

Activity 2: Working with Prinergy—refine an input file to PDF

Overview

Why you should complete this activity

This activity introduces how to start the Prinergy Workflow Workshop and complete a basic loose-PDF-page workflow. This activity also describes the job subfolder structure attached to every job in a Prinergy system.

This activity is important because it illustrates how to:

- Connect to a Prinergy server
- Store and accessed practice activity files
- Complete a basic loose-PDF-page workflow

What you'll need

- The name of the Prinergy server(s)
- A user name
- A password
- Prinergy Activity Practice Files /Act_02_Refine Input File

The instructor or coach will provide you with the location of the practice files.

When your Prinergy system is configured, the service representative will help you define the name of your server(s) and all user names and passwords.

What you need to know

Prinergy loose-PDF-page workflow

A loose-PDF-page workflow is the first stage of a job. This workflow includes the creation of a job, adding input files to the job, refining the input files into PDF pages, and proofing the PDF pages for content and accuracy. At the completion of this workflow, PDF pages can be imposed to an imposition plan and output as final plates or film.

Prinergy job folder structure

When a new job is created using Prinergy Workshop, a job folder is automatically created and stored on a Prinergy server. Inside this job folder is a series of subfolders. The subfolders store system files created by the Prinergy system, and can also be used to store copies of input source files.

Every job folder created in the Prinergy system is accessed from a master Jobs folder located on a defined Prinergy server. A job folder structure contains the following subfolders:

- **Control:** Stores files that control job processing, such as job template files and APA files
- **DigitalPrint:** Stores files waiting for the digital print queue. Files are deleted when they enter the digital print queue or when the digital print application closes.
- **Fonts:** Stores font files converted using Per-Job Font Converter
- **HotFolders:** Stores hot folders that are associated with the job

- **System:** Stores Prinergy-generated files related to the job—or required for—refining, preflighting, and importing impositions

Important: Do not modify the Prinergy system files. If these are modified, Prinergy may not be able to reference your job and its components.

- **UserDefinedFolders:** Stores folders that Prinergy automatically creates when a new job is created. The folders are generally used to store input files but you can store any job-related files in these folders—for example, folders that you create or custom folders that you set up in Prinergy Administrator.

Note: You can configure Prinergy to automatically create a specific folder inside the UserDefinedFolders folder when a new job is created. Typical folder names might be "source files", "high resolution images", "impositions". The Prinergy Workflow System Administrator creates the user-defined folders. For instructions on creating customized folder names, refer to the System Administration Guide.

- **WebDownloads:** Stores files designated for download by Kodak InSite users—for example, font files or an ICC profile.
- **WebUploads:** Stores files that have been uploaded by InSite users—for example, software files or graphics files for a job.

Activity preparations

If your Prinergy system is already configured and you are completing this activity on your own (or coaching others), perform one of the following steps:

- Copy the Prinergy Activity Practice Files folder (available on the Kodak Partner Place internet portal at <https://partnerplace.kodak.com/>) to your local workstation.
- Copy the Prinergy Activity Practice Files folder (available on the Kodak Partner Place internet portal at <https://partnerplace.kodak.com/>) to a local server that is accessible to your Prinergy system.

Note: The preferred method for handling practice files is to copy the complete set to your workstation, and then copy the individual files as you need them, into the UserDefinedFolders folder. This method most closely resembles a realistic job workflow.