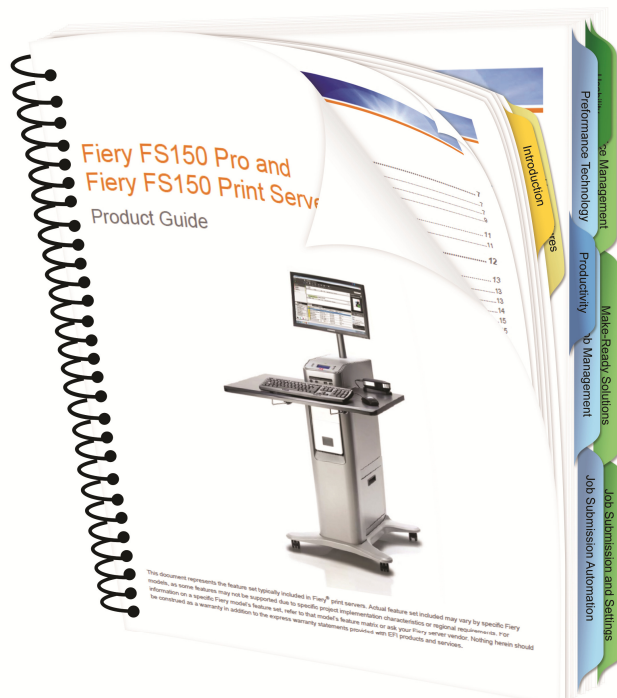


# FS200 How to:

## Produce documents with two sets of tabs



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## Feature overview

Fiery® JobMaster is an advanced PDF-based job-preparation solution. It's designed to help operators be more productive by effectively dealing with complex document preparation tasks such as tab insertion, scanning, chapterization, page numbering, and late stage editing.

The Fiery JobMaster Multi-bank Tabs feature allows the use of two tab styles in a single document

## Objectives

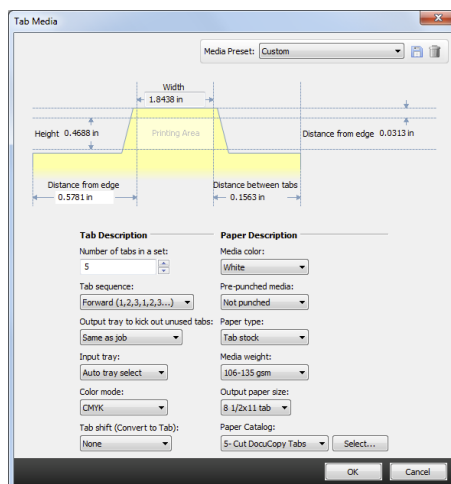
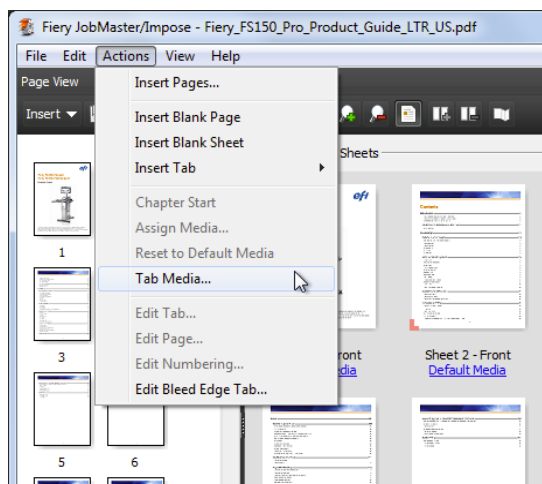
- Create tab media presets
- Insert tabs and apply 5-bank tab media preset style
- Convert pages to tabs and apply 3-bank tab media preset style
- Use the tab filter to view only the tabs
- Assign media and finishing options

## Additional resources

For additional software downloads, training resources and more, go to [Fiery Online Resources](https://www.efi.com/online-resources).

## Before you begin

- Open Fiery Command WorkStation® 5.7 or later and connected to at least one Fiery Driven™ printer that supports Fiery JobMaster.
  - For the updated list of supported printers go to: [www.efi.com/fieryjobmaster](https://www.efi.com/fieryjobmaster).
  - Check the supported engines list to ensure your Fiery Driven™ printer supports Multi-bank Tabs.
- Activate the JobMaster license on the computer running Command Workstation.
- Place the sample file, **Fiery\_FS150\_Pro\_Product\_Guide\_LTR.pdf** or **Fiery\_FS150\_Pro\_Product\_Guide\_A4.pdf**, in the Fiery server Hold queue. Drag the file to the Command WorkStation Held list or use the Command WorkStation Import menu option.
- Create the appropriate Paper Catalog entries for the media options for this exercise: **covers, body, 5-bank tab and 3-bank tab**
- Ensure the printer and Fiery server have been calibrated before printing any output.

