

Create and use a loose page proof process template tasks

You need to create a loose page proof process template that will be used for a specific customer's job. The job will be ongoing, with files being received intermittently throughout a long period of time. You want to create a loose page proof process template that will be available only for this customer.

- [Create a job](#)
- [Copy an input file to the job folder](#)
- [Create a loose page output process template](#)
- [Use job favorites](#)
- [Add and refine the input file](#)
- [Proof the refined PDF pages using the new process template](#)
- [Delete the process template and the process template group](#)

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. Type the job name `XX_Loose_page_proof` (where `<XX>` represents your initials).
4. Click **Create**.
5. 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_11_Create Proof PT / Input File`
2. Restore Job Manager.
3. Open the `Input File` folder.
4. Drag the `UpFront Action Printing.pdf` to the Job Manager's **Input Files** area.
5. In the Add Input Files dialog box that appears, under **Options**, click **Select** and select the **1stRef-Normz** refine process template.
6. Click **OK**.
Your file is copied to the `UserDefinedFolders` folder.
7. In the Start Process dialog box, click **OK** to start the Refine process.
8. Minimize the Job Manager window.

Create a loose page output process template

1. From the **Tools** menu, choose **Process Template Editor**.
2. Right-click the **Loose Page Output** group, and choose **New Process Template Group**.
3. Name the group `XXLooseOutput Group` (where `<XX>` represents your initials).
4. Right-click your **XXLooseOutputGroup** and select **New Process Template**.
5. From the **File** menu, select **Save**.
6. Name the process template `XXVPSLooseProof` (where `<XX>` represents your initials).
7. Click the **Create Process Template** button.

8. In the **Output To** list, select **Virtual Proof**.
9. Open the **Layout** section of the process template window.
10. In the **Placement** area, change the orientation of the page from **Auto clockwise** to **90°**.
Note: The value of **90°** is used only for demonstration purposes. You would generally use the default setting of **Auto clockwise**.
11. From the **File** menu, select **Save**.
12. Close the process template.
13. Close Process Template Editor.

Use job favorites

1. From the **Job** menu, choose **Manage Job/User Favorites**.
2. Select the **Job Favorites** tab on the right side of the window.
3. In the left column, locate your loose page process template: **Loose Page Output > XXLooseProof Group > XXVPSLoose Proof**
4. Click **Add**. This adds your loose page proof process template to the **Job Favorites** tab in the **Process Template** pane in Job Manager.
5. Click **OK**.
6. In Job Manager, select the **Job** tab in the **Process Template** pane. View your loose page proof process template located there.

Proof the refined PDF pages using the new process template

1. In the **Pages** pane, select `UpFront ActionPrinting.p1.pdf`.
2. From the **Jobs** tab in the **Process Template** pane, click the **XXVPSLooseProof** process template button.
3. In the Start Process dialog box, click **OK**.
4. In the **Pages** pane, right-click **UpFront ActionPrinting.p1.pdf** and select **Open VPS files**.
Note: Notice the orientation of the page. The page has been rotated 90° as defined in your VPS loose page proof process template.
5. Close Prinergy VPS software at the completion of the proof cycle.

Delete the process template and the process template group

1. Restore Job Manager.
2. From the **Tools** menu, choose **Process Template Editor**.
3. In the **Loose Page Output** group, open your group **XXLooseOutputGroup**.
4. Right-click your process template **XXVPSLooseProof** and select **Delete**. The process template is deleted.
5. Right-click your refine group **XXLooseOutputGroup** and select **Delete**. The process template group is deleted.
6. Close the Process Template Editor.
7. Close `XX_Loose_page_proof` Job Manager.