



Enfocus

# PitStop Professional

## Quick-Start Guide



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## About this Quick-Start Guide

Take a few minutes to familiarize yourself with this Quick-Start Guide. It is the best way to get off to a speedy start with PitStop Professional. Create a new, blank PDF document in Adobe Acrobat by choosing **File > Enfocus New**, or use some sample PDF documents, and feel free to experiment and play around with the tools described in this Quick-Start Guide. You will quickly get an idea of the essentials of PitStop Professional.

For detailed, complete descriptions of all the features and concepts of PitStop Professional, please refer to the User Guide or Help.

## The PitStop Professional toolbars

You find the following dedicated PitStop Professional toolbars in Adobe Acrobat:

- [The Enfocus Edit toolbar](#)
- [The Enfocus View toolbar](#)
- [The Enfocus Cropping toolbar](#)
- [The Enfocus QuickRun toolbar](#)
- [The Enfocus Undo & Redo toolbar](#)
- [The Enfocus Certified PDF toolbar](#)
- [The Enfocus Control Panels toolbar](#)

# The Enfocus Edit toolbar



## A. Select Objects tools



Select Objects



Select Similar Objects

## B. Select Areas tools



Select Rectangular Area



Select Polygonal Area

## C. Transformation and Drawing tools



Move Selection



Scale Selection



Rotate Selection



Shear Selection



Create New Rectangle



Create New Ellipse

## D. Text tools



Edit Text Line



Edit Paragraph



Edit Vertical Text Line

## E. Path tools



Edit Path



Add Anchor Point



Remove Anchor Point



Create New Path

## F. Modification and Navigation tools



Eyedropper



Copy and Paste Attributes



Measure

























Guides

## G. Form tool



Edit Forms

## Keyboard combinations

Use...	To...
 + SHIFT	select multiple objects
 + double-click	select a complete group of (compound) paths
 + CTRL (Windows) or  + ⌘ (Macintosh)	switch to the <b>Move</b> tool 
 ,  ,  or  + CTRL (Windows) or  ,  ,  or  + ⌘ (Macintosh)	switch to the <b>Selection</b> tool 
 + SHIFT	constrain movement to horizontal or vertical
 + SHIFT	maintain the height-to-width ratio while scaling
 or  + SHIFT	constrain rotation or shearing to a preset angle
 or  + SHIFT	constrain the height-to-width ratio, i.e. create a square or a circle
 + CTRL (Windows) or  + ⌘ (Macintosh)	sample (i.e. copy) the properties of an object

## The Enfocus View toolbar

You can use the Enfocus **View** tools to switch between the different views available. Clicking any of the tools will display the PDF document in one view; clicking the tool a second time will revert the display to the original view. You find the following tools on the Enfocus **View** toolbar:



- A. View Annotations
- B. View Page Boxes
- C. View Wireframe
- D. Speed Up Image Display
- E. View Enfocus Navigator

## The Enfocus Cropping toolbar

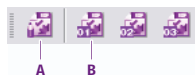
This is the Enfocus **Cropping** toolbar.



You can use the Enfocus **Cropping** tool to create new page box templates or to apply existing ones.

## The Enfocus QuickRun toolbar

Using the **Configure QuickRun** button, you can create and configure “QuickRuns”, a series of Action Lists and a PDF Profile grouped together as a single command. Each QuickRun gets a dedicated button, which is added to the **QuickRun** toolbar.



- A. Configure QuickRun button
- B. Dedicated QuickRun buttons

## The Enfocus Undo & Redo toolbar

This is the Enfocus **Undo & Redo** toolbar.



You can use the **Undo** and **Redo** buttons to undo or redo:

- Your last unsaved changes only (called **Fast Undo** and **Fast Redo**)
- Your last unsaved changes and selections



## The Enfocus Certified PDF toolbar

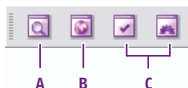
The Enfocus Certified PDF toolbar is integrated in the Adobe Acrobat **File** toolbar. Here, you also find the **Enfocus View and File Control Panel** button.



