

# Preparing to perform the activities

Copy the activity files to the client computer you will be using

In the Partner Place support and service portal, find Answer ID 73429 and download the ZIP file that contains the activity files you will need. In the **JobData** volume of your Prinergy Evo Client workstation, create a new folder with a unique file name, and extract the activity files to it. See [Connecting to the Prinergy Evo shared file server volumes with Mac OS X](#).

Select the activities best suited to your job role

## To process input files

Job role	Topic	Activities
Prepress operator	Refine PDF and Adobe PostScript input files	3, 4, 7
	Refine with spot color handling	5
Prepress manager	Refine an imposed PostsScript flat with OPI	12
	Refine and trap input files	13
	Edit PDF page trim and bleed settings with Kodak Prinergy Geometry Editor software	24
	Apply PDF Preflight settings	26
	Automatically create impositions	28
	Create a workflow template	31
	Apply dynamic settings to refine	32
	Use dynamic settings to build a signature list	33
	Transparency handling	37, 38

## To output to proof and plate

Job role	Topic	Activities
Prepress operator	Output a PDF file to proof or plate	1, 2, 6
	Output a PDF page-based imposition to proof or plate	9, 21
Proof operator	Monitor output processes in Process Viewer	1, 2, 6
	Apply Preps variable text marks	20
Plate operator	Create a layout using output PDF process template settings	27

Prepress manager	Output Signature Booklet imposition proof	29
	Create a workflow template	31
	Apply dynamic settings to output from PDF and output from imposition	32
	Use dynamic settings to output from imposition	33
	Output a single PostScript flat	34
	Remake a plate using Plate ID	35
	Use TIFF Downloader to output 1-bit TIFF files	36
	Apply Plate and Print Calibration Curves	40
	Add variable text sluglines to output	41

#### To customize the workflow

Job role	Topic	Activities
Prepress manager	Create a process template	6, 7
	Configure a template palette	8
Prepress system administrator	Configure a hot folder	2, 4
	Configure an automatic refine and output workflow using hot folders	10
	Configure an automatic refine and output workflow using a template palette	11
	Configure a virtual printer	15
	Auto-resolve spot color naming conflicts	22
	Create and add colors to a spot color library	23
	Create relative file paths to organize files within job folders	25
	Create a multi-process hot folder	30
	Create a workflow template	31
	Apply dynamic settings to refine, output from PDF, output from imposition	32
	Use dynamic settings to build a signature list and output from imposition	33

	Remake a plate using Plate ID	35
	Use TIFF Downloader to output 1-bit TIFF files	36
	Import and Export Process and Workflow Templates	39
	Apply Plate and Print Calibration Curves	40
	Add variable text slugline to output	41

#### To administer the Prinergy Evo system

Job role	Topic	Activities
Prepress manager  Prepress system administrator	Correctly shut down a Prinergy Evo server	16
	Restart the system	17
	Resolve problems	18, 19
	Install Prinergy Evo software updates	14
	Import and export process and workflow templates	39