

VIEW-IT 3.0

Quick Reference Sheets

Keyboard Shortcuts

Zoom

f	fit entire page/signature into window
Shift + f	fit page/signature width into window
d	dot for dot = zoom 100%
s	zoom to actual printed size <ul style="list-style-type: none">• zoom to exact document size, <i>as it will be on a printed sheet of paper</i> – all objects are shown at a 1:1 ratio with respect to the printed output• requires a simple monitor calibration (refer to Preferences > Display Resolution on p.6)
PageUp / PageDown	zoom in/out






Rotate / Mirror (only affects softproof)

+	rotates image +90° (clockwise)
-	rotates image -90° (counter-clockwise)
Space	mirror vertically
Shift + space	mirror horizontally
0 (zero)	returns image back to original orientation i.e. no rotation or mirror


Move / Navigate

arrow keys	move image
Shift + arrow keys	move image in bigger steps/increments
Home / End	top / bottom of image
n / Shift + n	display next/previous image (when viewing multiple pages or flats)

Toolbar shortcuts

i	Invert colors (same as toolbar button )
c	Color Information tool (same as toolbar button )
m	Measurement tool (same as toolbar button )
o or b	Offset tool (same as toolbar button  - see section Offset mode on p.4)
p	Preferences (same as  button in top-right corner – see Preferences on p.5)

Various


Shift + click color channel <i>checkbox</i> 	view only one color channel
Shift + click color channel <i>letter</i> (e.g. C or M)	set a mirror (vertical/horizontal), rotation (180°) or opacity value for only one color channel <i>NOTE:</i> mirror/rotation/opacity settings only affect softproofs.
Esc	de-activate/hide various items, as in examples listed below: <ul style="list-style-type: none"> • de-activates some tools e.g. Color Information, Measurement • disables certain actions that have been started but not completed (e.g. zooming, measuring color, measuring distance) • hides some windows (e.g. Preferences window)


Mouse Shortcuts

zoom in/out	move mouse's middle button/wheel up or down
zoom in	Shift + draw rectangle with mouse
Color Information	Shift + click a pixel

Reader Spread mode






Click **Reader Spread** toolbar button  to view the softproof of an imposed flat in Reader Spread view.

Note: The **Reader Spread** button  appears in the View-it toolbar only when softproofing flats that are (i) produced by Impose-it and (ii) visible in PrePage-it Web's **Signatures** tab.

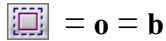
Dual-sided mode




This mode lets you see 2 pages/signatures super-imposed so they can be compared. To do so:

- i. open a View-it window containing at least 2 pages/signatures
- ii. select a page/signature
- iii. click the **Dual-sided mode** icon 
- iv. select another page/signature
- v. change opacity value by clicking  or  buttons

Offset mode



= **o** = **b**

Offset mode can be enabled by clicking the toolbar button  or by pressing the keyboard shortcut **o** (for offset) or **b** (for bleed box).


While **Offset** mode is active, you can use the keyboard shortcuts shown below to change the size (i.e. scaling) or position (i.e. offset) of a page relative to its clipping path.

Please note the following:

- Clipping Path = Bounding Box = **Page Size** defined in **Impose-it Template**.
- **Offset** mode only works with pages/signatures that are defined in the **Impose-it** imposition module.

Offset Mode – Keyboard Shortcuts	
arrow keys	offset (i.e. change position of) a page relative to its clipping path
Shift + arrow keys	scale (i.e. change the size of) a page
0	set offset back to 0 (i.e. original position)
1	set scaling back to 100% (i.e. original size)
a	fit image into bounding box, keeping image's ratio
Shift + a	fit image into bounding box
s	save changes

In **Offset** mode:

- when accessing **View-it** from **Pages** or **Imposition** tab \Rightarrow you can change the size or position of a page relative to its clipping path
- when accessing **View-it** from **Signatures** tab \Rightarrow adjustments to the size and position of a page cannot be made, only viewed
Note: The **Offset** toolbar button  is not visible from the **Signatures** tab. To view offsets, press the keyboard shortcut **o** or **b**.
- the clipping path (or bounding box) is displayed around each page that is part of an imposed flat, whether you are looking at the softproof of a single-page or the entire flat
- the bleed area around each page is also displayed (if bleed was specified in the **Impose-it** template)

Preferences

(keyboard shortcut **p** *or* click  button in top-right corner)

Quick Reference	
Click quick reference link to display the online version of this View-it 3.0 Quick Reference.	
Unit (of measurement)	
Types	Imperial, Metric, Points, Picas, Picas / Agate
Quality (of softproof)	
PNG lossless	default (like View-it 2.0)
JPEG 90% & JPEG 75%	for faster viewing on slow connections (JPEG 75% is fastest) Note: in a small number of cases, artifacts and/or color inaccuracies may be visible on a JPEG 75% softproof. If in doubt, switch to PNG lossless .

Color Management (to match the View-it softproof on your monitor to your printed output)	
ICC Profile (CMYK)	Select Input (Source) Profile representing your paper, printing press, etc. e.g. USWebCoatedSWOP <i>NOTE:</i> You can add more ICC Profiles to the list by copying them to the installation folder: C:\Program Files\Polkadots Software\Prepage-It-Web\icc
Rendering Intent	Choose how to handle the parts of an image which do not have a perfectly corresponding color match (when converted from Input CMYK Profile to Output RGB Profile). <i>NOTE:</i> Some testing may be required with Perceptual , Colorimetric (absolute) , Colorimetric (relative) or Saturation to find the best results.
Monitor Working Space (RGB)	Select Output (Target) Profile corresponding to your monitor. <i>HINT:</i> In many cases sRGB is a suitable generic profile.

Display Resolution

The **Display Resolution** can be adjusted, allowing you to calibrate the View-it softproof and your monitor so as to display the actual size of a printed page/signature.

To calibrate:

1. Place a physical ruler on your monitor, just above or below the View-it calibration ruler (located just above the **Preferences** window).

HINT: Depending on the color of your ruler, you might want to change the background color by clicking on **Reverse video**.

2. Adjust the **Display Resolution** so that it matches the physical ruler (e.g. 12 inches on physical ruler = 12 inches on View-it calibration ruler).

The **Display Resolution** can be adjusted by (a) using your mouse to drag the calibration ruler, or (b) pressing the left or right arrow keys on your keyboard.

After calibration, viewing a softproof at the actual printed size (keyboard shortcut \Rightarrow **s**) will show objects on-screen at the exact printout size i.e. all objects are shown at a 1:1 ratio with respect to the printed output.