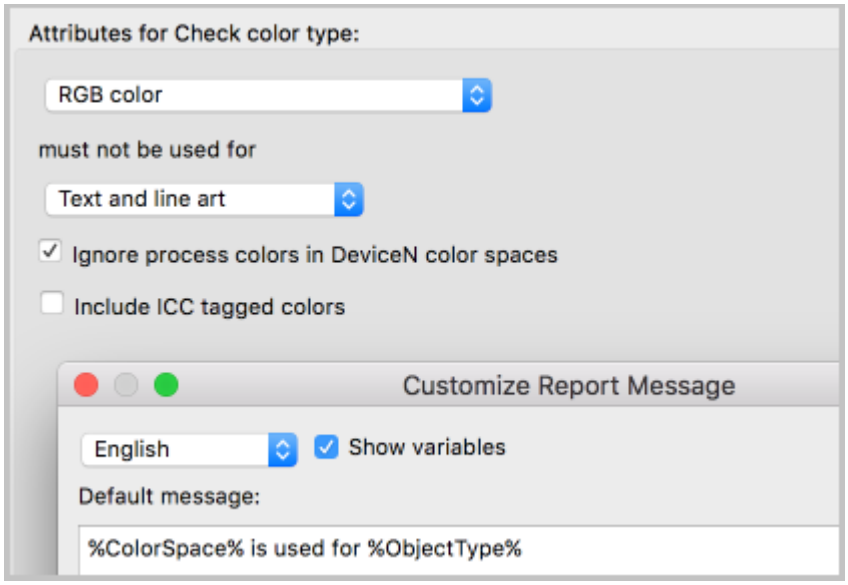


Tip: We recommend copying the message from the first into the second field (making sure **Show variables** is selected). That way you're sure the variables are

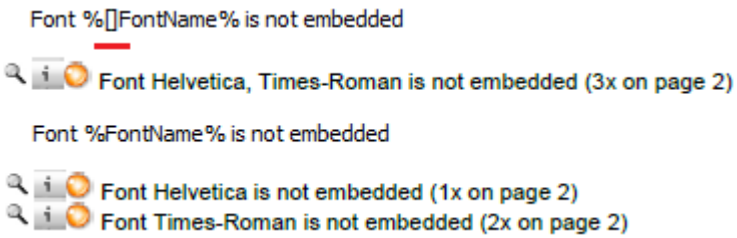
written correctly. If a variable contains a typo, it will not be recognized as such and it will be considered a fixed string.

Special cases

- **Built-in configuration variables** refer to the options in the attributes of the Action. If you clear the **Show variables** checkbox, you can see what they refer to. In the example below, %ColorSpace% refers to the value chosen from the first list (RGB color), whereas %ObjectType% refers to the value chosen from the second list.

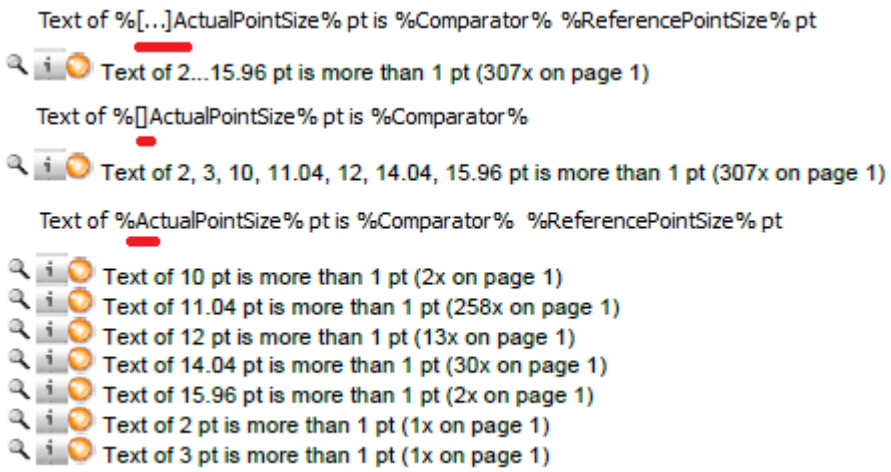


- **Square brackets such as "[]" inside a variable** indicate that the variable may be replaced with more than one value, depending on what's found in the PDF. For example, "%**[]**fontName%" means that more than one font name may be mentioned in the message. If written like this, the font names are listed, one after the other. If the square brackets are removed, you'll have a separate message on a separate line for each different font name. See the example below:



- **Square brackets enclosing 3 dots such as "[...]" inside a variable** refer to a range, e.g. %[...]ActualPointSize% means that the smallest and the largest point size found in the document will be mentioned in the message, separated by three dots. Values inbetween will not be mentioned. If you remove the three dots, all values found in the document will be mentioned (separated by a comma). Alternatively, you could remove the square

brackets, resulting in one separate message per point size value. See the examples below:



Note: Make sure to use the correct notation; if you omit one dot, or write 4 dots, this will not work!

- If you want to display **a link** in a report message, simply type the URL (e.g. http://www.enfocus.com). When users click this URL in the Preflight Report, the corresponding web page will be opened.

- Note that a **small number of messages cannot be customized**, because they result from Actions that use another mechanism and are generated "on the fly". For these messages, you'll see a warning "This Action has no customizable messages".

- There's one Action with a slightly different user interface: **Log Selection**. For this Action, no default report message is available. You should enter your custom report message directly in the Attributes section.

5. Click the navigation button(s) at the bottom of the dialog, to navigate to other messages originating from the same Action and configure them in the same way.

   This is the case if the Action has several distinct options, e.g. Check for alternate images allows you to detect either all images with alternates, or images that have an alternate that is default for printing. For each of these options, a separate message is available. Note that **Restore Defaults** resets all these messages (not only the one that is shown).

6. Click **OK**.

If you run the Action on a document, the new message instead of the default message will be displayed.

Note: If you ever want to return to the default message, in the attributes of the Action, click **Action** > **Clear customized report message**.

9.1.3.3. Running an Action List

This topic describes how to run an Action List. The procedure is identical, regardless of whether you have created the Action List yourself, or if you're using a standard Action List provided by PitStop Pro or an imported Action List.

To run an Action List

1. Open the **Action Lists** dialog.
   Refer to *Where to find Actions and Action Lists* on page 307.
2. Select the Action List you want to run.
3. Determine if you want to run the selected Action 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 Select Object tool.
   - **Current page**: Only the page which is currently displayed.
   - **Pages**: All pages or a page range as specified.
4. Indicate if you want to view the results of the Action List in the Enfocus Navigator or in a Preflight Report, after you have run the Action List.
   It depends on your PitStop Pro Preferences if the Enfocus Navigator or the Preflight Report will be shown (See **Edit (Windows) or Adobe (Mac)** > **PitStop Pro Preferences** > **General**).
   The Enfocus Navigator is a dialog that gives an overview of the changes performed by the selected Action List and enables you to generate a (Preflight) Report. This Preflight Report is a PDF document that displays general file information as well. See *Checking the results of an Action List* on page 327.
   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.
   - **On Error**: The Enfocus Navigator or the Preflight Report will only appear if an Error is detected.
     Errors can only be detected for Actions of the type "Check", if you have selected **Log as error** or **Log as error and allow Sign-off** (in the attributes of the "check" Action).
     If you have chosen an "inform" Action, the requested information will be included in the Report, so make sure to select **Always**.

5. Click  .

The Action List runs with the selected options. You can now check the results of the Action List in the Enfocus Navigator or the Preflight Report (if you have chosen to do so) or in the PDF itself.

9.1.3.4. Checking the results of an Action List

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



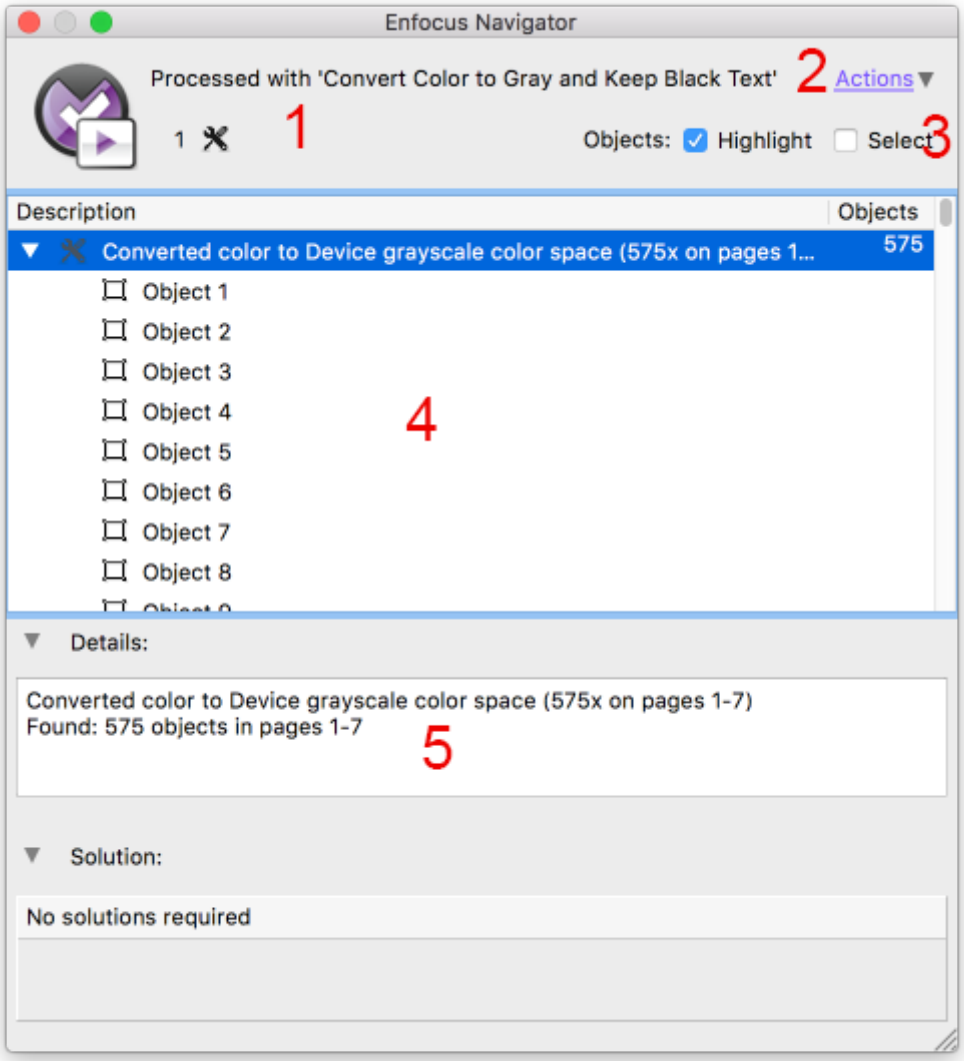
Note: The Enfocus Navigator and the Report also show the results of Global Changes and Preflight Checks. For more information about Global Changes and preflighting of PDF documents, refer to the corresponding chapters in the PitStop Pro Reference Guide.

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,...). **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!

#	Description
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.

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 331.

Content of a Report

A Report usually contains the following sections:

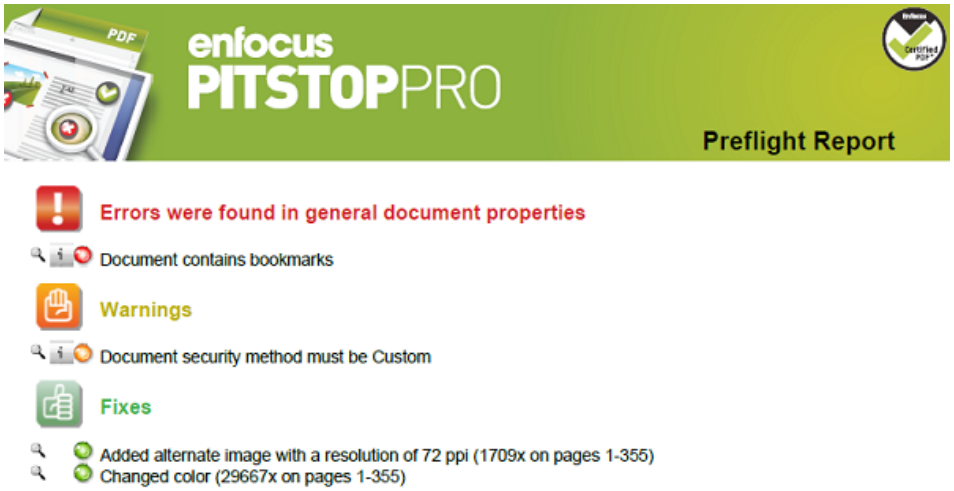
Section	Content
Errors, Warnings & Fixes	(Potential) problems and changes. It depends on the log level of the "check" Actions in the Action List whether or not something is tagged as an Error or Warning.
General File Information	Properties of the PDF document, such as PDF version, title, author, etc. 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.).
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.

Section	Content
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.

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 327.

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 329.

   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.

9.1.3.5. Fixing problems

If problems (warnings, errors) are reported, you may want to solve them.

- In some cases, you will find a solution in the **Enfocus Navigator**. You can use this fix for all problem instances in the file, or you can browse to a particular object and only fix that one. Note that it may be handy to use the Enfocus Inspector to learn more about the problem concerned.
- If no solution is recommended, you can generate a **Report** (see *Generating a Report* on page 331) and click the information icon  to find a solution for the problem concerned. In many cases, you can just run another Action List to fix the problem. For example:
  - Layer problems found with the "Check layers" Action can be solved with the "Fix layers" Action.
  - Font problems found with "Check corrupt font widths" can be solved with "Change corrupt font width", ...

Fixing problems - use case

This is an example of how you can fix problems reported by the Enfocus Navigator.

Problem: You have run an Action List which includes the Check resolution Action. You get an error saying that the resolution of some images in your PDF document is too high.

Solution: Check and resample the images as required.