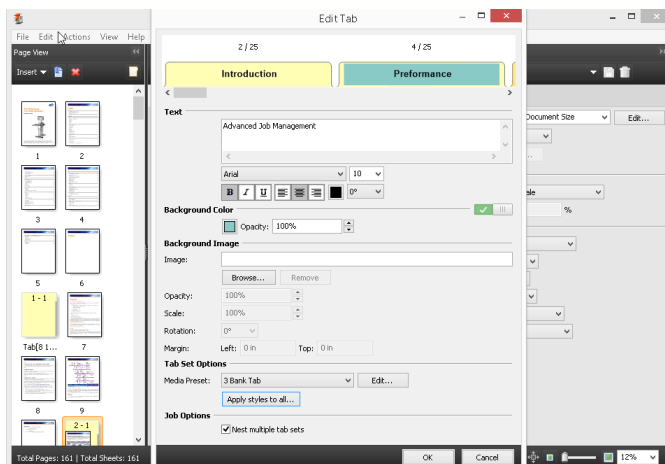


## Create tab media presets



1. Select the **Fiery\_FS150\_Pro\_Product\_Guide\_LTR.pdf** or **Fiery\_FS150\_Pro\_Product\_Guide\_A4.pdf** file in the Command WorkStation Held list. Then right-click to select **JobMaster**. Or click the **JobMaster** icon in the toolbar if it has been added.
2. To create the tab media presets for use in this exercise, click **Actions > Tab Media**.
3. Create **5-bank tab** and **3-bank tab** media preset styles.
4. In the Tab Media window, define the options to apply to your tabs and save the Media Preset.
5. Verify the Number of tabs in a set is **5**.
6. Select the Tab Sequence that is appropriate for the tab stock and media tray that you are using to print tabs. For this example, use the default selection Tab Sequence as **Forward**.
7. Select the Output tray to kick out unused tabs.
8. Specify any additional settings to assign media, including the media, tray or Paper Catalog.
9. Click the **disk icon** next to Media Preset when you have completed all the settings you want.
10. Name your preset, **5 Bank Tab**, and click **OK**.
11. Repeat steps 5 – 9, changing the number of tabs to **3**. Then save as the **3 Bank Tab** Media Preset.

*The Output tray to kick out unused tabs will, by default, eject any unused tabs with the print job. Change this location as appropriate for your printer.*

*The Media Presets you set are available for use as templates in future JobMaster jobs.*



## Insert tabs and apply 5-bank tab media preset style

1. To insert new tabs, select the pages to insert tabs before in the Page View pane. For this example, select pages **7, 12, 42, 87** and **137**.
2. Right-click and select **Insert Tab > 5 Bank Tab**.
3. Right-click on a highlighted tab and click **Edit Tab**.
4. When the Edit Tab window opens, enter the tab text and background color from the chart information below step 6.
5. To add a background color to the tab text field, click . When the icon changes to  select the Background Color.
6. For this example, select the RGB sliders to specify the RGB values for each tab section color. Define the background color according to the chart information below.

| Tab Position | Page | Tab Text     | Background Color |
|--------------|------|--------------|------------------|
| Tab 1/5      | 7    | Introduction | RGB 230 174 51   |
| Tab 2/5      | 12   | Productivity | RGB 138 202 199  |
| Tab 3/5      | 42   | Usability    | RGB 126 150 79   |
| Tab 4/5      | 87   | Color        | RGB 212 53 64    |
| Tab 5/5      | 137  | Integration  | RGB 147 90 145   |



*Tabs can contain up to three lines of tab text. Use the return or enter key on your keyboard as needed to create more than one line.*

*Navigation tip: Use keyboard shortcuts to quickly jump between tabs in the Edit Tab window. Use command-right (or left) arrow on a Mac and Ctrl-right (or left) arrow in Windows®.*

*Background Color: Create a color palette for frequently used colors. Just click a color box under Custom colors and then click **Add to Custom Colors** to add each new color to the Custom colors as you define each one. It saves time for future jobs.*

7. Click **OK** to close Edit Tab.

## Convert pages to tabs and apply 3-bank tab media preset style

1. Next, define the second tab style using the **3 Bank Tab** preset. These tabs will be added using the Convert to Tab feature.
2. Select all the pages in the chart below. Right-click and select **Convert to Tab > 3 Bank Tab**.
3. Right-click on a highlighted tab and select **Edit Tab**. Enter the tab text and define the background color using the chart information below step 5.
4. To add a background color to the tab text field, click . When the icon changes to , select the Background Color.
5. For this example, select the RGB sliders to specify the RGB values for each tab section color. Define the background color according to the chart information below.

