



The Virtual Prepress Core Module is made up of four components:

### 1) Submit:

The "Submit Jobs" flow begins the process of setting up and building the job directory structure on the server and routing jobs through Virtual Prepress. The flow is designed to attach metadata either through a manual Switch client file submission or a manual hot folder based drag and drop. The flow is integrated with the Switch Client to allow client server based rights management and user interaction with the workflow.

The main benefit of the "Submit Jobs" flow is the ability to attach metadata to the files being input manually for proper automatic job setup, routing, and notification.

\*Files would be retrieved in the manner in which they are currently being retrieved (FTP, email, disk etc.) and entered into the flow from within your organization.

\*The Job Submit flow can also be coupled with the Virtual Prepress "File Bridge" module that expands the automation capabilities of job submission and moves it upstream to the client, while capturing and maintaining the metadata necessary for proper job setup, routing, and notification.

### 2) Sort:

The "Sort Jobs" flow is designed to take files from an input source (such as Virtual Prepress "File Bridge") that has tagged the incoming files with metadata for the purpose of processing and routing files through the system. The "Sort Jobs" flow has been programmed to be able to accommodate many different file/package configurations that customers deliver such as compressed files or directories (.zip), loose PDF files, PDF files included with source files, etc. Although the flow has been extensively tested against many different package configurations, there is no way to be able to account for all of the different variables to consider when a client is packaging the files for delivery. The percentage of files that can be processed and successfully converted to PDF for an automated preflight varies depending on the types of files you receive from your clients and sometimes the way in which they packaged their files for delivery. The higher the percentage of InDesign and PDF files that you receive from you customers will have the most significant impact on the percentage of files you successfully convert to PDF for preflight. Although the system will be able to convert other file types to PDF, the percentage of successful conversions and the integrity of the resulting PDF may vary. (see "Process Jobs" for more file type specific information)

The main benefit of the "Sort Jobs" flow is the ability to correctly identify the type of files that were delivered in order to route them to the server and the "Process Jobs" flow for processing, or notify the appropriate person or persons that Switch was unable to process the files and they need a manual preflight.

### 3) Process:

The "Process Jobs" flow is separated into processing lines specific to the file types defined during the "Sort Jobs" flow in order to generate PDF files for preflight. The different file types require different elements to process and can produce different results depending on the files received and how they were packaged.

The main objective of the "Process Jobs" flow is to convert and successfully send as many files through to the "Preflight Jobs" flow as possible and send notifications for those files that do not successfully convert.

\*PDF files received should have a near 100% rate of delivering a preflight report as they are just passed through to the "Preflight Jobs" flow. Corrupt files and PDF files packaged with other file types in the same directory of a job being processed through Virtual prepress are examples of PDF files that may fail to generate a preflight report.

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\*InDesign files should have the next highest likelihood of delivering a successful converted PDF to the "Preflight Jobs" flow as we have developed a custom script that will create customized "InDesign specific" preflight reports for missing fonts and or links to go along with the preflight reports delivered in the "Preflight Jobs" flow. PDF files delivered to the "Preflight Jobs" flow that failed fonts and or links should be used for **initial preflight purposes only**, as that preflight report generated from PitStop Server in the "Preflight Jobs" flow would be made from a PDF that missing font were allowed to be substituted and missing links to be ignored (preview being written into the PDF) in order to deliver a preflight report through the system to review information such as colors, bleeds, layout, etc.

\*Adobe Illustrator... Generating PDF files from Adobe Illustrator files (.ai) should be used for **initial preflight purposes only** as there is no mechanism in Switch to use the fonts supplied when creating the PDF. The resulting PDF will be created substituting the missing fonts with default fonts available on the system and the preflight of the PDF in the "Preflight Jobs" flow will not view any of the fonts as missing.

\*Quark... Generating PDF files from Quark through Switch should be done with CAUTION and should only be done with version 8.1 or higher. To successfully create a PDF file from Quark the file gets saved as an .PS (which flattens any transparencies in the file) and gets converted to a PDF through Acrobat Distiller. The resulting PDF should be carefully reviewed or used for **initial preflight purposes only** and manually exported as a PDF from Quark before sending to press. Quark files will fail to convert to PDF if font and or links are not packaged with the job and will trigger a notification to the appropriate person or persons.

\*Microsoft Word... **Generating PDF files from Microsoft Word it is not recommended**, as the default behavior of Word is to layout the document using the printer driver specifications on the computer where the files was last saved. It is best to have the customer resend as a PDF or to manually open and carefully check the layout before creating a PDF.

\*PDF files created from Switch are created from the applications that are installed on the Switch server and therefore it is recommended that the latest version of the applications be installed on the server. When files are processed through the system and delivered to the Switch Client they display the version that created the original document.

IF IT IS YOUR POLICY TO SAVE FILES FROM THE APPLICATION VERSION IN WHICH THEY WERE CREATED, THEN THE PDF FILES GENERATED THROUGH THE SYSTEM FROM OLDER VERSIONS OF ORIGINAL DOCUMENTS (THAN THE VERSION RUNNING ON THE SWITCH SERVER) SHOULD BE USED FOR PREFLIGHT PURPOSES ONLY!

\*For file types not listed here the system is designed to notify the appropriate person or persons that the job has been copied to the server and should be manually preflighted.

\*\*Special circumstances/file types could be accommodated via a custom development project.

### 4) Preflight:

The "Preflight Jobs" flow branches into two different PitStop Server preflight processing lines, a "Preflight" line and a "Production" line. The "Preflight" flow is programmed to preflight the incoming PDF files using a preflight profile created with PitStop Pro and customized to your preflight specifications. The incoming files will either Pass, Warn or Fail, based on Switch programming and your customized preflight specifications. The "Preflight" branch of the flow creates an annotated PDF file and routes it to a Switch Client "Preflight" checkpoint while also sending email notifications to the person or persons responsible for reviewing the files. The "Preflight" branch also routes a copy of the annotated PDF to the appropriate job folder on the server. The "Production" branch of the flow creates standard PitStop preflight reports and low-res "watermarked" PDF files and routes them to the appropriate job folder on the file server. The "Production" branch also routes a high-res PDF to a Switch Client "Production" checkpoint. The "Production" checkpoint can be used as a customizable interface that can be programmed to use Switch variables as well as manual user interaction for routing the files further along the pre-production process.

The main benefit of the Virtual Prepress Core Module is it's ability to automate the manual process of setting up customer supplied files on the file server, delivering notifications, creating reports and delivering the files for preflight review as far upstream in the pre-production process with as little human intervention as possible.