To simulate this use case, proceed as follows

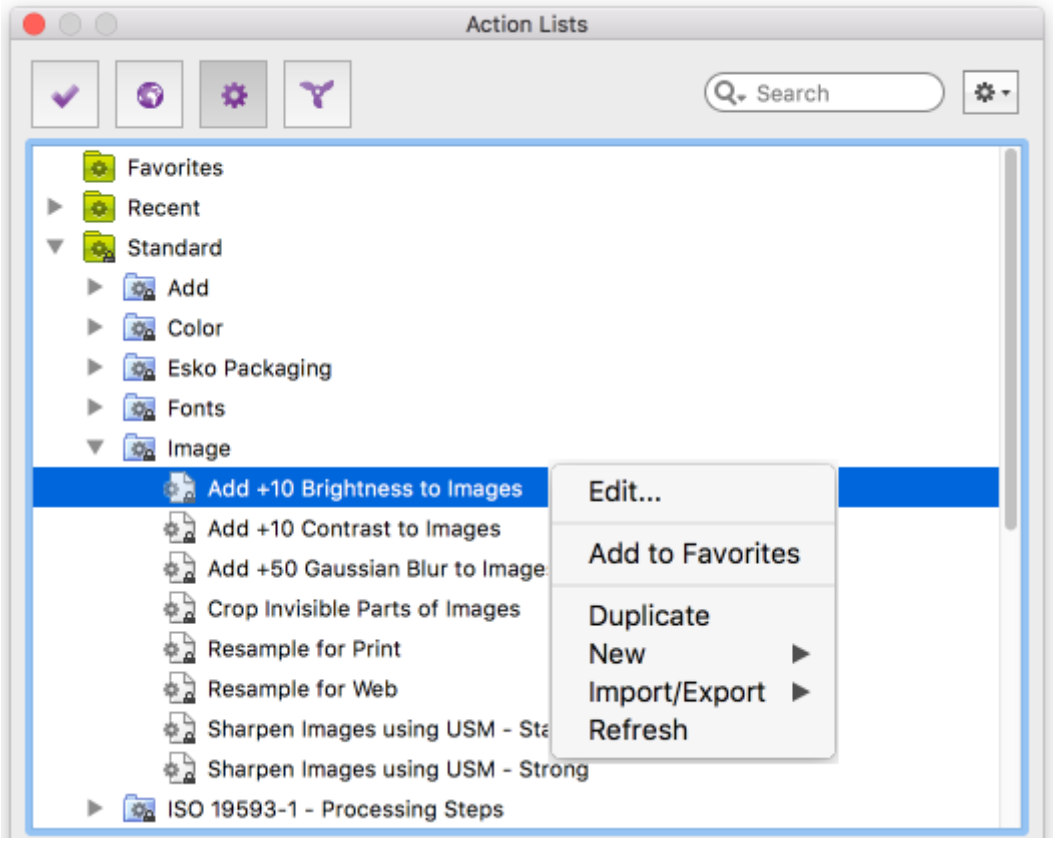
1. Open a PDF (with images) and create an Action List which contains the Check resolution Action. Make sure to set a resolution lower than the one in your PDF and select Log as Error.

2. Run the Action List, with Show results set to **Always**.
3. Do one of the following, depending on what's shown after you have run the Action List (the Report or the Enfocus Navigator):
   - If the Report is displayed, click the icon preceding the warning "Resolution of color or grayscale image is more than x ppi (3x on pages y-z)"
   - If the Enfocus Navigator is displayed, select the warning "Resolution of color or grayscale image is more than x ppi (3x on pages y-z)".
4. In the Enfocus Navigator, to view and highlight the images in question, click icon preceding the message concerned.
   You now see a list of objects in question (in this example: images of which the resolution is too low).
5. Do one of the following:
   - To resample all images concerned in one go:
     1. In the Solution section, enter the appropriate values
     2. Click **Fix**.
   - To resample the images one by one:
     1. Click the object concerned.
     2. In the Solution section, enter the appropriate values.
     3. Click **Fix**.
   - To first check the resolution of the images concerned:
     1. Click the object concerned.
     2. See *Display the Enfocus Inspector.*
     3. In the Enfocus Inspector, click the **Image** > **Properties** category to see the actual resolution of the selected image.
     4. Click the **Resample** tab and decrease the resolution of the image to the required value.
     5. Click **Apply**.
6. Run the Action List again.
   If you have fixed all problems, the Enfocus Navigator and the Report will contain a message that no errors or warnings were found, and that no fixes are required.

9.1.4. Managing Action Lists

This chapter explains how to import, export, and lock Action Lists.

Note: Next to that, you can also duplicate and refresh the Action Lists in the Action Lists dialog, and add them to your favorites, using the context menu.



9.1.4.1. Exporting an Action List

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

To export an Action List

1. Open the **Action Lists** dialog.
   Refer to *Where to find Actions and Action Lists* on page 307.
2. Click > **Import/Export** > **Export**.
   You may get a warning if the Action List is not protected with a password. If you would like to lock the Action List, refer to *Locking an Action List* on page 335.
3. Select a download location.
4. Click **Save**.

9.1.4.2. Importing an Action List

A lot of Action Lists can be downloaded from the Enfocus Action List Library on the Enfocus website (*www.enfocus.com*). Action Lists have file extension .eal.

To import an Action List

1. Open the **Action Lists** dialog.

   Refer to *Where to find Actions and Action Lists* on page 307.

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

   If you want to import multiple Action Lists, 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 appropriate folder on your system.

3. Select the appropriate Action List.

4. Click **Open**.

The imported Action List appears in the Local folder in the Action Lists dialog. You can run and/or edit this Action List as required.

9.1.4.3. Locking an Action List

You can secure your Action List with a password to prevent others from changing it. This may be convenient when the Action List is shared among multiple users. You can lock an Action List with a password when you create the Action List or you can add a password afterwards.

To lock an Action List

1. Open the **Action Lists** dialog.

   Refer to *Where to find Actions and Action Lists* on page 307.

2. Select an Action List and double-click it.

3. Under Properties, select **Locking Information**.

4. Select the appropriate option:

   - To allow everyone to *run, view, and edit* this Action List, select **Not locked**.
   - To allow everyone to *run* the Action List and *view* the Actions in the Action List, select **Partially locked**.

     Users will not be able to change the individual Actions and their respective attributes in the Action List. This is useful to give the users a precise idea of what the Action List will do.
   - To allow users to *run* the Action List only, select **Locked**.

     Users will not be able to see or change the Actions in the Action List without filling in the password first.

5. If you haven chosen to (partially) lock the Action List, fill in a password and confirm it.

   The password can include:

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

6. Click **Apply**.

9.1.5. Troubleshooting Action Lists using the Action List Visualizer

The Action List Visualizer is a very powerful tool that shows you what the various Actions in an Action List are actually doing in a document. This is helpful when you're creating complex Action Lists, and it helps you find out whether or not an Action (or a sequence of Actions) is doing what you expect it to do.

9.1.5.1. Troubleshooting Action Lists - How it works

The Action List Visualizer allows you to *see what each Action in an Action List is doing as it processes*. This means that each of the Actions is executed, one after the other, while the impact of each Action is shown in the document on the page that is currently open. A pointer moves from the top to the bottom, to show you where the focus is.

The Action List must be started explicitly. See *Starting the Action List Visualizer* on page 339.

There are two ways to go through an Action List:

- *Run mode*: The Action List is executed at a set speed, from the beginning to the end, and it will not stop, unless you click the Pause button or set breakpoints where the Action List should be paused.
- *Step mode*: The Action List is executed step by step, one Action at a time. You must click to continue to the next Action.

You can combine both methods, for example check the first x Actions of the Action List step by step and then the last part in Run mode, or vice versa.

The Action List is executed page by page. You can visualize the Action List on one single page only (the page of your choice) or on the whole document (to debug Action Lists with Actions like 'Split pages', 'Add pages', 'Reorder pages', etc.).

You can also make changes to the attributes of the Action List with the Action List Visualizer active, and immediately check the effect of your changes. See *Changing the Action List during visualization* on page 341.

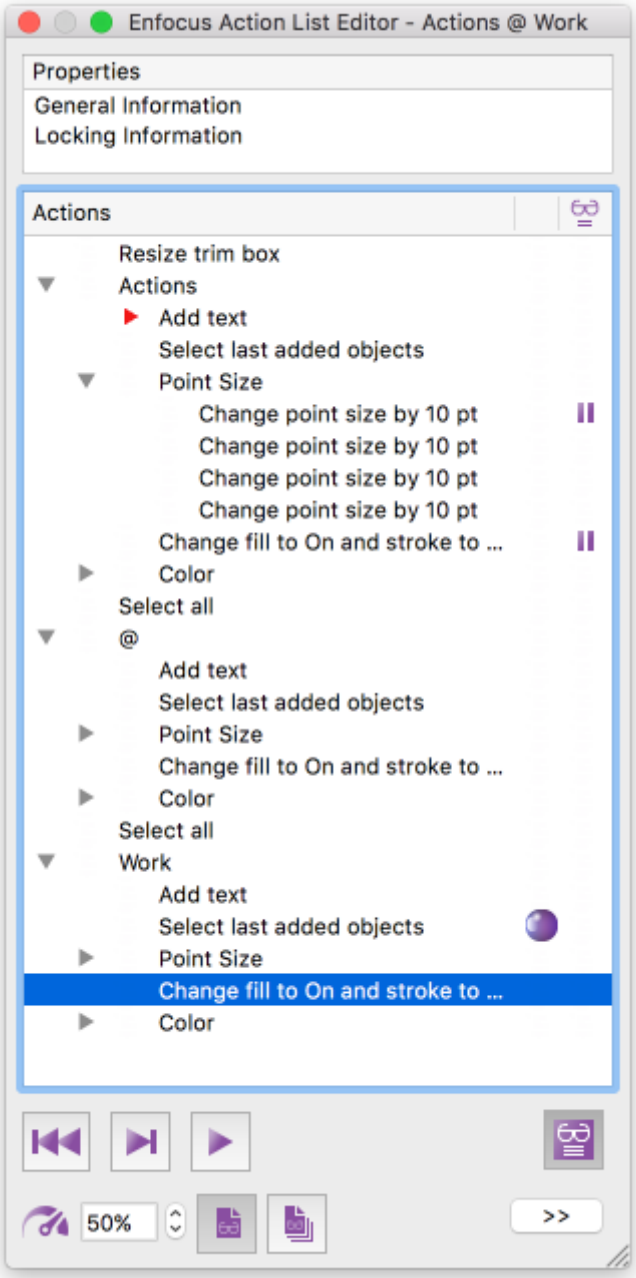
Tips:

- In case of complex Action Lists, it is handy to group your Action Lists and debug the Actions group by group. Once a group of Actions is OK, you can collapse the group and the Action List Visualizer will show the impact of the group as one step/change.
- The Enfocus Inspector can be used in combination with the Action List Visualizer. For example, if you're interested to see what your Action List does to a particular object, you can

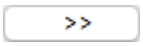
select this object using the PitStop selection tool and open the Enfocus Inspector to see the changing properties.

9.1.5.2. The Action List Visualizer User Interface

The **Action List Visualizer** is activated by clicking the **Start Action List Visualizer** button in the *Action List Editor*. Once activated, a new toolset becomes available, as shown below.



Buttons

Button	Click this button to...
	Quit the tool and return to the regular Action List Editor. This will bring back the buttons to add, remove, move, ... the Actions in the Action List.
	Restart the Action List Visualizer. This places the pointer ▶ again at the top of the Action List.
	Execute the current Action (=Action with the pointer) and move the pointer to the next Action.
	Run the Action List (starting from the Action with the pointer). The Action List will be executed and stop at a breakpoint (if there is any) or when you click the Pause button , otherwise it will run till the end.
	Pause the Action List (while it's running).
	Change the processing speed. 10% is very slow, 100% is very fast.
	Run the Action List on the current page only. The current page is the page that is currently displayed in Acrobat.
	Run the Action List on all pages of the document. All Actions will be executed one after the other, page after page, until the end of the document.
	Expand the details pane, which shows the attributes of the selected Action.

Icons

Icon	Meaning
	Pointer, indicating which Action will be executed next.
	Breakpoint. This is where processing will stop when the Action List is executed *in Run mode*.
	Column where you can click to add or remove a breakpoint.

Color indicators

Note that the green and purple indicators indicate which selection is involved in the selected Action, just like in normal working mode (see *Using operators in Action Lists* on page 319).
In the above example, "Change fill to ON..." applies to "last added objects". During Action List

visualization, when "select last added objects" is executed, it will be highlighted in purple in the document; purple because of the purple indicator. Other selections are marked in blue.

9.1.5.3. Starting the Action List Visualizer

To start or activate the Action List Visualizer

1. Open a sample PDF in Adobe Acrobat.
2. Open the Action List you want to visualize in the Action List Editor.
3. Click the **Start Action List Visualizer** button .

The regular buttons to add, remove, move, ... Actions are replaced with new buttons. See *The Action List Visualizer User Interface* on page 337.

You can now start visualizing the Action List.

9.1.5.4. Visualizing an Action List at a particular speed (Run mode)

Have PitStop go through the Action List at a set speed. Meanwhile you can see what is happening in your document.

To run the Action List at a set speed

1. Make sure the Action List Visualizer is active.
   Starting the Action List Visualizer on page 339
2. Check the run speed and change it as required by clicking at the bottom of the dialog.
   10% is very slow; 100% is very fast.
3. *Set one or more breakpoints as required*.
4. Determine the scope:
   - To process the current page only, click the **Run on current page** button .
   - To process the whole document, click the **Run on all pages** button .

   Note: All Actions will be executed one after the other, page after page, until the end of the document.
5. To actually start visualizing, click the **Run** button .
   The Action List is executed from the beginning to the end, one Action after the other. Meanwhile, you can see what is happening. The pointer indicates which Action will be executed next. Processing will stop at a breakpoint, when you click the **Pause** button , or when the end is reached. Note that Actions in a collapsed group (hidden Actions) are executed in one go (so not one by one).
6. To restart processing after a breakpoint or a pause, click the **Run** button .
   Processing will go on until the next breakpoint, manual pause, or till the end.

Once all Actions have been executed, you can see the end result of the Action List in your sample document. You can now make changes if needed, and check the Action List again from the beginning. To do so, click the **Restart** button to undo all changes and move the pointer to the beginning of the Action List.

Note: You can also undo the changes through the menu: **Edit** > **Enfocus Undo Visualize Action List**.

Adding and removing breakpoints

Breakpoints indicate where the Action List Visualizer should pause processing. This is only relevant when you're visualizing the Action List in Run mode.

Note that breakpoints only are taken into account when they are visible. If they are hidden because they are part of a collapsed group, they are not taken into account.

Important: Processing will stop just before the Action with a breakpoint.

There are several ways to proceed:

- To add a breakpoint, click in the breakpoint column (to the right of the Actions, below the icon) next to the Action where you want a pause.
  This will add a breakpoint icon .
- To remove a breakpoint, click in the breakpoint column (to the right of the Actions, below the icon) on the breakpoint icon.
  The breakpoint is removed.
- To remove all breakpoints in one go, open the context menu and click **Remove all breakpoints**.
- To add a breakpoint where there is none, or to remove one where there is one:
  1. Select an Action in the Action List.
  2. Open the context menu.
  3. Click **Toggle breakpoint**.

