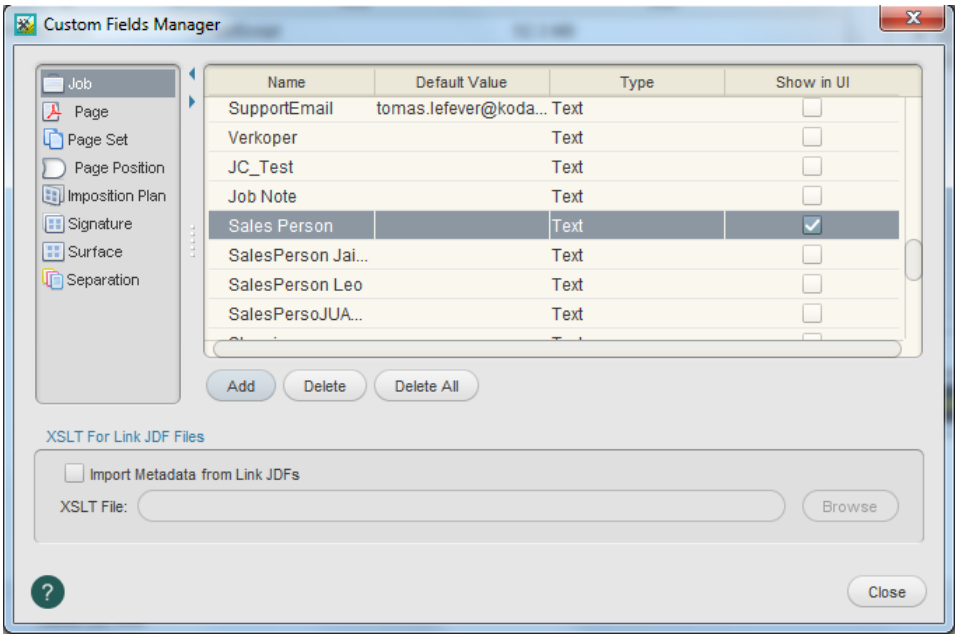
Manage custom fields

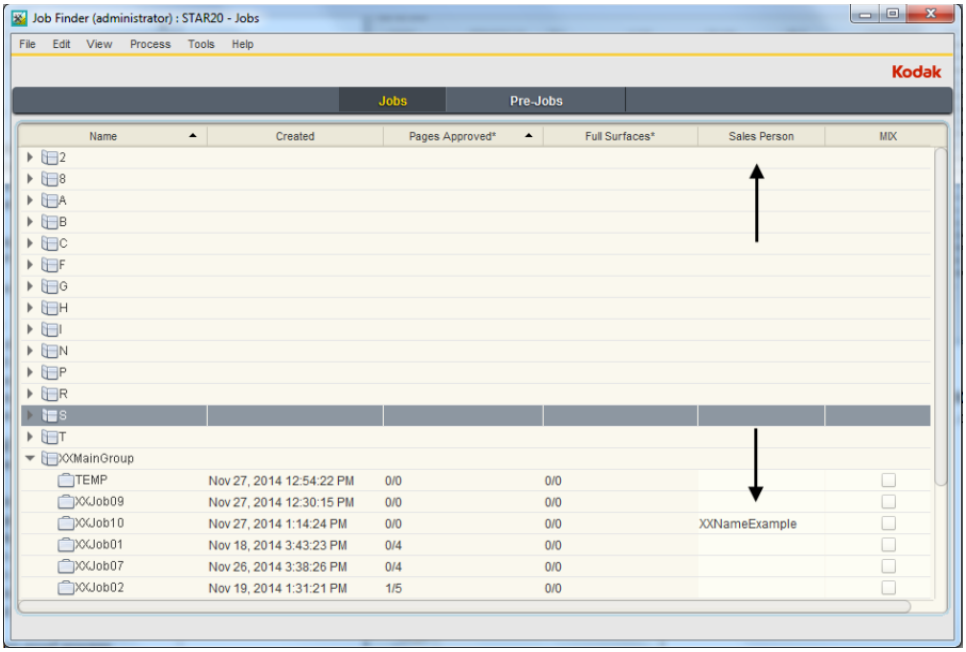
The following task procedures will have you create a custom field used to identify the name of a prepress operator responsible for working on a specific job.

Manage custom fields

1. From the **Tools** menu, choose **Custom Fields Manager**.
2. In the Custom Fields Manager dialog box, select **Job**.
3. Click **Add**.
4. In the Custom Field dialog box, in the **Name** box, type `Sales Person`.
5. In the **Type** list, select **Text**.
6. Leave the Default Value window blank.
7. Click **Add**.



