Activity guide structure

This guide provides the following tools:

- The activity structure table lists all activities included in this guide. See this list to determine which activities best suit your needs based on your workflow, and the licensed features included in your Prinergy system.
- The `Prinergy Activity Practice Files` folder is available on the Kodak Partner Place portal. To download the activity files from Partner Place, follow these steps:
    1. Log on to the Partner Place internet portal at https://partnerplace.kodak.com/.
    2. On the **Service & Support** tab, select **Search Knowledgebase Answers**.
    3. In the **search** box, type `Prinergy Activity File`s, and click **Search**.
       You will see a list of available answers that include your search term.
    4. To narrow the search results, use the **Filter by Product** and **Filter by Category** lists on the left side.
    5. Click the answer that you want to access.
    6. Download the `PGY_Activity_Files.zip` file to a folder on the desktop of your Prinergy server.
- Practice activities provide you with hands-on learning. Each activity is created to simulate a specific scenario, and includes step-by-step procedures for you to follow. Each activity also includes review questions that assist in identifying any problem areas that require additional support.

- Using these activities
- Activity structure
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Using these activities

Activities are either recommended or optional. Recommended activities provide a fundamental understanding of the Prinergy workflow. Optional activities provide information about a specific procedure or licensed option.
It isn't necessary to complete every activity in this guide. Decide which activities best fit your knowledge requirements and complete only those activities.
Important: This training guide has been developed using Prinergy Workflow version 7.5. If you notice that information or behaviors described in this activity guide do not match those of the Prinergy Workflow software installed in your work environment, then your software version is likely older than the version used to create these training materials. If you experience difficulties based on these differences, please communicate any problems to a service representative for clarification.

Activity structure

The following table lists all activities included in this guide. Use this outline to determine which activities best suite your needs based on your workflow and the licensed options included in your system.
The first 12 activities introduce a Prinergy loose-PDF-page workflow. These activities focus on creating jobs, adding input files, refining input files, and creating loose page proofs of PDF pages.

Prinergy Digital	Refine and Output	Prinergy Workflow	Activity name and description	Time to complete (minutes)
✔	✔	✔	*Activity 1: Manage jobs in a Prinergy environment* Demonstrates renaming, locating, moving, copying, and destroying jobs.	15-20 Recommended
✔	✔	✔	*Activity 2: Working with Prinergy— refine an input file to PDF* Demonstrates how to access the Prinergy system and start Workshop. Activity focuses on a loose page PDF workflow.	20-30 Recommended
✔	✔	✔	*Activity 3: Refine, bypass refine, and edit a PDF file* Provides further practice using the refine process and highlights shortcut processes.	15-20 Recommended
	✔	✔	*Activity 4: Prepare a print-ready PDF input file*	20-30 Optional
	✔	✔	*Activity 5: Color-map PDF pages* Demonstrates various methods used to handle spot colors in a Prinergy workflow.	30-45 Recommended
	✔	✔	*Activity 6: Automatically trap a PDF page during refine* Demonstrates the automated batch-trapping feature available in a base Prinergy system.	20-30 Recommended
		✔	*Activity 7: Use the Advanced Preflight option to preflight an input file with profile-based preflight during refine* Demonstrates how to create and use preflight profiles in a Prinergy workflow.	20-30 Optional
		✔	*Activity 8: Use the Preflight+ option to preflight an input file during refine* Demonstrates how to create and use preflight+ profiles in a Prinergy workflow.	20-30 Recommended

			Activity 9: Create and use a refine process template	20-30 Recommended
✔	✔	✔	Demonstrates how to create and use a refine process template.	
✔	✔	✔	Activity 10: Manage custom fields Demonstrates how to use a customized refine process template.	20-30 Recommended
	✔	✔	Activity 11: Create and use a loose page proof process template Demonstrates how to create and use a customized loose page output process template.	20-30 Recommended
	✔	✔	Activity 12: Maintain transparency attributes Demonstrates how to preserve transparency settings for PDF versions 1.4 or later.	20-30 Recommended

The following activities introduce a Prinergy imposed-PDF-page workflow. Procedures covered in these activities focus on assigning PDF pages to imposition plans, adjusting page geometry, creating imposition proofs, creating final output, exporting jobs, and storage management processes.