9.1.5.5. Visualizing an Action List at your own speed (Step mode)

To go through an Action List, step by step, at your own speed, proceed as follows

1. Make sure the Action List Visualizer is active.
   Starting the Action List Visualizer on page 339
2. Determine the scope:
   - To process the current page only, click the **Run on current page** button .
   - To process the whole document, click the **Run on all pages** button .

     Note: All Actions will be executed one after the other, page after page, until the end of the document.

3. To actually start visualizing, click the **Step** button .

   Only the Action with the pointer is executed. Immediately after the Action is executed, the pointer moves to the next Action.

4. To proceed to the next Action, click the **Step** button . Do this until you have reached the end of the Action List.

   Actions in a collapsed group are executed but not shown, meaning that the pointer proceeds to the next visible Action in the Action List.

   Breakpoints are ignored. They are only relevant in Run mode.

Once all Actions have been executed, you can see the end result of the Action List in your sample document. You can now make changes if needed, and check the Action List again from the beginning. To do so, click the **Restart** button to undo all changes and move the pointer to the beginning of the Action List.

Note: You can also undo the changes through the menu: **Edit** > **Enfocus Undo Visualize Action List**.

9.1.5.6. Changing the Action List during visualization

With the Action List Visualizer active, you can make changes to the attributes of the Action List you're currently checking. They are applied immediately, so you can immediately see the impact of your changes.

It is not possible to add, remove or move Actions in the Action List; if you want to do that, you must stop the Action List Visualizer to make the buttons available again.

To make changes to the attributes of an Action

1. Make sure the Action List Visualizer is not running.
2. To display the attributes of the Action you want to change, do one of the following:
   - Click >> and select the Action you want to change.
   - Double-click the Action you want to change. (If you double-click once more, the attributes will be hidden again).
3. Change the attributes.
4. Check the impact of the changed Action List:
   - If the pointer is currently above the changed Action, click the **Restart** button to start from the beginning of the Action List.
   - If the pointer is currently below the changed Action, click the **Step** or **Run** button to continue.

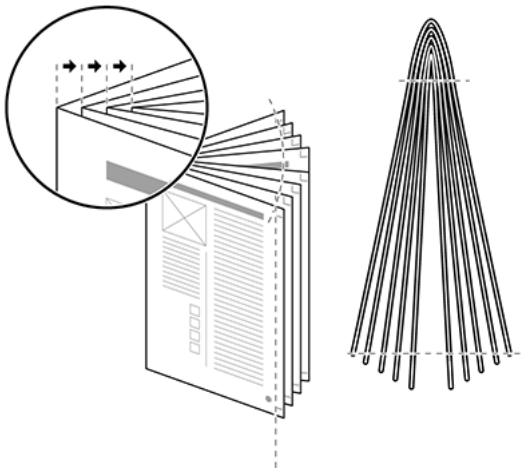
9.1.6. Action Lists in practice - a use case

The following real life example is used to illustrate in detail how to create an Action List. It shows:

- Which selections to make.
- Which operators to use.
- Which changes to apply.

9.1.6.1. Given: PDF documents of booklets with creep

Suppose you have PDF documents of booklets that are almost press-ready. The pages are to be printed double-sided, folded and trimmed. You want to make sure that the page numbers, which are close to the edge of the page, do not get trimmed off. Indeed, when pages are folded for saddle-stitch binding, the printed area slightly moves outward. This is known as **creep** in the publishing world. The more pages in a booklet, the larger the shift of the area of the inner pages will be.

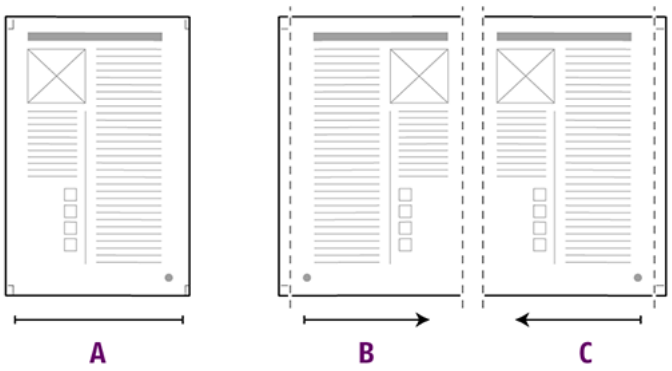


Creep moves the printed area of the inner pages outwards, which may cause page numbers near the outer edges of the pages to be trimmed off.

To compensate for this creep, you can create an Action List that does the following:

- Shift the printed area of the left-hand (even-numbered) pages 5 mm to the right.
- Shift the printed area of the right-hand (odd-numbered) pages 5 mm to the left (closer to the binding).
- Leave the first page unchanged (for example because this page is not numbered).

Example: Changing the page layout: move the printed area of the inner pages (**B** and **C**) towards the binding to compensate for creep, but leave the first page (**A**) unchanged.



9.1.6.2. Creating an Action List that changes the page layout of a PDF document

1. Using the **Enfocus Action List Editor**, create an Action List that looks as follows:

```
Select all
Select odd pages
Select first page
NOT
AND
Move page content (horizontal: 5.0 mm, vertical: 0.0 mm)
Select all
Select even pages
Select first page
NOT
AND
Move page content (horizontal: - 5.0 mm, vertical: 0.0 mm)
```

2. Click **View** > **Zoom** > **Zoom to Page Level** to see the pages on the complete media size.
3. To open the Action Lists dialog, click **PitStop Pro** > **Action Lists**.
4. Select the respective Action List and click **Run**.

   PitStop Pro will apply the Action List in the following steps:

Ste	Action
1	Select all
	It's good practice to start Action Lists with a *Select all* Action, to reset previous selections if any.
2	Select odd pages
	Content on odd pages should move to the left, whereas content on even pages should move to the right. First, the odd pages will be processed.
3	Select first page
4	NOT

Ste	Action
	NOT excludes the first page from your selection, because it should remain unchanged.
5	AND
	AND at this point combines the selections of steps 1 and 2 with the exclusion of step 4.
6	Move page content 5.0 mm horizontally.
	This change moves the page content 5 mm to the left.
7	Select all
	Resets the previous selection.
8	Select even pages
9	Select first page
10	NOT
	NOT excludes the first page from your selection, because it should remain unchanged.
11	AND
	AND at this point combines the selections of steps 7 and 8 with the exclusion of step 10.
12	Move page content –5.0 mm horizontally
	This change moves the page content 5 mm to the right.

9.2. 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.

9.2.1. 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.

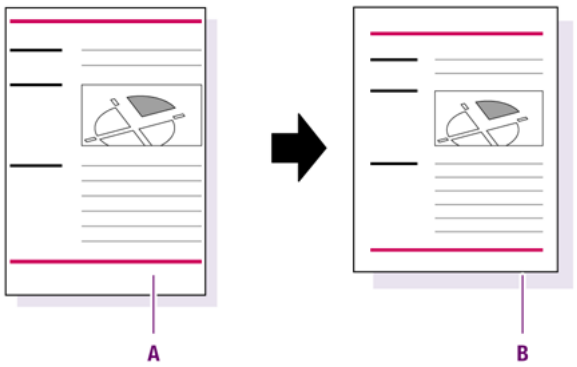
Note: Unlike Actions and Action Lists, you cannot create your own Global Changes from scratch. You can however duplicate an existing Global Change and save it with your personal preferences, so you can re-use it afterwards. Note that you can also save your Global Change as an Action List. This is useful if you want to add extra functionality. For more information, refer to *Saving a Global Change as an Action List* on page 354.

9.2.1.1. 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:

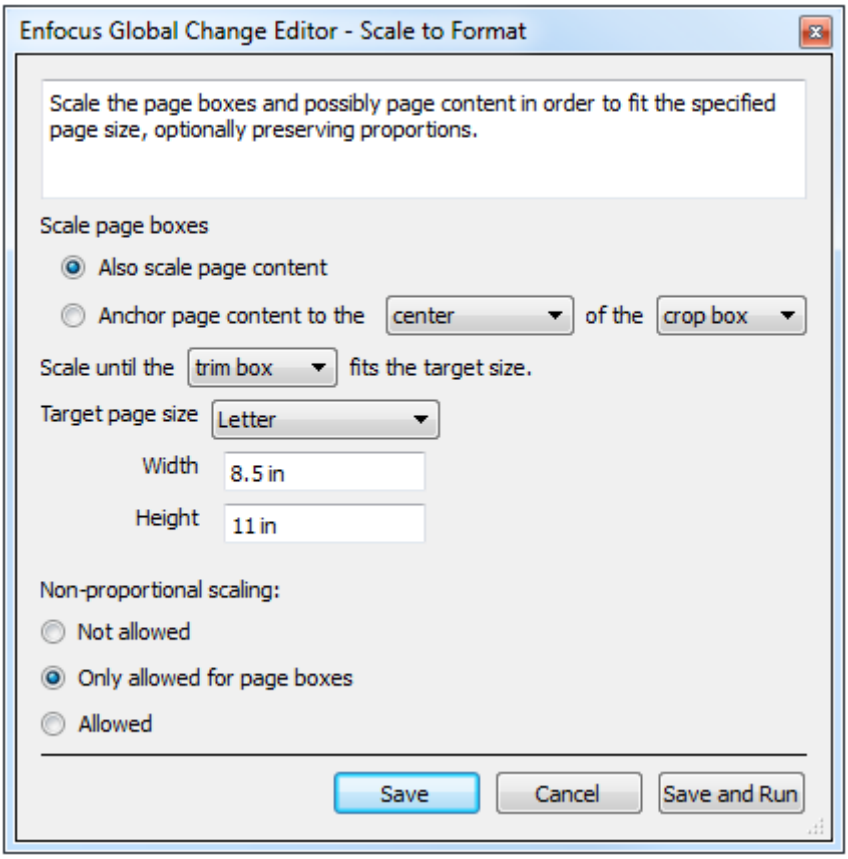
- Scale the **page content proportionally** to prevent distortion of text and other objects
- Scale the **page boxes non-proportionally**, because the proportions (width to height) of an A4 page are different from those of the US Letter format



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**).

9.2.2. 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.

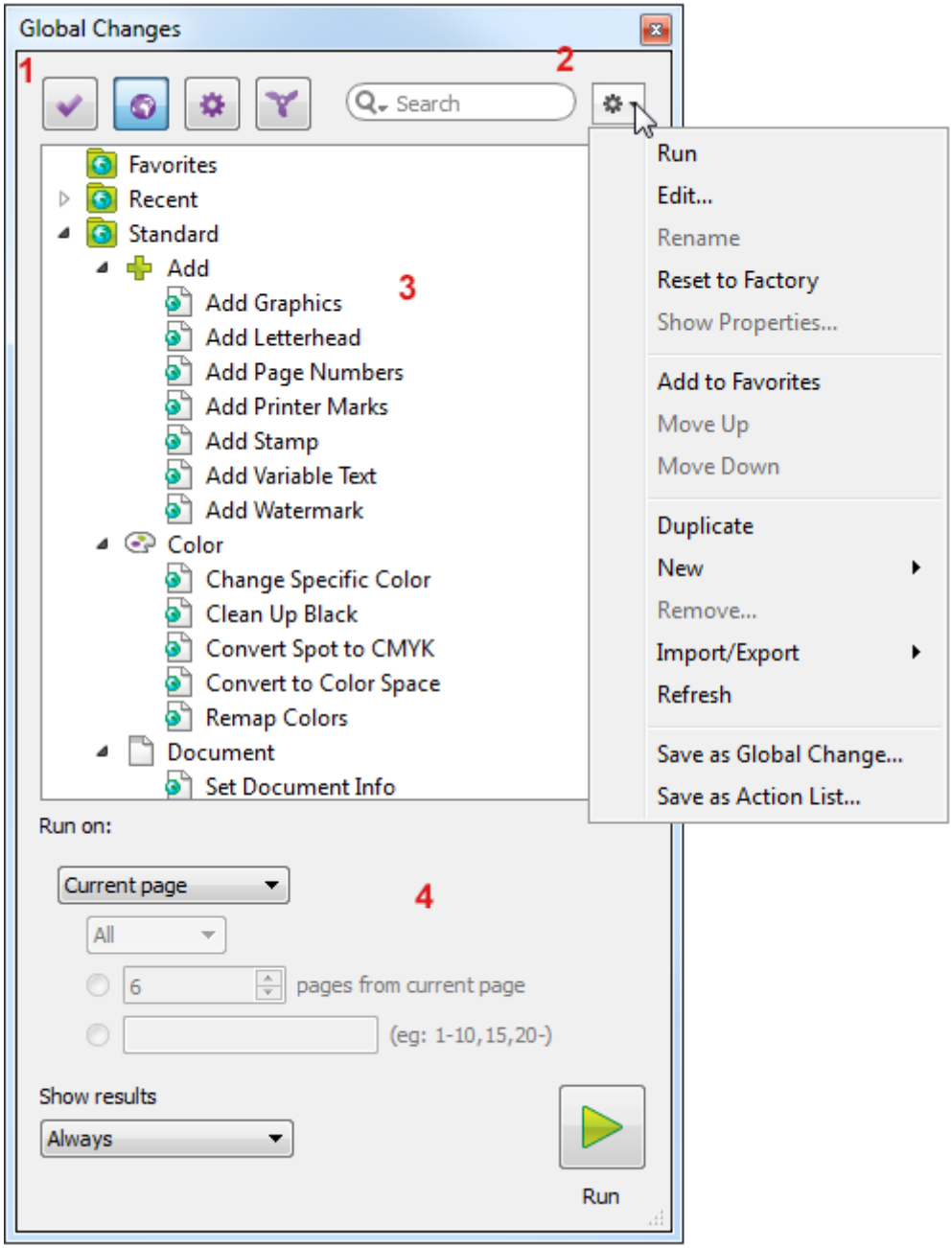
OS/Acrobat	Do one of the following
Acrobat	• In the menu bar, click **PitStop Pro** > **Global Changes**. • In the **Tools** pane, click **PitStop Process** > **Global Changes**.

OS/Acrobat	Do one of the following
Windows shortcut	Press Alt+Ctrl+G.
Mac OS shortcut	Press ⌥ ⌘ G.

9.2.2.1. 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.