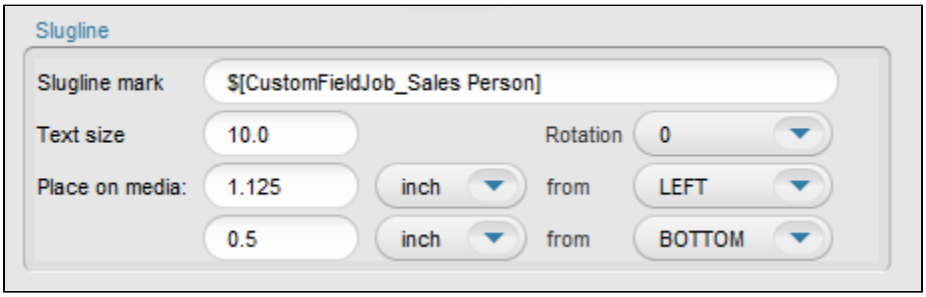
8. Close Custom Fields Manager.
9. Minimize the Job Manager window.
10. Restore Job Finder.
11. From the **View** menu, choose **Visible Columns**.
12. In the **Custom Field Columns** section, select **Sales Person**. Click **OK**.



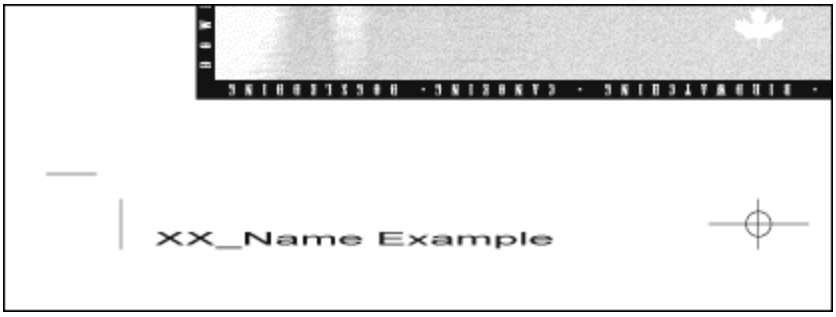
13. View the **Sales Person** custom field column in Job Finder.
14. Place your cursor in the **Sales Person** custom field for **XX_Create_Refine_PT**. Type `XXNameExample` (where <*XX*> represents your initials).

Proof PDF pages to view custom field value

1. Restore Job Manager.
2. In the **Pages** view, right-click `Wells Brochure.p1.pdf` and choose: **Loose Page Output** > **Virtual Proof** > **Virtual Proof.LoosePage**
3. In the Start Process dialog box, click the **Edit Process Template** button.
4. Open the **Marks** section.
5. In the Slugline mark window, type: `$[CustomFieldJob_Sales Person]`
6. In the **Place on media**: options, enter:
   - 1.25 inch (31.75 mm) from left
   - .5 inches (12.7 mm) from bottom



7. Click **OK**.
8. In the Start Process dialog box, click **OK**.
9. In the **Pages** pane, right-click `Wells Brochure.p1.pdf` and choose **Open VPS files**.
10. View the bottom left corner of the black separation page to view the custom field value.



11. Close Prinergy VPS software.

Verify the file size of the refined PDF pages

1. Select the **Pages** pane.
2. From the **View** menu, choose **Visible Columns**.
3. Place a check mark beside the **Size** option. Click **OK**.
4. View the file size of each individual PDF page.
5. Calculate the combined size of all eight PDF pages (approximately 25 MB).

Edit the refine process template

1. From the **Tools** menu, choose **Process Template Editor**.
2. Locate and open your refine process template: **Refine > XXRefineGroup > XXRefineTemplate**
3. Open the **Optimize** section.
4. In the **Color & Grayscale Alternate Images** area, ensure the **Generate** box is selected, and make the following changes:
   Change **...at 72 ppi** to **...at 56 ppi**
   Change **...if Above 108 ppi** to **...if Above 56 ppi**
   Change **Compression: ZIP (lossless)** to **JPEG (lossy)**
5. From the **File** menu, select **Save**.
6. Close the process template and the Process Template Editor.

Generate a low resolution PDF file using Publish to PDF

1. Right-click `Wells Brochure.p1.pdf` and choose **Select All Pages**.
2. From the **File** menu, choose **Publish to PDF File**.
3. In the Publish PDF Files dialog box, make the following selections:
   Save PDF files to folder: **Job Folder/UserDefinedFolders** (for your job)
   Images: **Low-resolution proof**
   Output to: **PDF**
   Save to Multipage PDF File
   File name: **Low Resolution Proof.pdf**
4. Click **Save**.
5. Right-click the `XX_Create_Refine_PT` job folder icon in the lower left corner of Job Manager. Select **Open Job Folder in File Browser**.
6. Open **UserDefinedFolders**.

7. Locate the **Low Resolution Proof.pdf** file. The file size should be substantially less in size compared to the original PDF pages (approximately four MB).
8. Open the file in Adobe Acrobat. Verify that all eight pages are combined as part of the PDF file.
9. At the completion of the proof process, quit Adobe Acrobat.

Delete the process template and process template group

1. From the **Tools** menu, choose **Process Template Editor**.
2. In the **Refine** group, open your refine group **XXRefineGroup**.
3. Right-click your process template **XXRefineTemplate** and select **Delete**. The process template is deleted.
4. Right-click your refine group **XXRefineGroup** and select **Delete**. The process template group is deleted.
5. Close the Process Template Editor.
6. Close XX_Create_Refine_PT Job Manager.