Refine, bypass refine, and edit a PDF file tasks

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. In the Create New Job dialog box, select the server name and volume.
4. Type the job name `XX_Bypass` (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

1. From your workstation, locate: `Prinergy Activity Practice Files / Act_03_Refine PDF / Input File`
2. Restore Job Manager.
3. Open the `Input File` folder.
4. Drag the `Prinergy Connect Brochure.pdf` to the Job Manager's **Input Files** area.
5. In the Add Input Files dialog box that appears, under **Options**, clear the **Process Selected Files Using Process Template** check box.
6. Click **OK**.
   Your file is copied to the `UserDefinedFolders` folder.
7. Minimize the Job Manager window.

View the status of the job

1. View Job Finder.
2. From the **View** menu, choose **Visible Columns**.
3. In the **Job Columns** section, place a check mark beside **Job Status**. This creates a column in Job Finder that reflects the status of a job.
4. In the **Custom Fields Columns** section, turn off all options. Click **OK**.
5. View the status of your **XX_Bypass** job. All new jobs are automatically placed in a state of **In Prepress**.

View Workshop preferences

1. Restore Job Manager for XX_Bypass.
2. From the **Workshop** menu, choose **Preferences**.
3. View the preference tabs and options used to customize Prinergy Workshop. These tabs include **Startup**, **General**, and **View**.
4. Select the **View** tab.
5. In the **Measurement Unit** list, choose a preferred unit of measurement.
6. Click **OK** to close the Preferences dialog box.

Create a job note

The following task illustrates how detailed messages can be attached to Prinergy jobs for communication purposes. Job notes can be added, edited, or deleted from a job. All users can see the notes that others have added and view a time stamp to show when they were last modified.
InSite job notes that are visible to all users are also visible in Workshop. Job notes created in Workshop are visible to InSite administrators.

1. From the **Job** menu, choose **Notes**.
2. Click your cursor in the **Add a new note** section of the Job Notes dialog box and type:
   ```
   Job created at 2:30 pm. Following the refine process, PDF pages will be sent
   to customer for approval.
   ```
3. Click **Add**.
4. Close the Job Notes dialog box.
5. View the Job Note entry appearing in the bottom of Job Manager.
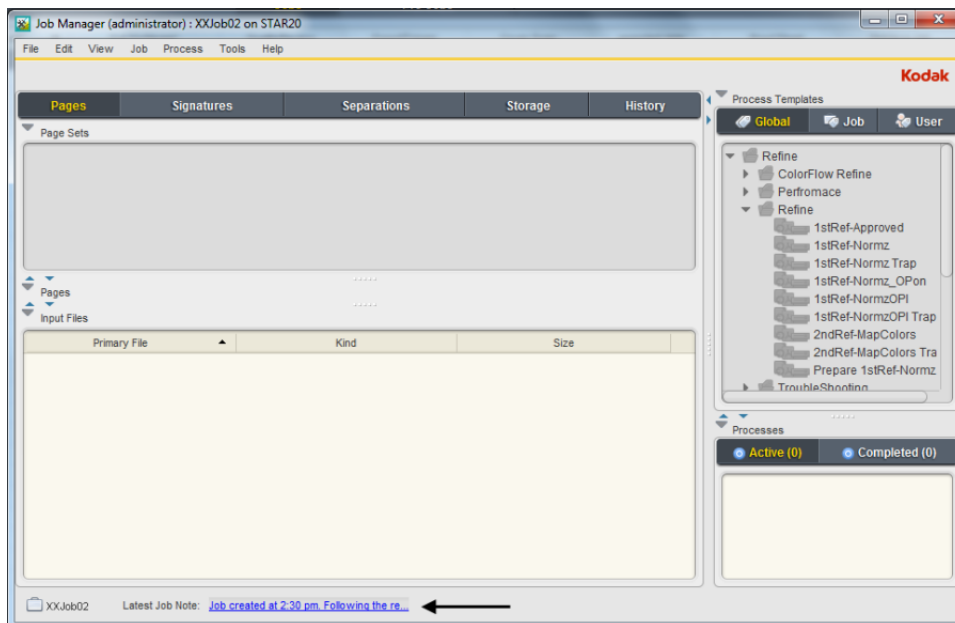
Add the PDF input file to the job

1. From the **File** menu, choose **Add Input Files**.
2. In the Add Input Files dialog box, click the **Job Folder** button and locate:
   `UserDefinedFolders/Input Files/ Prinergy Connect Brochure.pdf`.
   Note: The best practice for locating an input file that was copied to the

`UserDefinedFolders` folder is to use the **Job Folder** button. This is the fastest method to access all job subfolders.

3. Select the `Prinergy Connect Brochure.pdf` file and click the **Add Selected** button to add the file to the **Files to Add** list.
   Note: Confirm that nothing is selected in the **Options** section of the Add Input Files dialog box.
4. Click **OK**.

Refine the input file

1. In the **Process Template** pane, select the **Global** tab. This enables you to view all process templates that are available in your system.
2. In the **Input Files** pane, select **Prinergy Connect Brochure.pdf**.
3. Drag the PDF page to the **Process Template** pane, and release it on the process template: **Refine** > **Refine** > **1stRef-Normz**
4. In the Start Process dialog box, click **OK**.
   Note: The Process Info window displays the status of the refine process. Close this window when the process is complete.
   Important: During the refine process, a warning icon is displayed in the **Processes** pane. This icon warns that low-resolution contone images have been detected. For the purposes of this training, all images have been intentionally saved at a lower resolution to avoid longer processing times. Ignore this warning message.