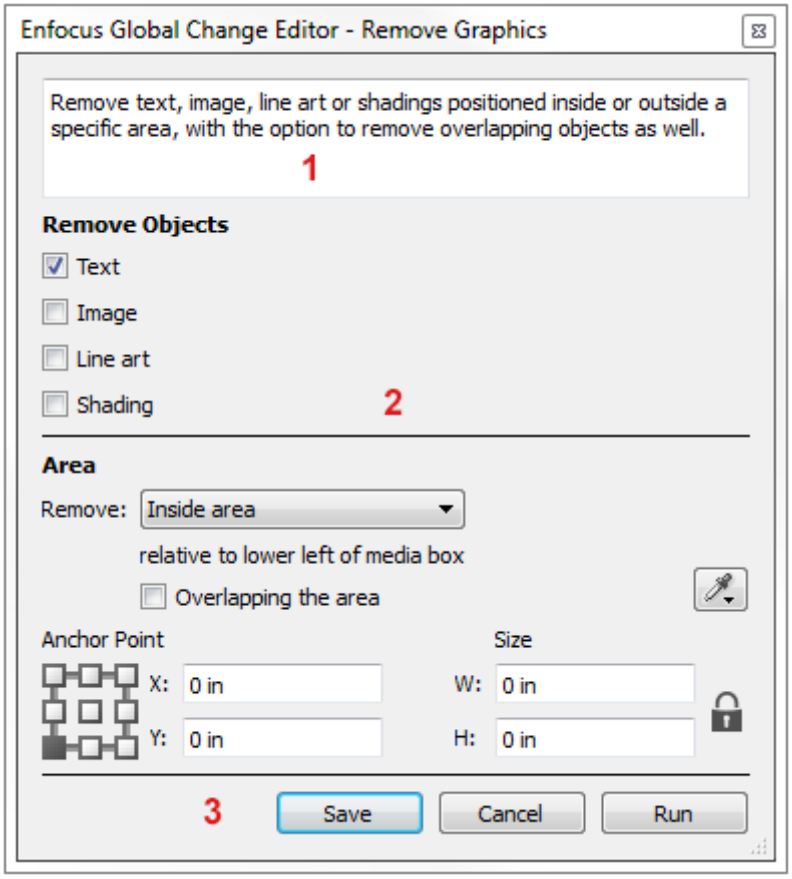
The **Global Changes** dialog consists of the following screen parts:

#	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.

9.2.2.2. 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.

9.2.2.3. 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*.

9.2.3. Working with Global Changes

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

9.2.3.1. 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 352.

To create a Global Change

1. Open the Global Changes dialog.

   Refer to *Where to find Global Changes* on page 346.

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 353.

- 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 353.

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".

9.2.3.2. 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 346.

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 353.
   - 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 353.

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).

9.2.3.3. 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 346.

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 355.

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 352.

9.2.3.4. 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 346.

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*.

9.2.3.5. 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 346.

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**.

9.2.3.6. 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 346.
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.

9.2.4. 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.

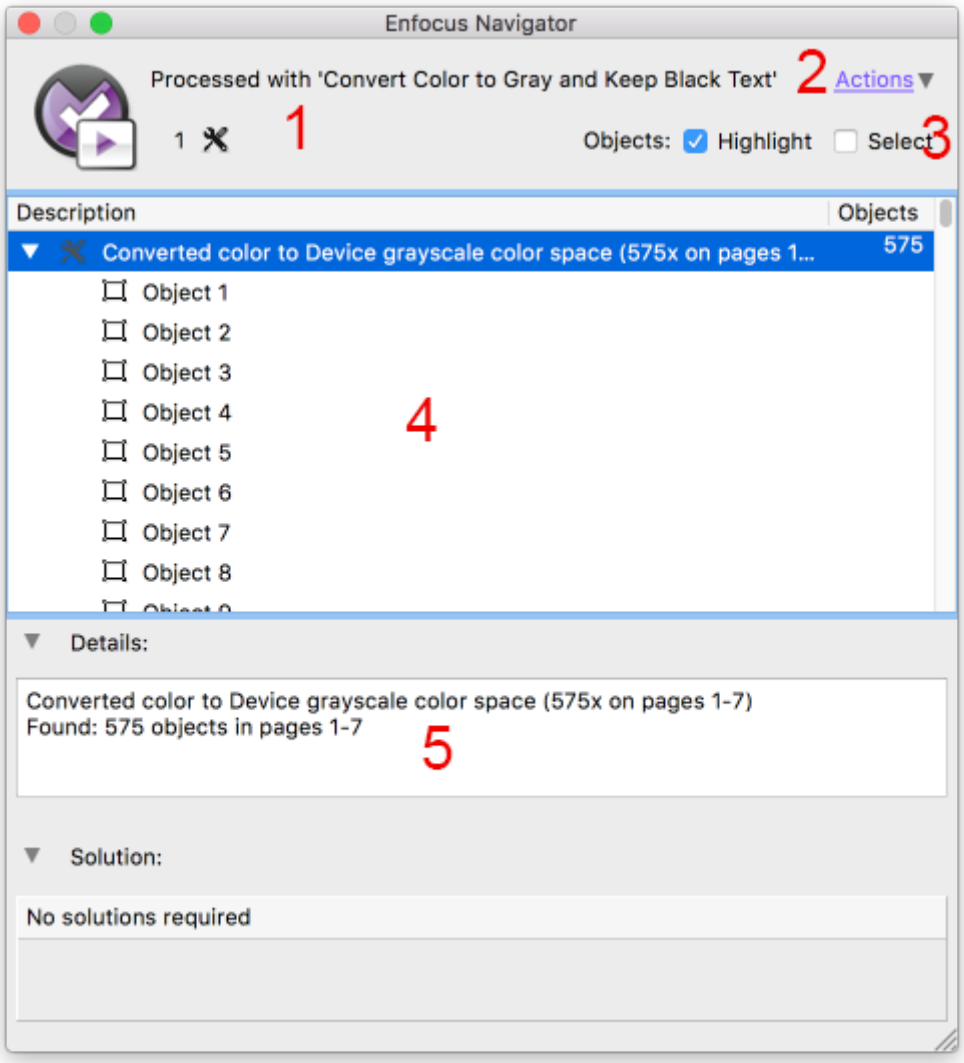


Note: The Enfocus Navigator and the Report also show the results of Action Lists and Preflight Checks. For more information about Action Lists and preflighting of PDF documents, refer to the corresponding chapters in the PitStop Pro Reference Guide.

9.2.4.1. 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.

9.2.4.2. 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 331.

Content of a Report

A Report usually contains the following sections:

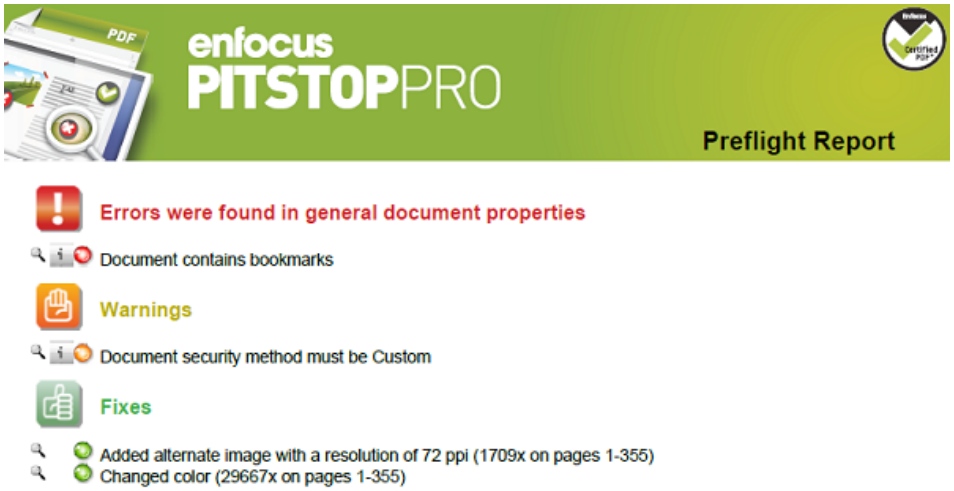
Section	Content
Errors, Warnings & Fixes	(Potential) problems and changes. It depends on the log level of the "check" Actions in the Action List whether or not something is tagged as an Error or Warning.
General File Information	Properties of the PDF document, such as PDF version, title, author, etc.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

Section	Content
Image Information	All images in the PDF document, along with additional information (for example physical and effective resolution, page, angle, custom color functions, etc.).
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.

9.2.4.3. 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 327.

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 329.

   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.

9.3. Using QuickRuns

9.3.1. About QuickRuns

A QuickRun is a series of Action Lists, Global Changes and a Preflight Profile grouped together as a single command. It is similar to a "sequence of macros" in other applications.

A QuickRun can include:

- Multiple Action Lists
- Multiple Global Changes
- One Preflight Profile

Note: You can combine Action Lists and a Preflight Profile in hot folders in Enfocus PitStop Server.

When to use QuickRuns?

There may be situations where you need to run multiple Action Lists or Global Changes in a PDF document and then run a Preflight Profile to preflight the PDF document. And you may need to do this repetitively: not just in a single PDF document, but several times or in several PDF documents. Instead of running the individual Action Lists, Global Changes and the Preflight Profile sequentially, it is more efficient to collect these in a QuickRun.

9.3.2. Where to find QuickRuns in PitStop Pro

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

The following table explains how you can open the QuickRuns dialog.

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

Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

QuickRun Favorites

QuickRuns that were added to your favorites can be accessed as follows:

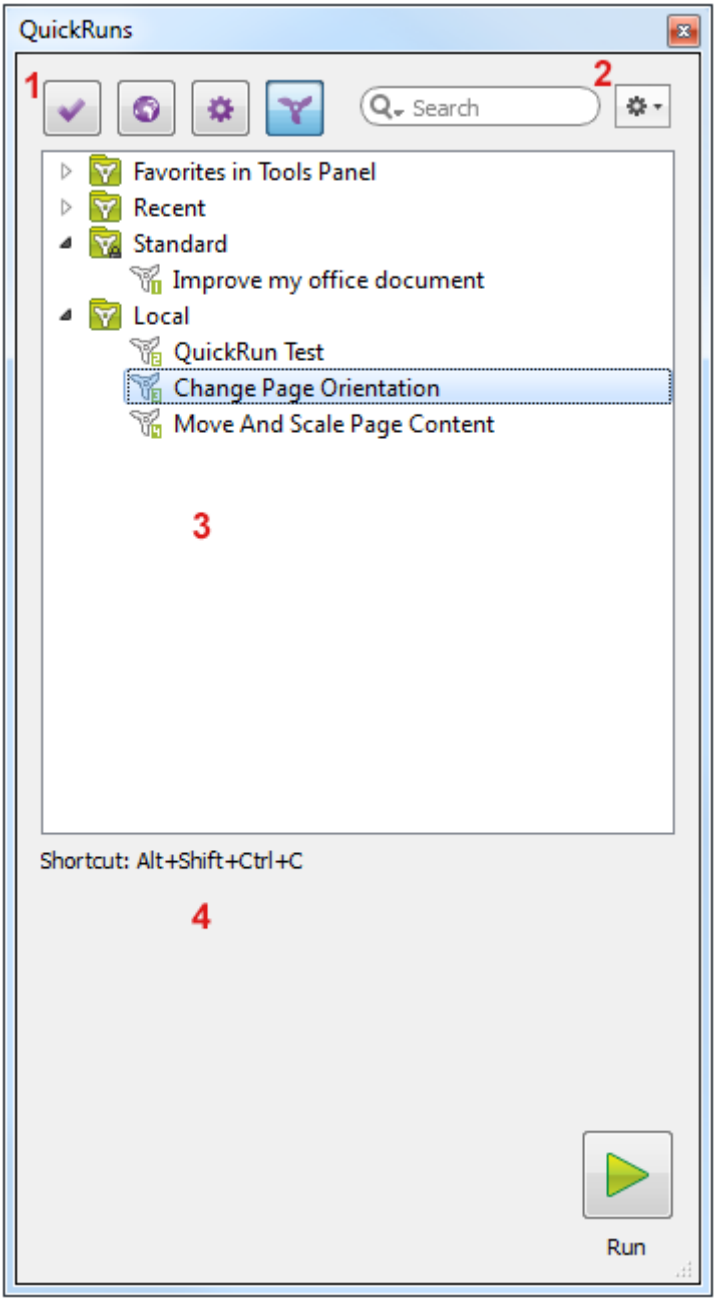
OS/Acrobat	Do one of the following
Acrobat	• In the menu bar, click **PitStop Pro** > **QuickRun Favorites**, and select a QuickRun. • In the **Tools** pane, click **PitStop Process** > **QuickRun Favorites** and select a QuickRun.
Windows	Use the shortcut of the QuickRun favorite. Example: • Favorite 1: Alt+Shift+Ctrl+A • Favorite 2: Alt+Shift+Ctrl+B
Mac OS	Use the shortcut of the QuickRun favorite. Example: • Favorite 1: ⌥⇧⌘A • Favorite 2: ⌥⇧⌘B

Note: You can change these shortcuts by creating your own shortcut set. See *Preferences > Enfocus PitStop Pro Preferences > Shortcuts* on page 60.

9.3.2.1. The QuickRun dialog

The **QuickRun** dialog allows you to organize, access and run QuickRuns:

- You can open an existing QuickRun or a blank QuickRun (to create a new one).
- You can import, export, duplicate, and group QuickRuns
- You can run QuickRuns, i.e. apply them to one or more pages of the PDF you're editing.

