

Submit a PDF file to a digital device

In this activity, you will learn how to submit an 8-page booklet to the digital device that you added earlier.

Important: You can send refined pages or input files directly to the digital press. If an imposition is sent to the digital press, you must first refine the pages.

Create a job

1. If it is not already open, start Prinergy Workshop.
2. In Job Finder, right-click your main group , and select **New Job**.
3. In the Create New Job dialog box, select the server name and volume.
4. In the Create new Job as box, type the job name `XX_Digital_Test` (where `<XX>` represents your initials).
5. Click **Create**.
6. Minimize the Job Manager window.

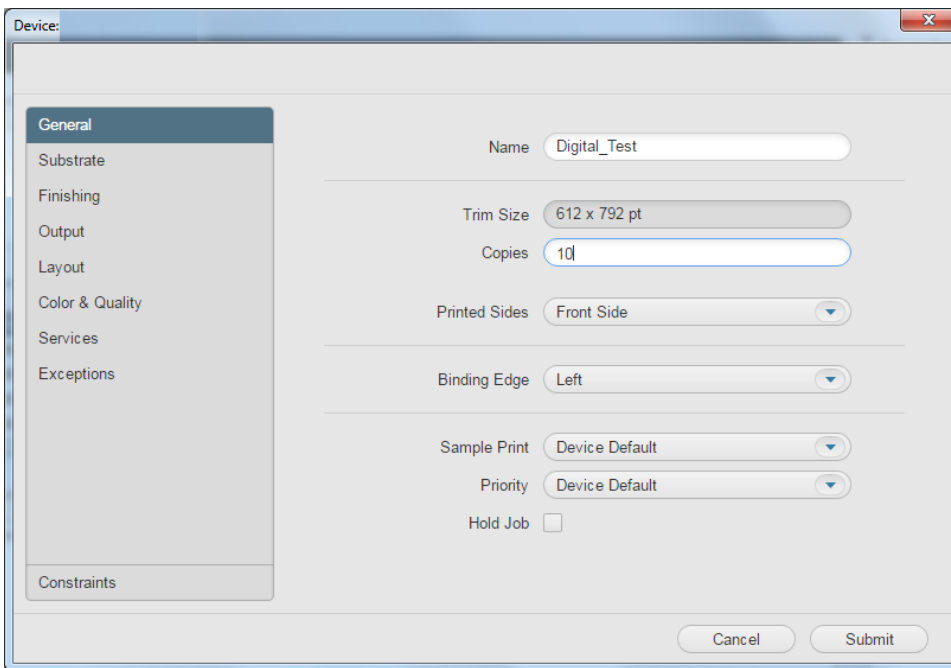
Copy an input file to the job folder and add input files to the job

Your customer sent you an A4-size or a Letter-size PDF for proofing. You have saved this brochure in the `Prinergy Activity Practice Files` folder.

1. On your workstation, locate: `Prinergy Activity Practice Files /A4 or Letter pdf`
2. Restore Job Manager.
3. Drag the A4-size or Letter-size PDF to the Job Manager's **Input Files** area.
Note: You can also right-click anywhere in the **Input Files** area and from the menu that appears, select **Add Input Files** to select your input files from the volume browser.
4. In the Add Input Files dialog box that appears, under **Options**, click **Select** and select the **1stRef-Normz** refine process template.
5. Click **OK**.
Your files are copied to the `UserDefinedFolders` folder and the Start Process dialog box appears.
6. (Optional) If you want thumbnails to be created for your pages, in the Start Process dialog box that appears, under **Options**, click the **Edit Process Template** and select the **Thumbnail** check box.
7. In the Start Process dialog box, click **OK** to start the Refine process.
8. Minimize the Job Manager window

Submit loose PDF pages to a digital press

1. In the **Pages** area, select all the pages of your job.
2. Right-click the selected pages and from the menu that appears, select **Send to Digital**.
3. From the list of digital devices that appears, select the required device.
4. In the Digital Job Ticket Editor that appears, in the **Copies** box, type 10 and click **Submit**.