- A. Enfocus View and File Control Panel button
- B. Save as Certified PDF button
- C. CertifiedPDF.net status button

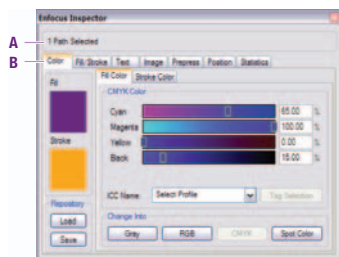
## The Enfocus Control Panels toolbar

You can click any of the buttons in the **Enfocus Control Panels** toolbar to show or hide the Enfocus control panels:



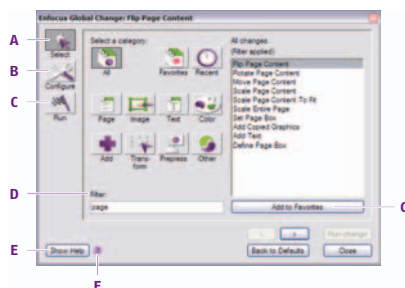
- A. Enfocus Inspector
- B. Enfocus Global Change Panel
- C. Enfocus Action List and PDF Profile Control Panel

## Enfocus Inspector



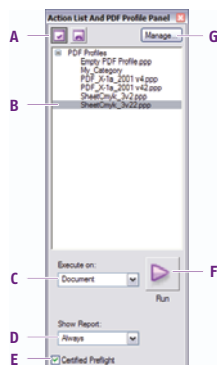
- A. This box always contains the same type of information. It informs you about your current selection: the number and type of objects you have selected in the PDF document.
- B. The contents of this box is variable. It displays certain properties of your current selection, but they vary depending upon the tool you are using. In the **Enfocus Inspector**, you can modify the selected objects' properties.

## Enfocus Global Change Panel



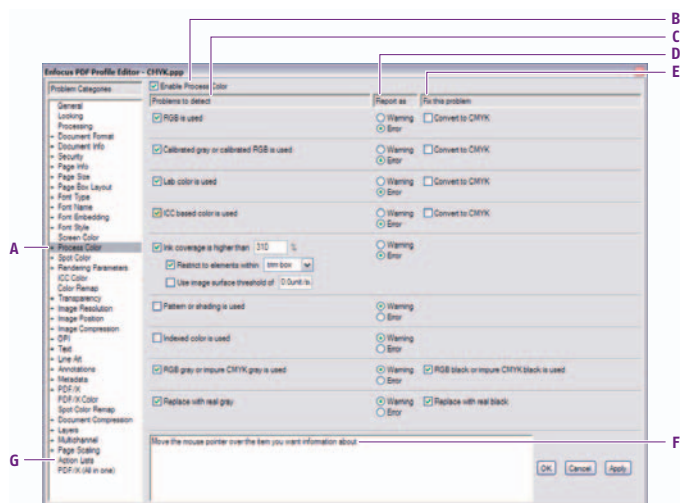
- A. Select a Global Change of a given category.
- B. Configure the Global Change.
- C. Run the Global Change in a specified page range.
- D. Type a keyword, or part of a keyword, in the **Filter** box to see the relevant Global Changes only.
- E. Use the integrated Help for background information about the configuration options and settings.
- F. Use the WebHelp to see procedural information, context and related topics.
- G. Add frequently used Global Changes to your **Favorites** category.

## Enfocus Action List and PDF Profile Control Panel



- A. Click the or button to see the list of PDF Profiles or Action Lists, respectively.
- B. Select a PDF Profile or Action List.
- C. Specify the page range in which you want to run the Action List or PDF Profile.
- D. Specify when you want to see a report.
- E. Perform a regular or a Certified preflight check.
- F. Run the PDF Profile or Action List.
- G. Manage your PDF Profiles or Action Lists: edit, remove, duplicate, import or export them, or organize them in categories.

## The Enfocus PDF Profile Editor



- A.** Select a category of properties.
- B.** Enable the selected category.
- C.** In a given category, select one or more properties to check in the preflight process.
- D.** Select how the detected problem should be listed in the preflight report: "Warning" or "Error".
- E.** Specify how to fix the problem, if necessary.
- F.** View integrated Help on the checks and fixes.
- G.** Include Action Lists in your PDF Profile.