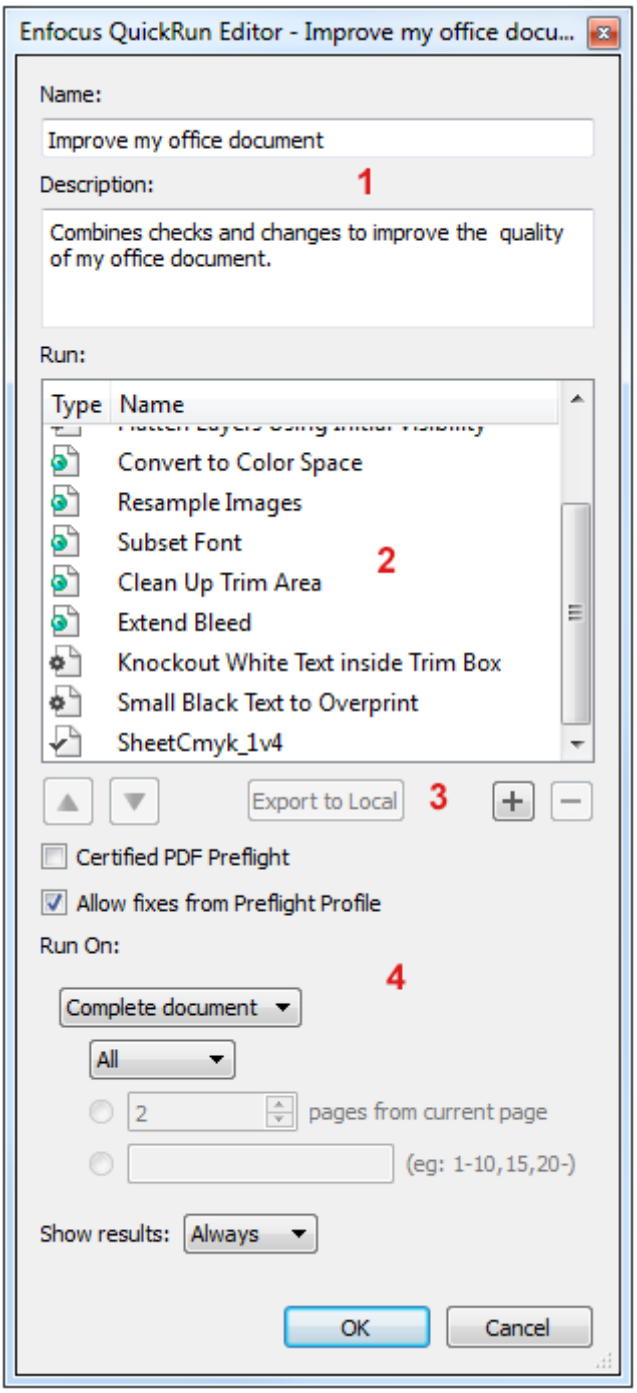


The **QuickRun** dialog consists of the following screen parts:

#	Description
1	Buttons to switch between QuickRuns and other "presets" (Preflight Profiles, Global Changes and Action Lists ( ) .
2	A search field (allowing you to search for a particular QuickRun) and an Action menu (allowing you to organize the QuickRuns).
3	A workspace, which displays the available QuickRuns. The QuickRuns are organized in folders, called "databases". By default, the following folders can be found: • **Favorites in Tools Panel**: QuickRuns Lists marked as your favorites. This provides you fast access to the QuickRuns you need often. • **Recent**: The 10 most recently used QuickRuns. • **Standard**: The default QuickRuns installed with PitStop Pro. • **Local**: QuickRuns edited and created by you, and saved locally.
4	The bottom part of the dialog shows the shortcut associated with the selected QuickRun. This shortcut is assigned automatically when you add the QuickRun to your favorites (via the context menu).

9.3.2.2. The QuickRun Editor

The **QuickRun Editor** is accessible from within the QuickRuns dialog: when double-clicking a QuickRun (or selecting **Edit** from the contex menu), this dialog appears. It allows you to edit the content of a QuickRun.



The **QuickRun Editor** consists of the following screen parts:

#	Description
1	The name of the QuickRun and a description of what the QuickRun does.
2	The Action Lists, Global Changes and the Preflight Profile that will be applied when running the QuickRun.

#	Description
3	A number of buttons allowing you to configure the contents of the QuickRun: •  and : Use these buttons to change the order of execution. • **Export to Local**: As you cannot edit the content of a QuickRun, you can use this button to export the selected item (e.g. an Action List) to the Local folder, switch to the corresponding preset type (e.g. Action Lists dialog), edit it there and afterwards import it again into your QuickRun. •  and : Use these buttons to add or remove Action Lists, Global Changes and/or a Preflight Profile to the QuickRun.
4	The bottom part of the dialog allows you to set some preflight related options, to define the page range the QuickRun should be applied to, and whether or not the results should be shown.

9.3.3. Working with QuickRuns

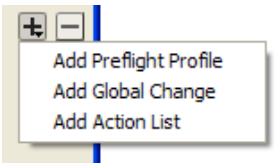
This chapter explains everything you should know to be able to edit, create and run QuickRuns.

9.3.3.1. Creating a QuickRun

When you create a QuickRun, you must select the Action Lists, Global Changes and/or a Preflight Profile you want to run on the currently opened document. As you cannot edit or change the content of Action Lists, Global Changes and Preflight Profiles from within a QuickRun, we recommend checking or preparing them first, before creating the QuickRun.

To create a QuickRun

1. Open the **QuickRuns** dialog.
   Refer to *Where to find QuickRuns in PitStop Pro* on page 361.
2. Do one of the following:
   - To create a new QuickRun based on an existing one, click  > **New** > **New From/New from File** and select the QuickRun you want to start from.
     The option **New from** allows you to select an existing QuickRun from the Standard database; **New from file** allows you to select a file (*.eqr) from your computer.
   - To create a new QuickRun from scratch, click  > **New** > **New**.
3. Enter a meaningful name and a description.
4. Click , and select the Action List(s), one or more Global Changes, and/or the Preflight Profile you want to add to your QuickRun.



5. Do one of the following:
   - To add Action Lists, Global Changes or a Preflight Profile from your database, select **From Database**, and then select one or more Action Lists or Global Changes, or a single Preflight Profile
   - To add an Action List, Preflight Profile or Global Change from a hard disk or network drive, select **From File**, and then click **Browse**. Select the appropriate file and click **Open**.
6. Click **OK**.

   The Action Lists, Global Changes and Preflight Profile appear in the **Run** box.
7. Click the **Move Up** or **Move Down** button to set the sequence in which the Action Lists and Global Changes should be run.

   Note: Check the sequence of the Action Lists and Global Changes carefully because running the same Actions in a different order may produce a different outcome. You may want to test this first by running the Actions individually and check which sequence is correct.
8. If necessary, select **Certified PDF Preflight** to start a Certified PDF workflow for your PDF documents.
9. If a Preflight Profile is selected, you can decide if you want to **Allow fixes from Preflight Profile**.

   Note: If fixes are disabled inside the Preflight Profile, this option will not be available.
10. Determine if you want to run the QuickRun 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.
11. Indicate if you want to view the results of the QuickRun in the Enfocus Navigator or in a Preflight Report, after you have run the QuickRun.

    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 which gives an overview of the changes performed by the selected QuickRun and enables you to generate a Preflight Report. This Preflight Report is a PDF document which displays preflight and general file information as well.

Select the appropriate option:

- **Always**: The Enfocus Navigator dialog or the Report will always appear.
- **On error**: The Enfocus Navigator or the Preflight Report will only appear if an Error is detected. Errors can only be detected for Actions of the type "Check", if you have selected **Log as error** or **Log as error and allow Sign-off** (in the attributes of the "check" Action).
- **Never**: The Enfocus Navigator dialog or the Report will never appear.

12. Click **OK**.

9.3.3.2. Editing a QuickRun

Editing a QuickRun means adding or removing Action Lists, Global Changes and/or a Preflight Profile, or changing a number of options. Remember that you cannot edit or change the **content** of Action Lists, Global Changes and Preflight Profiles from within a QuickRun!

1. Open the **QuickRuns** dialog.
   Refer to *Where to find QuickRuns in PitStop Pro* on page 361.
2. Double-click the QuickRun you want to edit.
3. Make the required changes:
   - Change the name and the description as required.
   - Click  to add one or more Action Lists, Global Changes and/or a Preflight Profile, or  to remove them.
   - Click  or  to change the sequence.

     Note: Check the sequence of the Action Lists and Global Changes carefully because running the same Actions in a different order may produce a different outcome. You may want to test this first by running the Actions individually and check which sequence is correct.
   - If the QuickRun contains a Preflight Profile:
     - To start a Certified PDF workflow for your PDF documents, select **Certified PDF Preflight**.
     - Clear or select **Allow fixes from Preflight Profile** as required.

       Note: If fixes are disabled inside the Preflight Profile, this option will not be available.
   - Change the page range the QuickRun should be applied to as required:

- **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.

- Change the **Show results** option as required.

  This option determines whether or not the results of the QuickRun are shown, after you have run the QuickRun.

  Note: 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 which gives an overview of the changes performed by the selected QuickRun and enables you to generate a Preflight Report. This Preflight Report is a PDF document which displays preflight and general file information as well.

  Select the appropriate option:

  - **Always**: The Enfocus Navigator dialog or the Report will always appear.
  - **On error**: The Enfocus Navigator or the Preflight Report will only appear if an Error is detected. Errors can only be detected for Actions of the type "Check", if you have selected **Log as error** or **Log as error and allow Sign-off** (in the attributes of the "check" Action).
  - **Never**: The Enfocus Navigator dialog or the Report will never appear.

4. Click **OK**.

9.3.3.3. Running a QuickRun

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

1. Open the **QuickRuns** dialog.
   Refer to *Where to find QuickRuns in PitStop Pro* on page 361.
2. Select the desired QuickRun.
3. Click  .
   The QuickRun is applied. Depending on your configuration, the Enfocus Navigator or the Preflight Report appears. For more information, refer to *The Enfocus Navigator* on page 327, *The Report* on page 329, and *Generating a Report* on page 331.
4. Check the result of the QuickRun in your PDF document.

If the result is **not OK**, choose **Edit** > **Enfocus Undo QuickRun** or click the **Undo** button . Change the content of the QuickRun as required. See *Editing a QuickRun* on page 367.

9.3.3.4. Defining a QuickRun favorite

Defining a QuickRun favorite is a good idea if you often need a particular QuickRun. By adding it to your favorites, it becomes accessible via the QuickRun Favorites option in the PitStop Pro menu and in the PitStop Process Tools panel, and it gets assigned a shortcut.

To define a QuickRun favorite

1. Open the **QuickRuns** dialog.
   Refer to *Where to find QuickRuns in PitStop Pro* on page 361.
2. Right-click the desired QuickRun.
3. From the context menu, select **Add to Favorites**.
   If this option is not available, the QuickRun is already defined as a QuickRun favorite.
   You can recognize Favorites by the small number in the icon preceding the name of the QuickRun .
   The QuickRun is added to your Favorites. The associated shortcut is displayed in the lower part of the dialog.

9.3.3.5. Exporting a QuickRun

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

To export a QuickRun

1. Open the **QuickRuns** dialog.
   Refer to *Where to find QuickRuns in PitStop Pro* on page 361.
2. Double-click the QuickRun you want to export.
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**.

9.3.3.6. Importing a QuickRun

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

QuickRuns have file extension .eqr.

To import a QuickRun

1. Open the **QuickRuns** dialog.

   Refer to *Where to find QuickRuns in PitStop Pro* on page 361.

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

   If you want to import multiple QuickRuns, 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 QuickRun.

4. Click **Open**.

The imported QuickRun appears in the Local folder in the QuickRuns dialog. You can run and/or edit this QuickRun as required.

9.4. Further automation

9.4.1. Enfocus PitStop Server

As explained in the introduction to this chapter, you can use Action Lists to automate repetitious tasks. You can group these tasks into an Action List and apply this Action List to one or more PDF documents.

But, if you have a large number of PDF documents to which you want to apply the same Action List(s), you may feel the need for further automation. Indeed, you would repeatedly have to:

- Open each individual PDF document
- Execute one or more Action Lists
- Close and save the PDF document

This task in itself may become repetitious and may thus be eligible for automation.

PitStop Server offers further automation of PDF processing tasks. It is a standalone application which you can use to create so-called **hot folders**. In these hot folders, you can include one or more Action Lists, and, if necessary, even a Preflight Profile. These Action Lists and Preflight Profiles will be executed automatically upon arrival of PDF documents in a user-definable input folder.

9.4.2. Enfocus Switch

Using Enfocus Switch, you can easily integrate automated preflight, correction and certification of PDF files into a larger automated workflow. Enfocus Switch is capable of automatically receiving jobs through email or FTP, of sorting and routing jobs based on file type or naming conventions, and of automating a complete range of key professional publishing applications. This allows a smooth integration of the Enfocus preflight technology with PDF file creation, color conversion, image optimization, imposition and proofing tools.

10. Managing color

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

10.1. About color management

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

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

10.2. Color models

10.2.1. The RGB color model

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



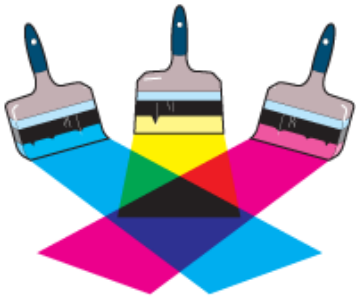
10.2.2. The CMYK color model

A printing press uses a CMYK color model, in which three colors of transparent ink (cyan — C, magenta — M, and yellow — Y) are combined along with black (noted as K, derived from "key color") in varying amounts to create different colors. CMYK inks filter the white light that

reflects back from the paper and subtract some of the red, green, and blue light from the spectrum. The color we see is what's left.

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

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



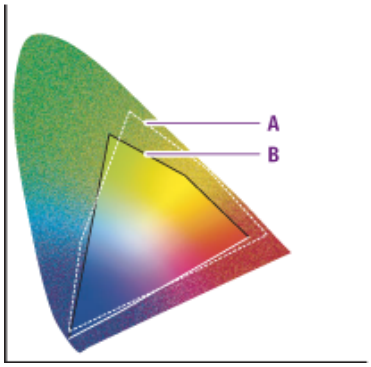
10.2.3. The grayscale model

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

10.3. Color gamuts and color spaces

10.3.1. Color gamut: device-related subset of the color spectrum

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



A. *RGB color gamut*
B. *CMYK color gamut*

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

10.3.2. Device-dependent color

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

Differences may even occur between devices of the same type or model, because they may have different settings. Monitors may have different brightness or contrast, for example.

For more information on device-dependent color, see the Adobe Acrobat Help.

10.3.3. Device-independent color

To eliminate, or at least minimize, color differences between devices, you can use a color management system. Color management systems use a standard, device-independent color model, such as CIELab. Images are associated with a profile, which contain information about the input and/or output devices. Thus, if images are to be output on a specific device, they will be associated, or "tagged", with a profile for that device.

For more information on device-independent color, see the Adobe Acrobat Help.