The document is submitted to the digital device.

Note: To track the status of your job, from the **Tools** menu, select **Track**, and in the **Devices** list, select your digital device.

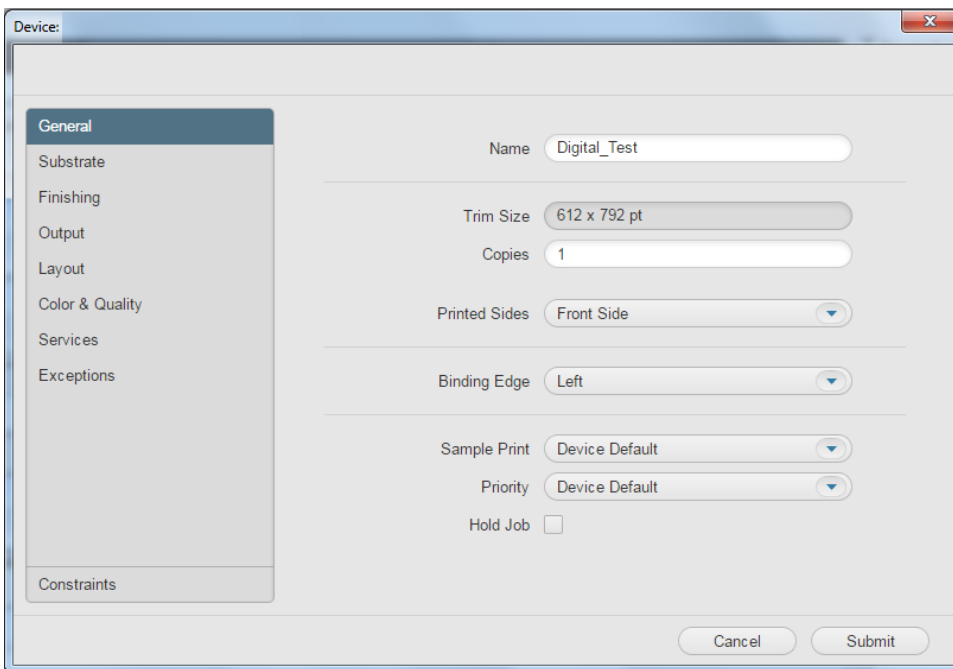
Send pages with staples to a digital press

After submitting your all the pages to the digital press, you will learn how to submit loose PDF pages with staples to the digital press. The loose PDF pages that you want to submit to the digital press must be refined first. You will use the refined pages from your previous activity (Submit PDF pages to the digital press).

1. In the **Pages** area, select only the first four pages.
2. Right-click the selected pages and from the menu that appears, select **Send to Digital**.
Note: The latest device that was used is marked with an asterisks "*".
3. In the Digital Job Ticket Editor that appears (with the last selected settings), click the **Substrate** tab.
4. In the **Substrate** list, select **Custom**, and in the **Size** list, select the requires size. In this example, select A4 or Letter.
Note: Make sure that you select the long edge feed (LEF) substrates.
5. Click the **Finishing** tab.
6. In the **Staple** list, select **Corner**.
7. Expand the **Staple** option (Click the triangle button next to the **Staple** option).
8. In the **Staple Position** list, select **Top**.
9. In the **Staple Angle** list, select **Slanted**.
10. Click **Submit**.
11. To view the progress of your job, from the **Tools** menu, select **Track**, and in the **Devices** list, select your digital device.
A list of your jobs and information about their progress appear in the **In Process** area.

Send an imposed job to a digital device

1. In Job Finder, create a job.
2. Copy the input files and an imposition plan to the job folder.
Note: You can also create an imposition plan (Saddle stitch, Letter 2-up on Tabloid, or A4 2-up on A3)
3. Add and refine the input files.
4. Assign pages to the imposition plan.
5. Click the **Signature** tab.
6. In the **Signature** area, select all the pages and right-click them.
7. In the menu that appears, select **Send to Digital**.
8. In the list that appears, select the required digital device.
The Digital Job Ticket Editor appears.



