

# Create and use a loose page proof process template tasks

You need to create a loose page proof process template that will be used for a specific customer's job. The job will be ongoing, with files being received intermittently throughout a long period of time. You want to create a loose page proof process template that will be available only for this customer.

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## Create a job

1. If it is not already open, start Prinergy Workshop.
2. In Job Finder, right-click your main group, and choose **New Job**.
3. Type the job name `XX_Loose_page_proof` (where `<XX>` represents your initials).
4. Click **Create**.
5. Minimize the Job Manager window.

## Copy an input file to the job folder and add input files to the job

1. From your workstation, locate: `Prinergy Activity Practice Files / Act_11_Create Proof PT / Input File`
2. Restore Job Manager.
3. Open the `Input File` folder.
4. Drag the `UpFront Action Printing.pdf` to the Job Manager's **Input Files** area.
5. In the Add Input Files dialog box that appears, under **Options**, click **Select** and select the **1stRef-Normz** refine process template.
6. Click **OK**.  
Your file is copied to the `UserDefinedFolders` folder.
7. In the Start Process dialog box, click **OK** to start the Refine process.
8. Minimize the Job Manager window.

## Create a loose page output process template

1. From the **Tools** menu, choose **Process Template Editor**.
2. Right-click the **Loose Page Output** group, and choose **New Process Template Group**.
3. Name the group `XXLooseOutput Group` (where `<XX>` represents your initials).
4. Right-click your **XXLooseOutputGroup** and select **New Process Template**.
5. From the **File** menu, select **Save**.
6. Name the process template `XXVPSLooseProof` (where `<XX>` represents your initials).
7. Click the **Create Process Template** button.

8. In the **Output To** list, select **Virtual Proof**.
9. Open the **Layout** section of the process template window.
10. In the **Placement** area, change the orientation of the page from **Auto clockwise** to **90°**.  
**Note:** The value of **90°** is used only for demonstration purposes. You would generally use the default setting of **Auto clockwise**.
11. From the **File** menu, select **Save**.
12. Close the process template.
13. Close Process Template Editor.

## Use job favorites

1. From the **Job** menu, choose **Manage Job/User Favorites**.
2. Select the **Job Favorites** tab on the right side of the window.
3. In the left column, locate your loose page process template: **Loose Page Output > XXLooseProof Group > XXVPSLoose Proof**
4. Click **Add**. This adds your loose page proof process template to the **Job Favorites** tab in the **Process Template** pane in Job Manager.
5. Click **OK**.
6. In Job Manager, select the **Job** tab in the **Process Template** pane. View your loose page proof process template located there.

## Proof the refined PDF pages using the new process template

1. In the **Pages** pane, select `UpFront ActionPrinting.p1.pdf`.
2. From the **Jobs** tab in the **Process Template** pane, click the **XXVPSLooseProof** process template button.
3. In the Start Process dialog box, click **OK**.
4. In the **Pages** pane, right-click **UpFront ActionPrinting.p1.pdf** and select **Open VPS files**.  
**Note:** Notice the orientation of the page. The page has been rotated 90° as defined in your VPS loose page proof process template.
5. Close Prinergy VPS software at the completion of the proof cycle.

## Delete the process template and the process template group

1. Restore Job Manager.
2. From the **Tools** menu, choose **Process Template Editor**.
3. In the **Loose Page Output** group, open your group **XXLooseOutputGroup**.
4. Right-click your process template **XXVPSLooseProof** and select **Delete**. The process template is deleted.
5. Right-click your refine group **XXLooseOutputGroup** and select **Delete**. The process template group is deleted.
6. Close the Process Template Editor.
7. Close `XX_Loose_page_proof` Job Manager.