10.4. Rendering intents

10.4.1. Rendering intents to remap colors

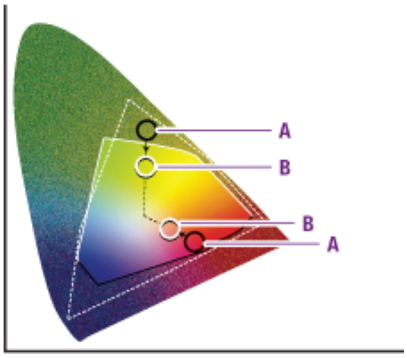
A color management system allows you to remap colors so that they best match the intended use. 'Remapping' means that colors from one output device's color space are mapped to the color space of another device. This remapping is done according to a specific remapping

method, also known as rendering intent. There are four remapping methods or rendering intents:

- *Perceptual remapping* on page 374
- *Saturation remapping* on page 374
- *Relative colorimetric remapping* on page 375
- *Absolute colorimetric remapping* on page 375

10.4.2. Perceptual remapping

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

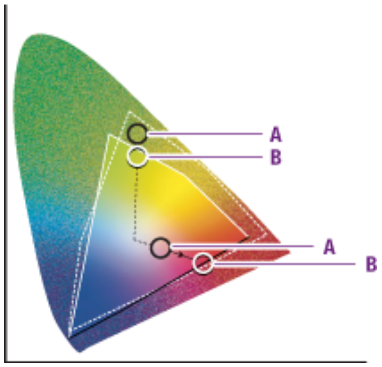


Perceptual remapping rescales the original gamut (**A**) within the gamut of the destination color space (**B**), but preserves the relationships between colors.

10.4.3. Saturation remapping

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

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



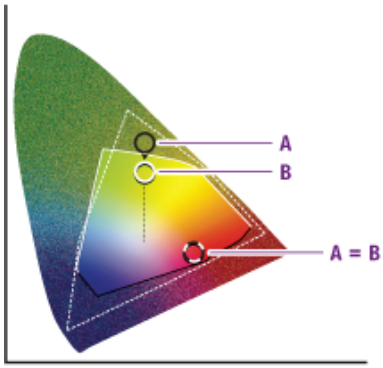
10.4.4. Relative colorimetric remapping

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

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

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

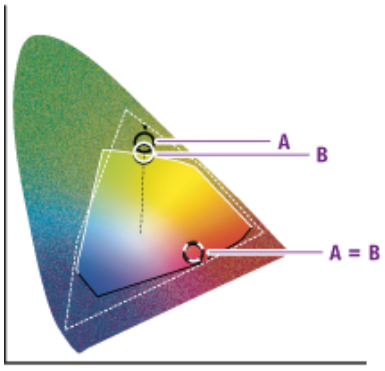
Relative colorimetric remapping replaces colors outside of the gamut by colors with the same lightness, but different saturation (**B**).



10.4.5. Absolute colorimetric remapping

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

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



10.4.6. Changing the rendering intent of an image

To change the rendering intent of an image

1. Using the **Select Objects** tool , select a pixel image.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click the **Fill and Stroke > Fill** category.
4. Select a **Color rendering intent**.
5. If necessary, adjust the **Smoothness**.

Note:

- The smoothness tolerance controls the quality of smooth shading and thus indirectly controls the rendering performance.
- Smoothness is the allowable color error between a shading approximated by piecewise linear interpolation and the true value of a (possibly nonlinear) shading function. The error is measured for each color component, and the maximum error is used.

10.5. Using spot colors

10.5.1. About spot colors

Spot colors are colors which are printed with their own premixed inks. You can choose from several spot color systems and from hundreds of different spot-color inks. In spot-color offset

printing, each spot color is reproduced using a single printing plate. In contrast, process color printing uses four inks only (CMYK: cyan, magenta, yellow and black) to reproduce all colors.

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

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

PitStop Pro enables you to perform the following spot color-related tasks:

- *Creating spot colors* on page 377
- *Applying a spot color* on page 378
- *Editing spot colors* on page 378
- *Remapping spot colors* on page 378
- *Duplicating a spot color* on page 379

10.5.2. Creating spot colors

You can use PitStop Pro to create new spot colors in Adobe Acrobat or change their names or CMYK values. This approach has the advantage that it is easier to keep these colors consistent throughout your complete document, compared to managing the spot colors in the source files and your authoring and design programs. Graphics which you import into a desktop publishing program, for example, may have mutual differences in their spot color definitions. Or, the spot color definitions in these graphics may differ from those which you have defined in your desktop publishing program.

Proceed as follows:

1. Create or open a PDF document with a colored object or text.
2. Using the **Select Objects** tool , select an object or text.
3. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
4. Select the **Stroke and Fill** category.
5. Select the **Color Picker** from the **Actions** drop-down menu.
6. In the **Color Picker**, create a Spot Color:
   a. Select **New** from the **Actions** drop-down menu to create a Spot Color from scratch, or **New from ...** to create a spot color based on the selected color in the library
   b. Enter a name for the spot color
   c. Select **Define as Spot Color alternative values**. This means the color will be a Spot Color, and the CMYK/RGB/LAB values entered below are "alternative values, to be used when converting the color or for display.
   d. Enter RGB, CMYK or LAB values to define the color
   e. Click **OK**
7. Do one of the following:

- To apply the new spot color to the object you selected, select the new spot color and click **OK**.
- To store the spot color in the color library only without applying it to the object you selected, click **Cancel**.

Saving the color in the color library will make the color available for other PitStop Pro tasks, such as performing global color changes or creating Action Lists. You will then be able to retrieve this spot color from the color library and reuse it.

10.5.3. Applying a spot color

Proceed as follows:

1. Using the **Select Objects** tool , select an object or text.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Select the **Stroke and Fill** category.
4. Select the **Color Picker** from the **Actions** drop-down menu.
5. In the **Spot Color Picker**, select a **Color Library**.
6. Select a spot color in the list and click **OK**.

10.5.4. Editing spot colors

You cannot use the Enfocus Inspector and the **Color Picker** to select a spot color in the color library and change its values. There may be other objects in your PDF document which use the same spot color and you do not want to change those. If you do want to change a spot color throughout your complete PDF document, you can use a Global Change or an Action List.

10.5.5. Remapping spot colors

PitStop Pro allows you to remap spot colors of the DeviceN color space of a pixel image to any other color in the PDF document or the User Swatches. Remapping spot colors can be useful if you have to make color separations of your PDF document. In that case, you can leave the original pixel image with the spot colors unchanged, but remap a specific spot color to a corresponding color in the CMYK color space.

Proceed as follows:

1. Open the PDF document in which you want to remap a spot color.
2. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
3. Click the **Separations > Remap** category.

4. Using the **Select Objects** tool , select a pixel image in your PDF document which contains DeviceN spot colors.
5. Select one of the spot colors that appear in the **Remap Spot Colors** area.
6. Do one of the following:
   - To remap the selected color to a CMYK color or any other spot color present in the selected object, select the appropriate color from the **Remap to** list.
   - To remap the selected color to any other spot color, click **Pick Color**, and then select a color from a **Color Library** in the **Color Picker**.
7. Click **Apply**.



Note: Select **Keep** to reset the selected spot color as is or click the button **Keep all** to keep all the spot colors as they are.

10.5.6. Duplicating a spot color

You can duplicate objects containing a spot color and create a user-defined spot color with the same shape of the copied object. You can do this, for example, to create a spot varnish.

Proceed as follows:

1. Open the PDF document in which you want to create a new spot color, based on the shape of a selected object.
2. Using the **Select Objects** tool , select an object of which you wish to copy the shape.
3. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
4. Click the **Separations > Varnish** category.
5. Click the **+** button.
6. Fill in a name for the new spot color in the **Edit** area, for example Varnish.
7. If necessary, select **Overprint**.
8. Click **Apply**.

10.6. Using ICC profiles

10.6.1. About ICC profiles

To eliminate, or at least minimize, color differences between devices, you can use ICC (International Color Consortium) color profiles.

An ICC color profile is a mathematical description of the color space used by a specific device. You can associate, or "tag", all types of objects in your PDF document with an ICC profile for a given color space (Grayscale, RGB or CMYK):

- *Text and line art*
- *Images*

10.6.2. Using ICC profiles in multiple instances

There are various instances where you can specify ICC profiles in PitStop Pro. These instances are, in order of precedence:

1. You can tag an individual object.
2. You can use ICC profiles in Action Lists and Preflight Profiles, and Action Lists can in turn be embedded in Preflight Profiles.
3. You can specify source and target ICC profiles in the **Enfocus PitStop Preferences**.

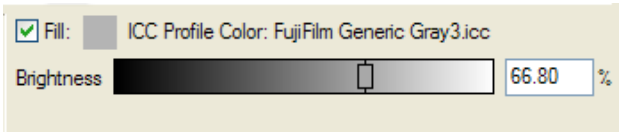
   For example, if you use an Action List or a Preflight Profile to tag all images in your PDF document with ICC profile A and some of these images already were tagged individually with ICC profile B, ICC profile B will be maintained.

10.6.3. Tagging or untagging text or line art with an ICC profile

Proceed as follows:

1. Using the **Select Objects** tool , select the text or line art of which you want to check whether it has an ICC profile.
2. Display the Enfocus Inspector.

   See *Opening the Enfocus Inspector dialog* on page 95
3. Click the **Fill and Stroke** category, and then the **Fill Color** or **Stroke Color** subcategory.
4. Do one of the following:
   - Select a profile from the list. The text or line art is tagged with the selected profile and the name of the ICC profile appears above the color sliders.

   - Select **(None)** to remove the ICC profile from the selected text or line art.

10.6.4. Tagging or untagging an image with an ICC profile

Proceed as follows:

1. Under Tools, open the **PitStop Color** panel.

   Remember that in Acrobat, you have to add the Enfocus PitStop Panels yourself. Refer to *Adding PitStop Pro panels to the Tools pane* on page 36.

2. Click the **Image Matching** button.

   You see a list of all the images in your PDF document, displaying their color space and color profile, if any. You can click an image in the list to see and select the image.

3. Select an **ICC Profile** to tag the image with.

4. If necessary, select the option to apply this change to all images of the same color space with the same profile.

10.7. Using the Output Intent Panel

In the Enfocus Output Intent Panel, you can select and apply an Output Intent. The Default Output Intent Templates are installed with the application, and cannot be changed. The Local Output Intent Templates are only available to the current user.

10.7.1. Applying an Output Intent

Proceed as follows:

1. Do one of the following

   - Choose **Tools** > **PitStop Color** > **Apply Output Intent**.
   - 1. Display the Enfocus Inspector. See *Opening the Enfocus Inspector dialog* on page 95.
     2. Open the **PrePress - Output Intent** category.
     3. From the **Actions** drop-down menu, select **Set PDF/X Output Intent**.

2. Select the Output Intent you want to use.

3. Click **Apply**.

10.7.2. Editing an Output Intent Template

Proceed as follows:

1. Choose **Tools** > **PitStop Color** > **Apply Output Intent**.

2. Double-click the Output Intent you want to edit, or from the **Actions** drop-down menu, choose **Edit**.

3. In the **Enfocus Output Intent Editor**, define the Output Condition Name, Profile, Identifier, Registry and Description.

4. Define if the ICC Profile needs to be embedded.

5. Click **OK**.

10.7.3. Creating a new Output Intent Template

Proceed as follows:

1. Choose **Tools** > **PitStop Color** > **Apply Output Intent**.
2. Select the category in which you want to create a new Output Intent.
3. From the **Actions** drop-down menu, select the appropriate option:
   - **New** to create a new Output Intent from scratch.
   - **New From ...** to create a new Output Intent based on an existing one.
   - **Import** to import an Output Intent that was exported earlier.
4. In the **Enfocus Output Intent Editor**, define or change the settings for the Output Intent.
5. Click **OK**.

10.7.4. Checking what Output Intent is currently applied

Proceed as follows:

1. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
2. Select the **PrePress - Output Intent** category.
   The **Enfocus Inspector** will show what Output Intent is applied, along with all its details.

10.8. Color conversion

You can now convert any color to spot using one of the following options available in **Global Changes**:

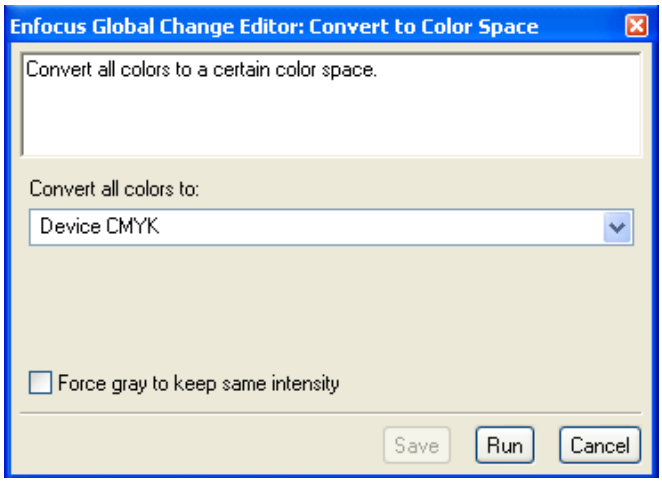
1. **Convert to Color Space**
2. **Remap Colors**

You can also swap colors using the **Separations - Remap Spot Colors** available in **Enfocus Inspector**.

10.8.1. Convert to Color Space

To convert all colors in an image or document to a specific color space

1. Navigate to **Global Change** > **Standard** > **Color** > **Convert to Color Space**.
2. Select an image/file.
3. Double-click **Convert to Color Space**.



4. In this dialog box you can convert all the colors in the image/text to any of the following:
   - **Device gray**
   - **Device RGB**
   - **Device CMYK**
   - **Separation**.

     For example, if your image is device RGB, you can convert all the colors of the image to device CMYK.
5. When you select **Separation**, the color database is loaded so that you can pick a color from the **Spot Color Picker** dialog box.
6. Select **Force gray to keep same intensity** check box if required. PitStop Pro will try to remap impure gray and black to black BEFORE converting to CMYK. This will, for example, result in RGB black text to convert to pure 100% K instead of a mix of all process colors.
7. When you make any changes, the text on the **Run** button toggles to **Save and Run**.
8. Click **Save** to save settings or click **Save and Run** button to save the setting and also apply it to the selected image/ document.

