

Activity 2: Output a PDF file using a hot folder

Who should complete this activity

- Prepress operators outputting proofs and plates
- Proof operators and plate operators

Why you should complete this activity

Hot folders provide automatic workflow management and allow you to process files without interacting with the Prinergy Evo client.

A hot folder is linked to a process template, which defines the file processing instructions. When you drag files into a hot folder from your desktop, the system automatically processes the files according to the instructions in the process template that is linked to the hot folder. Activity 2 introduces the procedures for using hot folders to output PDF files.

This output submission process can be used to output preview files or to output to a proofing or platesetting device. In this activity you will output a PDF file to a preview file, and then view the preview file in the Prinergy Virtual Proofing System software.

Recommended reading

[Prinergy Evo Workflow Client user guide](#) for your version of Prinergy Evo Workflow software.
Search for:

- Creating hot folders
- Submitting files via hot folders
- Previewing PDF Files via the Prinergy Virtual Proofing System software
- Opening the Process Viewer
- What are my default process templates

Time required to complete this activity

10-15 minutes

What you'll learn

You will learn how to use a default output process template to output supplied PDF files using a hot folder. PDF files will be output to proof, using Prinergy Virtual Proofing System software.

What you'll need

In the location to which you extracted the activity files, find the **Activity 02** folder and these files:

- Wells.p5.pdf
- Wells.p6.pdf

What you'll do

You will output two PDF files as Prinergy Virtual Proofing System software preview files. Both PDF files will be output using a hot folder. You will proof the preview files using Prinergy Virtual Proofing System software.