| Inserted Tabs | Convert to Tab Pages | Tab Position | Tab Text                      | Tab Color   |
|---------------|----------------------|--------------|-------------------------------|-------------|
| Introduction  | 11                   | Tab 2-1      | New Features                  |             |
| Productivity  | 13                   | Tab 2-1      | Performance                   | 138 202 199 |
|               | 16                   | Tab 2-2      | Advanced Job Management       | Light blue  |
|               | 24                   | Tab 2-3      | Job Submission Automation     |             |
|               | 27                   | Tab 2-4      | Variable Data Printing        |             |
|               | 39                   | Tab 2-5      | Transactional Printing        |             |
| Usability     | 43                   | Tab 2-1      | Job & Device Management Tools | 126 150 79  |
|               | 51                   | Tab 2-2      | Make-Ready Solutions          | Light green |
|               | 62                   | Tab 2-3      | Job Submission                |             |
|               | 77                   | Tab 2-4      | Tools                         |             |
|               | 85                   | Tab 2-5      | Fiery Design                  |             |
| Color         | 88                   | Tab 2-1      | Color Management Tools        | 212 53 64   |
|               | 111                  | Tab 2-2      | Spot Color Tools              | Red         |
|               | 115                  | Tab 2-3      | Image Quality                 |             |
|               | 121                  | Tab 2-4      | Prepress Solutions            |             |
| Integration   | 138                  | Tab 2-1      | Fiery JDF                     | 147 90 145  |
|               | 146                  | Tab 2-2      | Web-to-Print Solutions        | Purple      |
|               | 148                  | Tab 2-3      | Adobe PDF Workflows           |             |
|               | 150                  | Tab 2-4      | Network & Security            |             |
|               | 154                  | Tab 2-5      | Mobile Printing               |             |

6. When you have defined all the tabs, click **OK**.
7. In the next section, you will assign media and define the finishing options.

*The Job Options, Nest multiple tab sets is only visible for supported printers. If your printer does not support it, you will not see it in JobMaster.*

*Nest multiple tabs defines whether unused tabs from each tab set will eject during the print job, or whether it will print all tabs sequentially and only eject the unused tabs from the last tab after the print job.*

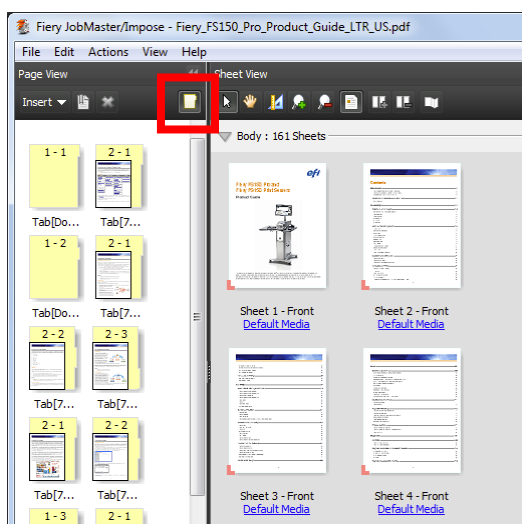
*In this example, Tab Set/style 1 contains 5 tabs per set and we inserted 5 tabs (a complete set). So there are no unused tabs left to eject.*

*Tab Set/style 2 contains 3 tabs per set, and does not use a multiple of 3 tabs for each section. So there are unused tabs in several sections of the job that require ejection.*

*When Nest Multiple tabs is disabled, all tabs are printed sequentially, and it only ejects the unused tabs at the end of the job. Since Tab style 2 (3 Bank Tabs) contains 20 tabs, there will be only one unused tab at the end of the print job that needs to be ejected.*

*When Nest Multiple Tabs is enabled, Tab style 2 (3 Bank tabs) will require tab ejection during the print job. The "Introduction" and "Color" sections will each eject two tabs. "Productivity", "Usability" and "Integration" will each eject one tab. These tab ejections occur during the print job.*

*All ejected tabs are sent to the selection specified in the Media Preset for Output Tray to kick out unused tabs.*



## Use the tab filter to view only tabs

1. To view only the tabs in the job, select the **Tab** icon in the toolbar of the Page View pane. This will filter all the pages to display only the tabs.
2. To edit any tabs, select the tab you want to edit. Then right-click and select **Edit Tab**.

## Assign Media and Finishing Options

1. Complete assigning any Paper Catalog media for the cover and body of the job, based on your workflow.
2. In the JobMaster Settings pane, click **Cover**.
  - a. Select the **Apply the same settings for both front and back cover** check box.
  - b. Assign the Media.
  - c. In Print on, select **Outside**.
  - d. Click **OK** when done.
3. Assign the media for the body of the job. Click **Edit > Select by Media > Unassigned**.
4. Right-click to select **Assign Media**. Define the media that is appropriate for your workflow. Then click **OK** when done.
5. Save the document and Close **JobMaster**.
6. Click **File > Save**.
7. To save your job as a regular job, change the document name to **Multi-Bank tab** and select **Yes**.
8. Open Job Properties for the **Multi-Bank tab** job and apply finishing options appropriate for your printer. For this example, select **Ring binding** if available
9. You are now ready to print your document.



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