Remark:

You can convert objects colors to spot colors using one of the following two methods:

Method	Description
Convert to Color Space	Maintains the image details but with the risk of losing color intensity. Pixels with different colors will have different colors even after conversion. Therefore, the objects are first converted to gray space, after which they are converted to the separation color space. This action preserves contrast.
Snap color to color set	Maintains color intensity, with the risk of losing some image details (the target color might be a lighter

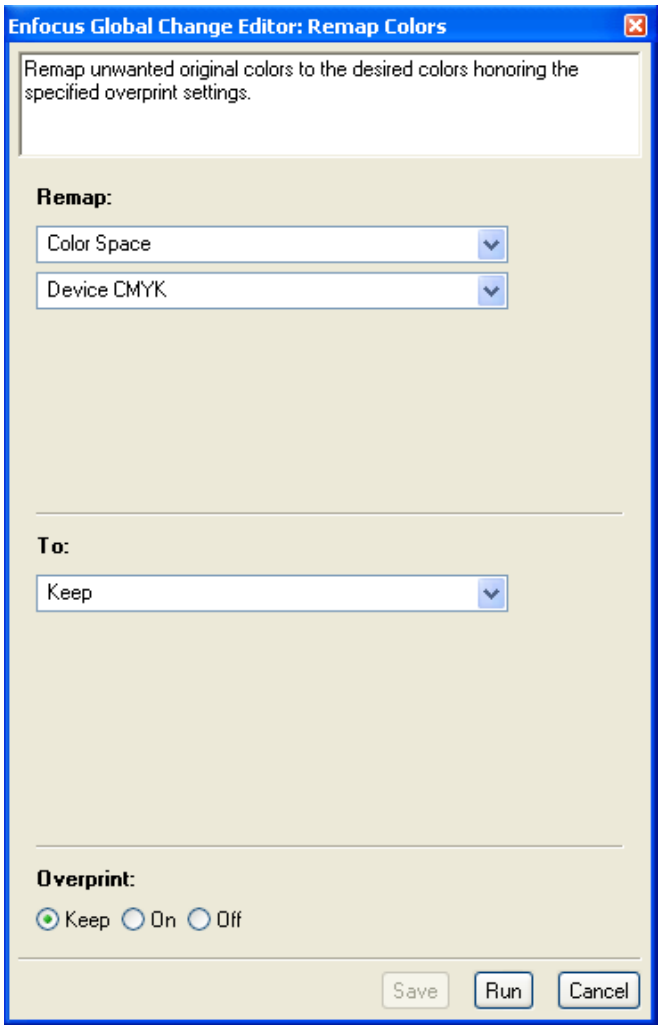
Method	Description
	shade, thus mapping a number of tints of the source color to the exact same target color). This action will not preserve contrast.

10.8.2. Remap Colors

Remap the undesirable original colors to the required colors, honoring the specified overprint settings. You can remap individual channels, color space or color at a time.

Proceed as follows:

1. Navigate to **Global Change** > **Standard** > **Color** > **Remap Colors**.
2. Double click **Remap Colors**.



3. Using this dialog box you can,
   a. Remap **Color Space** to any other **Color Space** or **Color**.

For example: If you have a PDF file which has all colors in Device CMYK and you want to convert these to Device RGB, then select **Color Space** and **Device CMYK** in the **Remap:** drop-down menus. Next select **Color Space** and **Device RGB** in the **To:** drop-down menus.

b. Similarly you can remap **Color** to any other **Color Space** or **Color**.

c. You can also remap **Color Range** to any other **Color Space** or **Color**.

d. Remap any **Channel** to Cyan, Magenta, Yellow, Black, CMYK or Spot color.

For example: You have a file which has objects composed in CMYK and Spot red. Suppose, you want to remove the Spot red then you can remap the Channel Spot red to another Spot color or CMYK channels.

Channels are blended with multiply blend. Depending on the color information in each Channel, the base color is multiplied by the blend color (that is, only the percentage of color which is required to get the resultant color is blended).

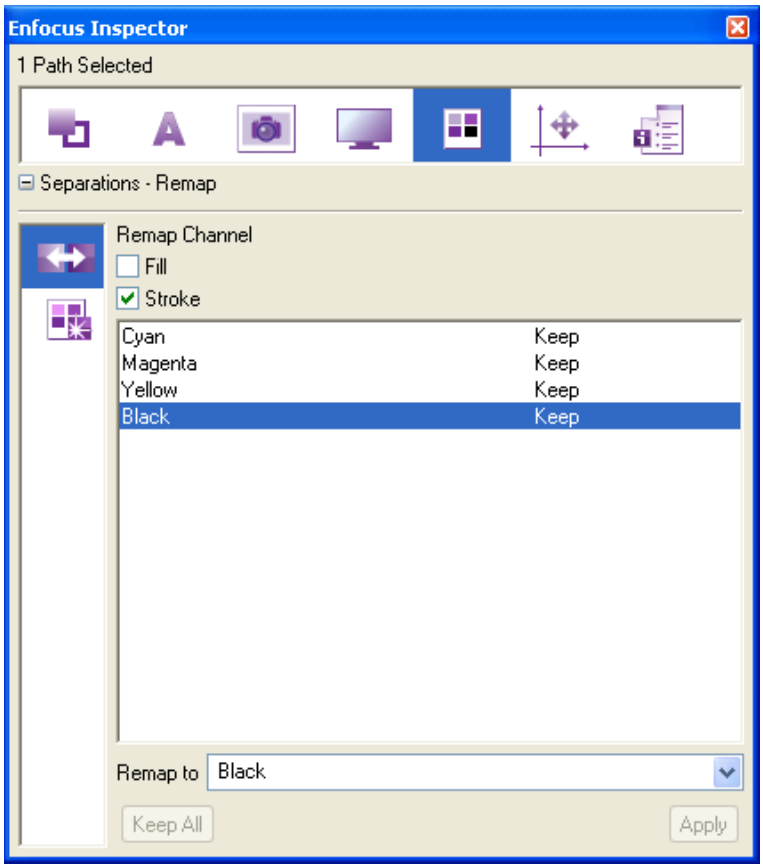
When you are remapping several channels to a single channel and those channels originally had a combined ink coverage of more than 100%, the result of the remap will never be more than 100%.

4. When you make any changes, the text on the **Run** button toggles to **Save and Run**.
5. Click **Save** button to save settings or click **Save and Run** button to save the setting and also apply it to the selected image/ file.

10.8.3. Convert colors using the Enfocus Inspector

1. Display the Enfocus Inspector. See *Opening the Enfocus Inspector dialog* on page 95.
2. In the **Enfocus Inspector** dialog, click **Separations** > **Remap**.

   Here you can swap any of the CMYK, Spot color, DeviceN, NChannel and Grey to any PANTONE colors.
3. Select Cyan, Magenta, Yellow or Black.
4. In the **Remap to** drop-down menu, select the color you want to remap to.



5. The **Remap to** drop-down menu consists of the options **Cyan**, **Magenta**, **Yellow**, **Black** and **Pick Color**. When you select **Pick Color**, the **Spot Color Picker** dialog box appears. Use this to choose any PANTONE color you want.
6. When you select an object which has both fill and stroke, the **Fill** and the **Stroke** checkboxes will be activated. You can choose to remap either fill color or stroke color or both to any desired channel.
7. Click the **Apply** button in the **Enfocus Inspector** dialog box to save the changes.

11. Overprint

11.1. The simple overprint and knockout theory

11.1.1. The basic rule

You may have overlapping colored objects in your PDF document, for example text or an image on a colored background. If so, you can specify what should happen with these colors when they are printed:

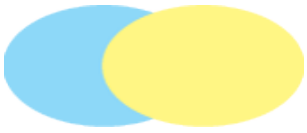
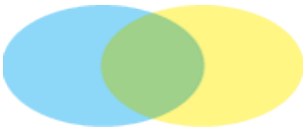
- **Knockout**, meaning that the colors of the object in the foreground cut out the area underneath. In other words, the background color is erased and the resulting color will be the foreground color.
- **Overprint**, meaning that the colors of the object are printed on top of the background colors. The resulting color is a combination of the foreground and the background color.

11.1.2. A simple theoretical example

Let's take a simple example (no need to worry, things will get complicated later, see *The devil in the overprint and knockout detail* on page 390). Suppose you have a PDF file with two overlapping objects. Their fill colors are as follows:

Ink	Background object	Foreground object
Cyan	40 %	0 %
Magenta	0 %	0 %
Yellow	0 %	60 %
Black	0 %	0 %

The table below shows what will "normally" happen when this PDF file is color-separated and printed.

	Knockout	Overprint
Preview		
Cyan plate		

	Knockout	Overprint
Yellow plate		
Resulting color in the intersection	 **C: 0 %** M: 0 % Y: 60 % K: 0 %	 **C: 40 %** M: 0 % Y: 60 % K: 0 %

11.1.3. Different colors, common inks

An important thing to remember when talking about overprint is the concept of "common inks", meaning inks which the background and the foreground objects have "in common". We talk about inks, not colors, because the overprint and knockout concepts are relevant in print only, not when you view the PDF documents on screen.

The principle here is as follows: **If there are common inks, the foreground inks win**, even if their tint value is lower than the corresponding one of the background ink.

Suppose you have a CMYK object set to overprint on a spot color background. Their inks are as follows:

Ink	Background object	Foreground object
Cyan		100 %
Magenta		0 %
Yellow		0 %
Black		0 %
Red	100 %	

There are no common inks because cyan, magenta, yellow and black are not specified in the spot color background. And if colors are not specified in either one of the objects, they cannot be common. Note that they are **not specified**, which is **not** the same as 0 %. Consequently, the cyan foreground ink will be printed over the Red spot color background. The resulting color in the intersection will be as follows:

	C: 100 %

	M: 0 % Y: 0 % K: 0 % **Spot color: Red**

Let's convert the Red spot color of the background to CMYK with the following tint values:

Ink	Background object
Cyan	0 %
Magenta	100 %
Yellow	100 %
Black	0 %

The resulting color in the intersection will be as follows:

	C: 100 % **M: 0 %** **Y: 0 %** K: 0 %

The cyan foreground object has been set to overprint, but still, the magenta and yellow in the background are knocked out. Confused? Remember the basic principle: **If there are common inks, the foreground inks win**, even if their tint value is lower than the corresponding one of the background ink and even if this tint value is equal to zero.

Let's put the tint values of the above example in a table:

Ink	Background object	Foreground object	Resulting color
Cyan	0 %	100 %	100 %
Magenta	**100 %**	**0 %**	**0 %**
Yellow	**100 %**	**0 %**	**0 %**
Black	0 %	0 %	0 %

See what happened? All inks are now common, even if they have a tint value of 0 %. The foreground inks win and therefore, the 0 % magenta and yellow of the foreground object will be used, not the 100 % of the background.

- *The devil in the overprint and knockout detail* on page 390
- *Common pitfalls of overprint behavior* on page 393

11.2. The devil in the overprint and knockout detail

11.2.1. Determining factors

The theoretical overprint rules are simple:

- Overlapping colors are combined and printed "on top of" each other.
- If there are common inks, the foreground inks win.

But, the devil is in the detail and, in practice, things may become complicated because the following factors determine the way in which overprint is applied:

- *Color spaces* on page 390
- *Overprint modes and object types* on page 391

For those who don't like to read detailed technical descriptions, even if they are accurate, clear and well-illustrated, see also:

- *The simple overprint and knockout theory* on page 387
- *Common pitfalls of overprint behavior* on page 393

11.2.2. Color spaces

A PDF document can contain objects of different color spaces: Separation, DeviceN, CMYK, Gray, calibrated Gray or RGB, Lab or ICC-based colors. The color space of the object has an impact on the object's overprint behavior. The following rules apply here:

Color space	Object type	Overprint mode	Rule
Separation DeviceN	Irrelevant	Irrelevant	Only those inks are specified as listed in the respective color space. Separation Black, for example, will only have the black ink specified, not cyan, magenta or yellow.
Gray RGB Lab ICC-based colors Calibrated Gray or RGB	Irrelevant	Irrelevant	Cyan, magenta, yellow and black inks are specified. To determine the percentage of the inks in non-CMYK objects, the colors in these objects are converted to CMYK according to the normal color conversion rules. An object in Gray, for example, may have the following inks specified:

Color space	Object type	Overprint mode	Rule
CMYK	Image Shading	Irrelevant	C: 0 % M: 0 % Y: 0 % K: 60 % Consequently, objects in Gray will always knock out the underlying cyan, magenta or yellow, regardless of the object type or overprint mode.
	Text Line art Image masks	Standard (OPM 0)	
		Illustrator (OPM 1)	Only those inks are specified of which the tint value is not equal to zero.

We learn the following from this overview:

- Only CMYK text, line art and image masks have an overprint behavior which depends on the overprint mode (OPM 0 or OPM 1).
- There is black and there is black. Objects in a spot color named "Black", in the Gray color space, or in the "Black" ink that is used to render the K plate of CMYK have the same overprint behavior, and the overprint mode (OPM 0 or OPM 1) makes a difference for CMYK Black. Objects in Separation Black or in Gray, however, will overprint differently.

Ink	Object in spot color black, Gray or 100 % K	Object in Separation Black
Cyan	0 %	
Magenta	0 %	
Yellow	0 %	
Black	100 %	100 %

- Be careful with color conversions, because the overprint behavior may be unpredictable. If you do color conversions, proofing is an absolute necessity. You can proof your PDF documents by printing them on a composite output device, or on screen using the **Overprint Preview** and **Separation Preview** features of Adobe Acrobat.

11.2.3. Overprint modes and object types

A PDF file may contain different types of objects, such as text, line art and images. Some object types have an overprint behavior which depends on the overprint mode, others don't. We can distinguish the following:

Overprint-mode-dependent object types	Overprint-mode-independent object types
CMYK text	CMYK images
CMYK line art	CMYK shadings
CMYK image masks	

In other words, overprint modes only have an effect on CMYK text, line art and image masks.

There are two "overprint modes":

- **Standard** overprint mode, also known as "**OPM 0**"
- **Illustrator** overprint mode, also known as "**OPM 1**" or "nonzero overprint mode"

The difference between both modes lies in the effect of the tint value 0 for one of the CMYK inks:

- In **standard** overprint mode (**OPM 0**), the tint value 0 of one of the CMYK inks in the foreground object has a knockout effect on the color rendering of the underlying object. In other words, a foreground ink with a C, M, Y or K value of 0 % erases the corresponding background ink. Here, the "**foreground inks win**" principle applies.
- In **Illustrator** overprint mode (**OPM 1**), the tint value 0 is neutral: it is ignored (as if it were "not specified") and has therefore no effect on the color rendering of the underlying object.