## Running a preflight check

### About Certified PDF

Enfocus Certified PDF technology guarantees quality, eliminates ambiguity and communicates precisely at every stage in the PDF workflow. Certified PDF ensures that a PDF document has been preflighted with the appropriate PDF

Profile, storing both the preflight report and the PDF Profile inside the PDF. Upon opening, you have immediate visual feedback on whether the file is Certified, which eliminates unnecessary preflighting.

### Difference between a Certified and a regular preflight check

If you are going to run a preflight check on your PDF document, you can choose to perform a [Certified PDF preflight](#) or not ([regular preflight](#)).

### 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 <b>is not</b> a Certified PDF	The PDF document will remain "unCertified".
The PDF document <b>is</b> a Certified PDF	The PDF Profile embedded in the Certified PDF document will not be removed, even if you preflight the PDF document with a different PDF Profile in the <b>Action List and PDF Profile Control Panel</b> .

## 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 <b>is not</b> a Certified PDF	You will be asked whether you want to start a Certified PDF workflow for this PDF document.
The PDF document <b>is</b> a Certified PDF	<p>The PDF document will already have a PDF Profile embedded. PitStop Professional will check whether the PDF Profile you selected in the <b>Action List and PDF Profile Control Panel</b> is the same as the embedded PDF Profile:</p> <ul style="list-style-type: none"> <li>• If the PDF Profiles match, the PDF document will be preflighted.</li> <li>• If the PDF Profiles do not match, you will be asked whether you want use the PDF Profile you just selected in the <b>Action List and PDF Profile Control Panel</b> instead of the embedded Certified PDF Profile.</li> </ul>

### To run a preflight check

- 1 Open a PDF document.
- 2 If necessary, select one or more objects on which you want to run a preflight check.
- 3 Choose **Window > Show Enfocus PDF Profile Panel**.
- 4 Click the **PDF Profiles**  button and select a PDF Profile.
- 5 Specify the page range in which you want to run the PDF Profile or click **Selection**.
- 6 Click **Run**.
- 7 Use the **Enfocus Navigator** to browse through the results and view the report.

## Viewing and interpreting reports

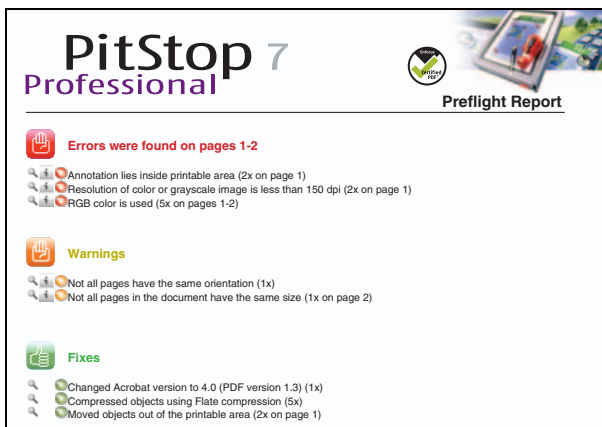
### Contents of a report




You can run an Action List or PDF 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 Professional is also PDF document. It can include the following sections:

Section	Contents
Errors, Warnings & Fixes	(potential) problems according to the selected PDF 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
PDF2Go Information	information about layers in PDF2Go documents
Page Box Information	pages boxes, if any, which are used in the PDF document and their respective sizes
Output Intent Information	output intent of the PDF document

## To view and interpret a report

- 1 Choose **Window > Show Enfocus PDF Profile Panel**, select a PDF Profile or Action List and run it in your PDF document.
- 2 If the **Enfocus Navigator** appears, 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**.

# Interactively editing a PDF document

## Using the Enfocus Inspector


Interactively editing a PDF document means that you view specific properties of objects in your PDF document and that you change them using one of the Enfocus **Edit** tools. You can, and in some cases you will have to, do this in combination with the **Enfocus Inspector**.