Create a Prinergy VPS proof

Use Prinergy VPS software to create a virtual proof of a PDF page.

1. In the **Process Template** pane, select the **Global** tab. This enables you to view all process templates that are available in your system.
2. In the **Pages** pane, select `Prinergy Connect Brochure.p1.pdf.`
3. Drag the PDF page to the **Process Template** pane, and release it on the process template:
   Loose Page Output > **Virtual Proof** > **Virtual Proof.LoosePage**
4. In the Start Process dialog box, click **OK**.
   Note: The Process Info window appears and displays the status of the proof file process. Close this window when the process is complete.
5. In the **Pages** pane, right-click **Prinergy Connect Brochure.p1.pdf** and select **Open VPS files**.
6. From the **Window** menu in Prinergy VPS, choose the **Navigation** and **Separations Palette**. Proof the entire page. At completion, quit Prinergy VPS.

## Create a hard loose page proof

Proof using an output device.

1. Restore Job Manager for XX_Bypass.
2. In the **Pages** pane, select `Prinergy Connect Brochure.p1.pdf.`

3. Drag the PDF page to the **Process Template** pane, and release it on the process template:
   Loose Page Output > **Laser Print**.
   Note: Verify this printer device name with your instructor, service representative, or your own system administrator. Before you can output a hard loose page proof, a printer must be configured as part of the device path in an output process template. If a printer has not been configured, you won't be able to complete this task.
4. In the Start Process dialog box, click **OK**.
   Note: The Process Info window appears and displays the status of the output process. Close this window when the process is complete.
5. Verify that the PDF page was printed from the designated output device.

Approve the PDF pages

This task is based on the confirmation and approval of PDF pages by your customer.

1. In the **Pages** pane, select **Prinergy Connect Brochure.p1.pdf**.
2. From the **Edit** menu, choose **Customer Approval** > **Approve**.
3. In the **Approval Comment** box, type:
   ```
   Approved by customer. No further changes required.
   ```
4. Click **OK**.
   Note: If you are using Prinergy with InSite Prepress Portal, use the page approval cycle in Prepress Portal to approve the pages.
5. From the **View** menu, choose **Visible Columns**. In the **Pages Columns** section, select **Customer Approval**. Click **OK**.
6. View the **Pages** pane to locate the column named **Customer Approval**. Right-click the **Approved** status and select **Get Info**.
7. Locate the **Customer Approval Comment** line to view the approval comment you added. Close the Get Info dialog box.
8. In Job Manager, select the **Latest Job Note**: entry:
   Job created at 2:30 pm. Following the refine process, PDF pages will be sent to customer for approval.
9. In the **Add a new note** section, type:
   ```
   Customer approved page change at 5:30 pm. PDF pages ready for imposition.
   ```
10. Click **Add**.
11. Close the Job Notes dialog box.
12. View the edited Job Note entry appearing in the bottom of Job Manager.
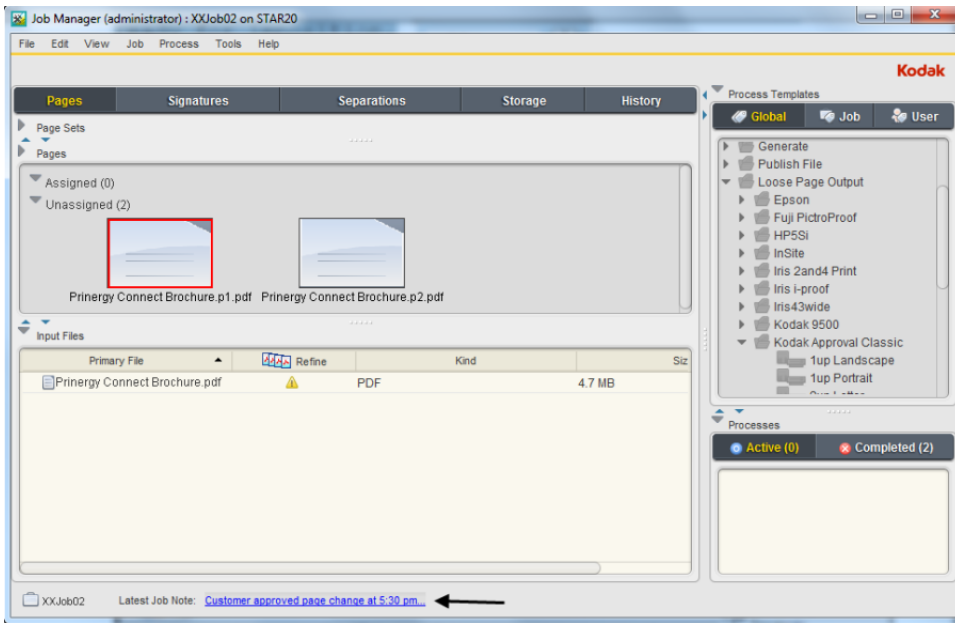
13. If continuing to Scenario 2, keep Job Manager open. Otherwise, close Job Manager.