The screenshot shows the 'Device:' window of the Digital Job Ticket Editor. On the left is a sidebar with tabs: General (selected), Substrate, Finishing, Output, Layout, Color & Quality, Services, Exceptions, and Constraints. The main area contains the following settings:

- Name: Digital_Test
- Trim Size: 612 x 792 pt
- Copies: 1
- Printed Sides: Front Side
- Binding Edge: Left
- Sample Print: Device Default
- Priority: Device Default
- Hold Job: ☐

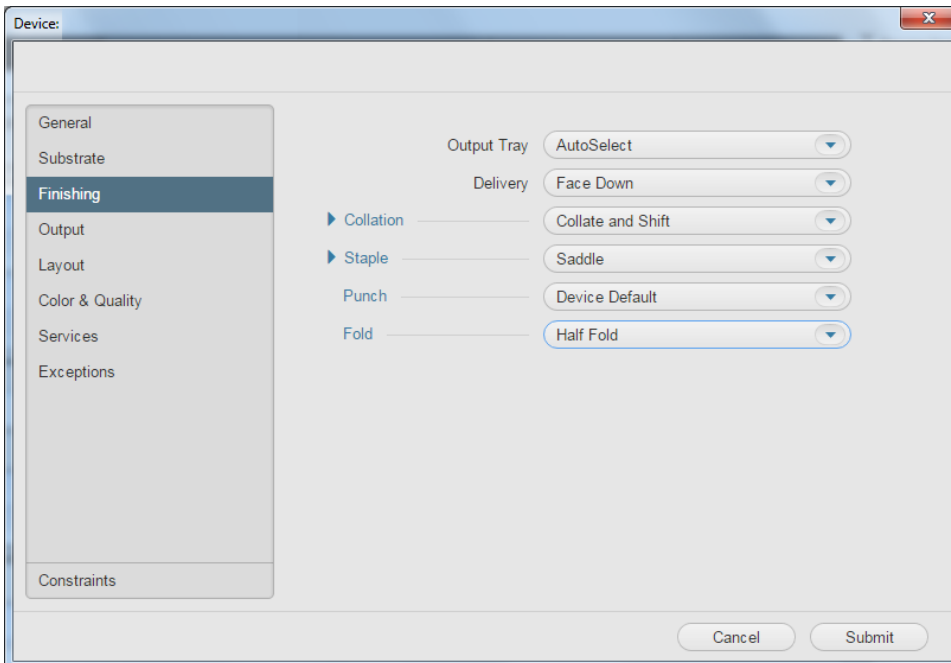
At the bottom right are 'Cancel' and 'Submit' buttons.

9. In the **Copies** box, type 10, and click **Submit**.
10. (Optional) Click the **Substrate** tab and in the **Substrate** list on the right-hand side, select the appropriate substrate (A3 or Tabloid).

Send an imposed job with staples to a digital press

1. In Job Finder, create a job.
2. Copy the input files and an imposition plan to the job folder.
Note: You can also create an imposition plan (Saddle stitch, Letter 2-up on Tabloid, or A4 2-up on A3)
3. Add and refine the input files. Assign pages to the imposition plan.
4. Click the **Signature** tab.
5. In the **Signature** area, select the **Signature** and right-click it.
6. In the menu that appears, select **Send to Digital**.
7. In the list that appears, select the required digital device.
The Digital Job Ticket Editor appears with the latest settings.

8. Click the **Substrate** tab and in the **Substrate** list on the right-hand side, select the **Custom**.
9. In the **Size** list, select the appropriate substrate (A3 or Tabloid).
10. Click the **General** tab.
11. In the **Binding Edge** list, select **Top**.
12. Click the **Finishing** tab.
13. In the **Staple** list, select **Saddle**.
One constraint is displayed with the following message: **You must select Half Fold with Saddle stapling.**
14. In the **Fold** list, select **Half Fold**.



15. Click **Submit**.
Your job is submitted to the digital device. All of the selected values in Prinergy (such as substrate selection and the digital finishing option) are mapped to the digital device options. The job appears in the **In Process** queue in Track.