### Example: change the image on the cover of this Quick-Start Guide

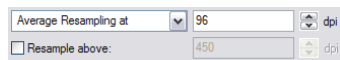
Take a look at the cover of this Quick-Start Guide. Let's check the properties of the image on the cover (not the Enfocus logo) and change them. For example, you can do the following:



- Resample the image to a lower resolution
- Change the color space of the image from RGB to CMYK (or vice versa)

Proceed as follows:

- 1 To open the PDF file of this Quick-Start Guide, choose **Help > Plug-In Help > Enfocus PitStop Professional > Quick-Start Guide (PDF)**.
- 2 Look at the cover on page 1.
- 3 Using the  tool, zoom in on the image (not the Enfocus logo) to approximately 600%.

- 4 Choose **Window > Show Enfocus Inspector** to display the **Enfocus Inspector**, and click the **Image** tab.
- 5 Using the **Select Objects** tool , click the image to see its properties in the **Enfocus Inspector**.
- 6 Click the **Image > Resample** tab in the **Enfocus Inspector**.
- 7 Resample the image to 96 dpi and click to clear the **Resample above** check box.



- 8 Click **Apply** and check the effect on the image.
- 9 Click the **Color** tab in the **Enfocus Inspector** and check the color space of the image: CMYK or RGB.
- 10 In the **Change Into** area, click the **CMYK** or **RGB** button (whichever is available) and check the effect on the image.
- 11 Click the **Undo**  or **Redo**  button, if necessary.
- 12 Close the PDF file without saving.



# Making Global Changes

## Select, configure, run

Making a Global Change in your PDF documents generally goes as follows:


- 1 You **select** a predefined Global Change.
- 2 You **configure** the selected Global Change, meaning that you specify its settings for your PDF documents. Configuring a Global Change can be a single step or multiple steps, depending on the complexity of the Global Change.
- 3 You specify the page range in which you want to apply the Global Change.
- 4 You **run** the Global Change.
- 5 If you plan to use this Global Change in the future as well, you can add it to your list of favorite Global Changes or save it as an Action List.

## To make a Global Change

- 1 Open a PDF document.
- 2 Choose **Window > Show Enfocus Global Change**.

The **Enfocus Global Change** panel appears, showing a list of Global Changes.



- 3 Do any of the following:
  - Click the category **All** to see all Global Changes.

- Click a specific category, for example **Page**, **Image** or **Text**, to see the Global Changes organized per category.
  - Type a keyword, or part of a keyword, in the **Filter** box to see the relevant Global Changes only. For example, type `scal` to see the Global Changes which relate to scaling.
- 4 Select a Global Change in the list.
  - 5 Click the **Next** button  to proceed to the next step in the process: configuring your Global Change.
  - 6 Select the required options and specify the settings of the Global Change.



You may wish to click **Show Help** and check the integrated Help at the bottom of the **Enfocus Global Change** panel. It provides background information about each setting.

- 7 In the **Run** stage, select the page range in which you want to apply the Global Change.
- 8 Check the description of the Global Change in the **Status** box to see if all parameters are correct.
- 9 Specify when you need to see a report.

- 10 Click **Run Change** to run the Global Change in the PDF document which you have currently open.
- 11 Leave the **Enfocus Global Change** panel open and check the result of the Global Change in your PDF document.
- 12 Do one of the following:
  - If the result is **not okay**, choose **Edit > Undo Global Change Execution** or click the **Undo** button . Click the **Previous** button  in the **Enfocus Global Change Panel** to return to the **Configure** stage and correct the settings of the Global Change.
  - If the result is **okay** and you plan to use this Global Change in the future as well, click **Save as Action List**. Fill in the name and description of the Action List and, if necessary, your name and company, and click **OK**.



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## **Enfocus – International**

Bellevue 5 / 1101  
9050 Gent  
Belgium

T: +32 9 269 16 90

F: +32 9 269 16 91

[info@enfocus.com](mailto:info@enfocus.com)

[www.enfocus.com](http://www.enfocus.com)

## **Enfocus – North America**

16000 Ventura Blvd, # 910  
Encino, CA 91436  
United States  
Sales: (888)-ENFOCUS

T: +1 818 501 2380

F: +1 818 501 2387

[info@enfocus.com](mailto:info@enfocus.com)

[www.enfocus.com](http://www.enfocus.com)