Prinergy Digital	Refine and Output	Prinergy Workflow	Activity name and description	Time to complete (minutes)
		✔	Activity 13: Assign pages to a page set— basic Demonstrates basic methods of assigning PDF pages to a page set.	15-20 Recommended
		✔	Activity 14: Assign pages to a page set— advanced Demonstrates advanced methods of assigning PDF pages to a page set, including manually adding page sets, reassigning pages, and replacing corrected pages.	30-45 Recommended
		✔	Activity 15: Use page sets with imposition plans Demonstrates the use of page sets with multiple imposition plans. Activity also illustrates how page sets can be used for step-and-repeat requirements.	20-30 Recommended

			Activity	Time
		✔	*Activity 16: Use signature selection and page aliases* Demonstrates how to work interactively with Kodak Preps, (accessed via Prinergy), to use the automated signature selection feature.	20-30 Optional
✔	✔	✔	*Activity 17: Edit a Preps imposition* Demonstrates how to work interactively with Kodak Preps, (accessed via Prinergy), to create and edit Preps templates.	20-30 Optional
		✔	*Activity 18: Create and use an imposition proof process template* Demonstrates how to create and use a customized imposition proof process template.	20-30 Recommended
		✔	*Activity 19: Create signature books* Demonstrates how to create a 1-up or 2-up reader-order proof of an imposition plan layout.	15-20 Optional
✔	✔	✔	*Activity 20: Adjust page offsets overview* Demonstrates how to use the Geometry Editor to define offset values. Values are then entered in Prinergy Workshop.	20-30 Recommended
	✔	✔	*Activity 21: Generate final output* Demonstrates how to create and use a final output process template, including plate remaking.	20-30 Recommended
✔	✔	✔	*Activity 22: Export and import jobs* Demonstrates how to export all or parts of a job and then import the data into another job.	15-20 Recommended
✔		✔	*Activity 23: Manage jobs and job elements using archiving* Demonstrates how to archive, purge, and retrieve job information in a Prinergy system.	20-30 Optional

Prinergy Digital	Refine and Output	Prinergy Workflow	Activity name and description	Time to complete (minutes)
✔	✔		*Activity 24: Select ColorFlow color setups in Prinergy* Demonstrates how to identify a ColorFlow color setup for a Prinergy job, and identify ColorFlow options for output purposes.	20-30 Recommended

The following activities introduce Prinergy automated workflows. These activities cover automated options available in all Prinergy systems and those purchased as licensed options.

Prinergy Digital	Refine and Output	Prinergy Workflow	Activity name and description	Time to complete (minutes)
✔	✔	✔	*Activity 25: Create a template job attached to a hot folder* Demonstrates how to create a template job that can be used as a base for multiple jobs. Hot folders are also introduced.	30-45 Optional
✔	✔	✔	*Activity 26: Create and use a workflow template* Demonstrates how to create and use a workflow template that is triggered by a hot folder.	30-45 Optional
✔	✔	✔	*Activity 27: Create and use a smart hot folder* Demonstrates how to create a smart hot folder to create a job, add and refine an input file, and generate Prinergy VPS proofs.	45-60 Optional
		✔	*Activity 28: Use rules-based automation* Demonstrates how to edit a sample rule to create an automated workflow. Activity also introduces how to create and use a customized rule.	45-60 Optional
		✔	*Activity 29: Use automated page assignment (APA)* Demonstrates how to create an APA rule that will automatically assign PDF pages to page set positions in an imposition plan.	30-45 Optional
		✔	*Activity 30: Reprint Prinergy Evo jobs* Demonstrates how to reprint Prinergy Evo jobs.	20-30 Optional