11.2.3.1. Example

Given two overlapping colored circles with the following fill colors:

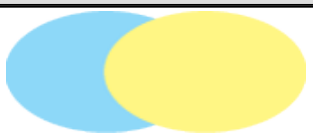
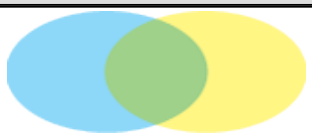
Ink	Circle in the background	Circle in the foreground
Cyan	40 %	0 %
Magenta	0 %	0 %
Yellow	0 %	60 %
Black	0 %	0 %

Simple logic tells us to combine the inks, so we expect the following result:

Ink	Circle in the background	Circle in the foreground	Result
Cyan	40 %	0 %	**40 %**
Magenta	0 %	0 %	0 %
Yellow	0 %	60 %	60 %
Black	0 %	0 %	0 %

In practice, however, the result depends on the selected overprint mode:

	Standard overprint mode (OPM 0)	Illustrator overprint mode (OPM 1)
Preview		

	Standard overprint mode (OPM 0)	Illustrator overprint mode (OPM 1)
		
Resulting color in the intersection	 **C: 0 %** M: 0 % Y: 60 % K: 0 %	 **C: 40 %** M: 0 % Y: 60 % K: 0 %

11.3. Common pitfalls of overprint behavior

Overprint depends on the combination of object type (text, line art, image...), color space (CMYK, RGB, Gray...) and overprint mode (OPM 0 or OPM 1). Consequently, there are some common pitfalls associated with the overprint behavior of inks. The following examples illustrate these pitfalls:

11.3.1. Example 1: CMYK object with standard overprint mode on spot color background

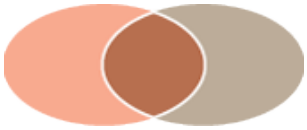
Given a CMYK object that is rendered with standard overprint mode (OPM 0) on top of a background in the spot color Red.

	Background object	Foreground object
		
Object type	not specified	not specified
Overprint mode		OPM 0

	Background object	Foreground object
Color space	Spot color Red 40 %	C: 0 % M: 10 % Y: 20 % K: 30 %

The are no common inks because the background object has a spot color and the foreground has CMYK colors.

The resulting color in the overlapping part of the objects (the intersection) will be as follows:

	C: 0 % M: 10 % Y: 20 % K: 30 % Spot color Red 40 %

11.3.2. Example 2: Duotone object with overprint on ICC-tagged CMYK background

Given a duotone object with 70% Red and 30% black that is rendered with overprint on top of a background in ICC-tagged CMYK.

The duotone object uses the inks Red and black. The background must be identified as inks, so the ICC-tagged CMYK background is converted to regular CMYK. This conversion is performed according to ICC profiles that may be specified in the preferences. Suppose the background is converted to 20% cyan, 21% magenta, 22% yellow and 23% black. The overprint mode does not influence this.

	Background object	Foreground object
		
Object type	not specified	not specified
Overprint mode		OPM 0 or OPM 1 (no difference)
Color space	ICC-tagged CMYK, converted to: C: 20 %	Duotone: Red: 70 %

	Background object	Foreground object
	M: 21 % Y: 22 % K: 23 %	Black: 30 %

The only common color is Black. There is no difference in overprint behavior between a spot color that is named "**Black**" and "**Black**" ink that is used to render the K plate of CMYK. The other colors are used either by the foreground object or by the background object.

The resulting color in the overlapping part of the objects (the intersection) will be as follows:

	C: 20 % M: 21 % Y: 22 % **K: 30 %** Spot color Red 70 %

11.3.3. Example 3: CMYK text on a CMYK background

Given CMYK text rendered with overprint on a CMYK background.

	Background object	Foreground object
		Lorem ipsum
Object type	not specified	Text
Overprint mode		
Color space	C: 10 % M: 20 % Y: 30 % K: 40 %	C: 0 % M: 0 % Y: 0 % K: 50 %

We're dealing with CMYK text, which means that the resulting color in the overlapping part of the objects (the intersection) depends on the overprint mode:

- In **standard** overprint mode (OPM 0), a tint value of 0 % of one or more of the CMYK inks in the foreground object has a knockout effect on the underlying objects.

- In **Illustrator** overprint mode (OPM 1), a tint value of 0 % of one or more of the CMYK inks in the foreground object is ignored.

Depending on the overprint mode, the result will look like this:

Standard overprint mode (OPM 0)	Illustrator overprint mode (OPM 1)
	
C: 0 % **M: 0 %** **Y: 0 %** K: 50 %	**C: 10 %** **M: 20 %** **Y: 30 %** K: 50 %

But, suppose we convert the text to an image where all the pixels have the same color, i.e. 0 % cyan, 0 % magenta, 0 % yellow and 50 % black.

The foreground and the background object are in the same color space (CMYK), which means that the foreground image object defines the percentages.

The resulting color in the overlapping part of the objects (the intersection) will be as follows:

	**C: 0 %** **M: 0 %** **Y: 0 %** **K: 50 %**

The overprint mode is irrelevant in this case because an image is overprint-mode-independent.

11.3.4. Example 4: Gray object on a CMYK background

Given a Gray object on a CMYK background.

	Background object	Foreground object
		
Object type	not specified	not specified

	Background object	Foreground object
Overprint mode		not specified
Color space	C: 0 % M: 100 % Y: 100 % K: 0 %	Gray: 60 % brightness

Gray always has a knockout effect on the underlying inks, regardless of the Gray object's type or OPM mode. Consequently, the resulting color in the overlapping part of the objects (the intersection) will be as follows:

	Standard overprint mode (OPM 0)	Illustrator overprint mode (OPM 1)
Preview		
Magenta plate		
Yellow plate		
Black plate		
Resulting color in the intersection	 C: 0 %	 C: 0 %

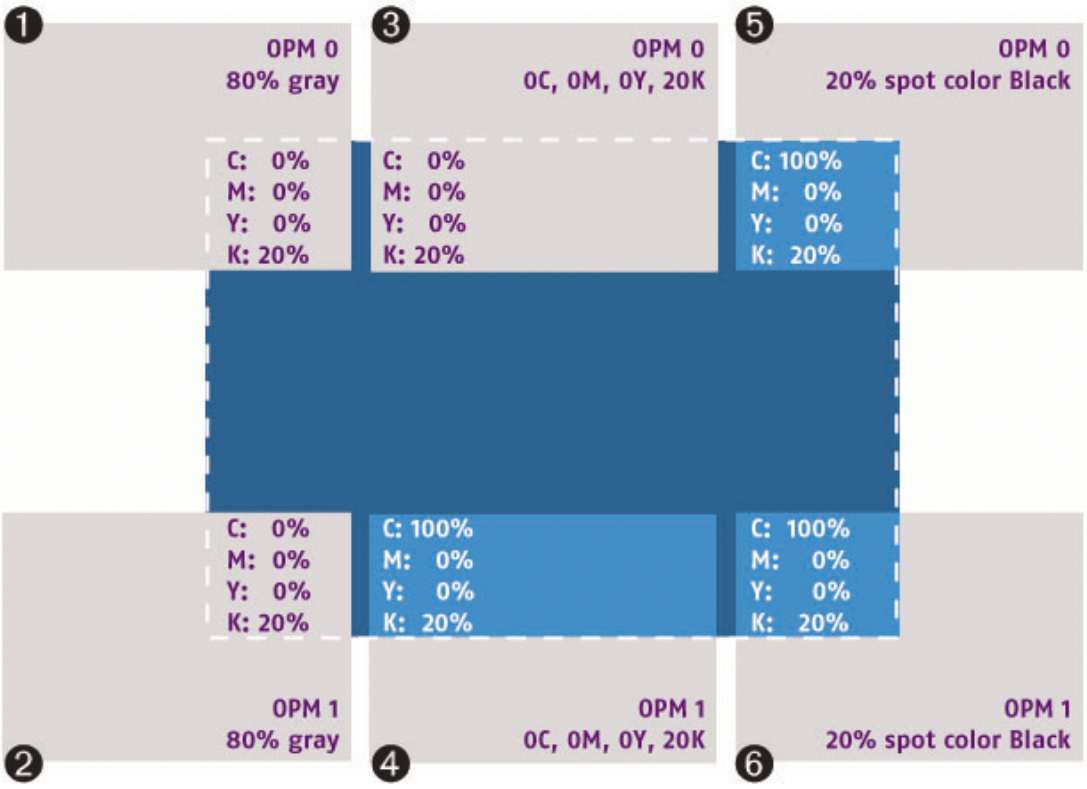
	Standard overprint mode (OPM 0)	Illustrator overprint mode (OPM 1)
	M: 0 % **Y: 0 %** K: 60 %	**M: 0 %** **Y: 0 %** K: 60 %

11.3.5. Example 5: the effect of color spaces

Take a CMYK background of 100 % cyan, 0 % magenta, 0 % yellow, 50 % black. Place the following different objects on top of this background in such a way that they do not overlap each other:

Object	Color space and values	Overprint mode
1	80 % Gray	OPM 0
2	80 % Gray	OPM 1
3	C: 0 % M: 0 % Y: 0 % K: 20 %	OPM 0
4	C: 0 % M: 0 % Y: 0 % K: 20 %	OPM 1
5	20 % of spot color Black	OPM 0
6	20 % of spot color Black	OPM 1

The results will be as follows:



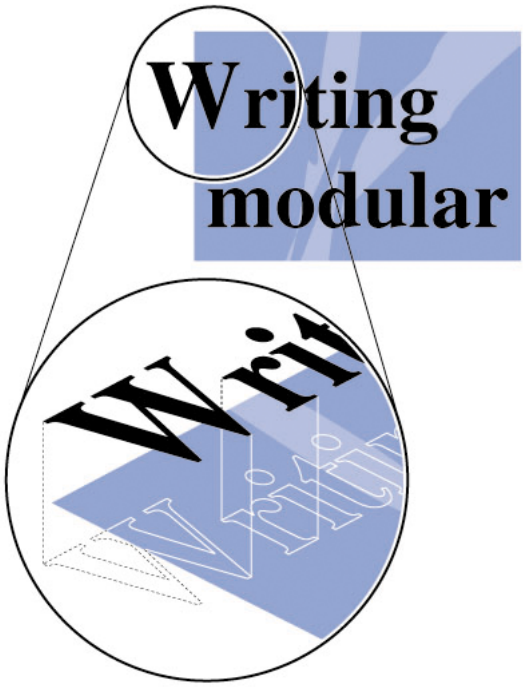
11.4. Changing the overprint settings of an object

11.4.1. Making black text overprint

Text —especially fine text or text set at a small point size— on colored backgrounds is extremely difficult to print in register. The slightest misregistration can become noticeable as small gaps can appear between the text and the underlying colored elements.

To avoid this problem, you can specify that all black text should print on top of any colored backgrounds. This technique is known as overprinting. Overprinting preserves the legibility of the text.

The image below illustrates that overprinting black text compensates for misregistration.



You can specify overprinting only for 100 % black text because printing text of any color other than solid black over any other colored background might cause the overlapping inks to blend, which could result in unwanted color mixing.

The simple overprint and knockout theory on page 387

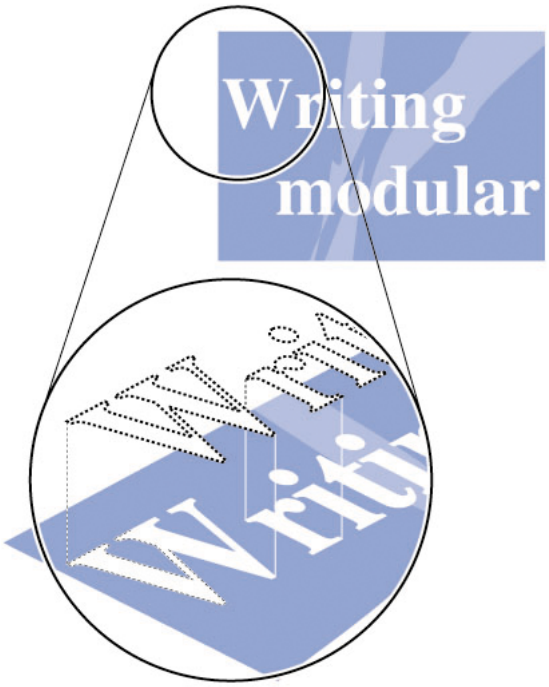
The devil in the overprint and knockout detail on page 390

Common pitfalls of overprint behavior on page 393

11.4.2. Making white text knock out

When printing white text, the colors behind the text should not print. In other words, the white text should knock out, or "cut out", the inks on the other separations.

The image below illustrates that knocking out white text cuts out the inks on the separations underneath.



11.4.3. To change the overprint settings of an object

1. Make sure overprint previewing is on in Adobe Acrobat (**Advanced > Overprint Preview**).
2. Using the **Select Objects** tool , select an object.
3. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
4. Select the **Fill and Stroke > Overprint** category.
5. Change the **Fill** or **Stroke** overprint settings.
   - = on
   - = off
6. If necessary, select an **Overprint Mode**: OPM 0 or OPM 1.

   Note: You will only see a difference between the overprint modes if you turned the Adobe Acrobat overprint previewing on, as described in step 1 of this procedure.

11.4.4. Forcing Overprint on all separations

The rules defining the result of overprint, sometimes doesn't result in the overprint you want. In that case, the Force Overprint on all separations can give a solution.

This function doesn't just turn on overprinting, but it also changes the Fill color and/or the overprint mode to enforce overprinting.

11.4.4.1. To force overprinting:

1. Make sure overprint previewing is on in Adobe Acrobat (**Advanced > Print Production > Overprint Preview)**.
2. Using the **Select Objects** tool , select an object.
3. Display the Enfocus Inspector.
   See *Opening the Enfocus Inspector dialog* on page 95
4. Select the **Fill and Stroke > Overprint** category.
5. Select the Force Overprint on all separations from the **Actions** drop-down menu.

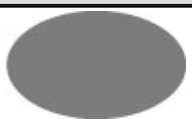
11.4.4.2. Force overprint on a gray object

As a general rule, gray always has a knockout effect on the underlying inks, regardless of the Gray object's type or OPM mode.

Therefor, the Force Overprint for all separations will change the color space to a Black separation, and turn on Fill Overprint using Overprint Mode OPM1.

The result will be that the gray object will no longer knock out the background colors.

	Regular overprint	**Force Overprint on all separations**
Preview		
Magenta plate		
Yellow plate		
Black plate		

	Regular overprint	Force Overprint on all separations
		
Resulting color in the intersection	 C: 0 % **M: 0 %** **Y: 0 %** K: 60 %	 C: 0 % **M: 100 %** **Y: 100 %** K: 60 %

11.4.4.3. Force overprint on CMYK object

The Force Overprint for all separations applied on a CMYK object will change the Overprint Mode to OPM1. Using OPM1, the object will be overprinting for those separations where it has a value of 0%.

See also *Overprint modes and object types* on page 391

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