Prinergy Digital	Refine and Output	Prinergy Workflow	Activity name and description	Time to complete (minutes)
		✔	*Activity 31: Use layered PDF versioning* Demonstrates how to extract base and change objects from refined PDF pages, and then merge multiple versions together at output.	45-60 Optional
		✔	*Activity 32: Use layered PDF versioning with automated page assignment* Demonstrates how to use layered PDF versioning combined with an APA rule.	30-45 Optional

The following activities introduce licensed Kodak plug-ins for Adobe Acrobat software. Activities in this section cover Kodak Prinergy Plate Builder software, Kodak Prinergy PDF Compare software, Kodak Prinergy PDF Merge software, Kodak Prinergy DotShop software, and a variety of trapping activities that utilize the Kodak PDF Trap Editor software.

Prinergy Digital	Refine and Output	Prinergy Workflow	Activity name and description	Time to complete (minutes)
		✔	*Activity 33: Use Plate Builder* Demonstrates how to use Plate Builder to add white, bump, and varnish plates to a Prinergy job.	15-20 Optional
		✔	*Activity 34: Use PDF Compare and PDF Merge* Demonstrates how to compare the differences between two PDF files, and how to merge the contents of two PDF files into one.	20-30 Optional
		✔	*Activity 35: Use DotShop* Demonstrates how to use DotShop Composer and Prinergy DotShop to edit halftone screening in PDF files.	20-30 Optional
		✔	*Activity 36: Create a basic vector trap* Demonstrates how to create, view and edit a trap using the PDF Trap Editor.	15-20 Optional
		✔	*Activity 37: Create a rich black trap* Demonstrates how to trap a booster color using the PDF Trap Editor.	15-20 Optional
		✔	*Activity 38: Set opacities for trapping* Demonstrates how to specify different ink opacities for trapping purposes using the PDF Trap Editor.	15-20 Optional

			Activity name and description	Time to complete (minutes)
		✔	*Activity 39: Manage varnishes when trapping* Demonstrates how to specify a varnish layer, and remove trapping requirements using the PDF Trap Editor.	15-20 Optional
		✔	*Activity 40: Trap with multiple trap widths* Demonstrates how to set various trap widths to suit specific types of inks and printing processes, using the PDF Trap Editor.	15-20 Optional
		✔	*Activity 41: Create a reverse trap (keepaway)* Demonstrates how to create a "keep away" trap line to avoid ink contamination using the PDF Trap Editor.	15-20 Optional
		✔	*Activity 42: Use trap trimming* Demonstrates how to "clip" a trap line that extends beyond the midpoint of the object being trapped, using the PDF Trap Editor.	15-20 Optional

The following activities introduce the Prinergy Digital workflow. The first module provides introductory information about Prinergy Digital, and includes concepts and descriptions of the core tasks involved in a Prinergy Digital workflow. All the other modules describe how Prinergy Digital works in various device specific environments. Based on the type of digital press or presses installed at a customer's shop, you may only need to refer to one or two additional modules.

Prinergy Digital	Refine and Output	Prinergy Workflow	Activity name and description	Time to complete (minutes)
✔			*Activity 43: Introduction to Prinergy for Digital Direct and Digital Submit*	20-30 Optional
✔			*Activity 44: Using Prinergy for digital print*	20-30 Optional
	✔		*Activity 45: Use Preflight+ to verify that a print-ready PDF input file is GWG 2012 compliant*	20-30 Optional
✔			Activity 46: *Submit a Prinergy job to a digital device*	20-30 Optional

Documentation resources

The following resources are available on the Kodak Partner Place internet portal at
https://partnerplace.kodak.com/

- *Prinergy Workflow User Guide*
- *Prinergy System Administration User Guide*
- *Rules-Based Automation User Guide*
- *Layered PDF Versioning User Guide*
- *Prinergy Digital Print User Guide*
- *Learning Prinergy for Digital Print Student Guide*
- *ColorFlow User Guide*
- *ColorFlow Workflow Poster*
- *Kodak ColorFlow Software Self-Based Training*

Recommended reading

- *Prinergy Workflow Workshop User Guide*
- *Prinergy System Administrator User Guide—Mac Client File-Sharing Protocols*