

Activity 13: Assign pages to a page set - basic

Overview

Why you should complete this activity

This activity introduces the process of manually assigning PDF pages to page sets (page set positions).

This activity is important because it illustrates how to:

- Assign PDF pages to a page set using multiple manual methods

What you'll need

For this activity you need to locate:

- Prinerger Activity Practice Files / Act_13_Assign Pages Basic

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

Note: This activity is recommended.

The aim of this activity is to introduce manual methods of assigning PDF pages to a page set. Further advanced methods are covered in:

- **Activity 14** (Manually add a page set/Assign Page to Position/Re-assign pages/Replace corrected PDF pages/Modify page set count)
- **Activity 15** (Use page set with multiple impositions plans/Step and repeat).

As the basic steps outlined in this activity are used commonly throughout print shops, this activity is rated as recommended.

Even though these steps may seem basic, there is still value in the customer having a complete understanding of the multiple methods available to them.

Use this activity as is, or repurpose it using customer files if it works as a better example of the feature.

If you skipped Activity 1, consult the Activity 1 *Instructor's Notes* for information about best practices for managing activity practice files during a training session. Activity 1 also contains important information related to the Prinerger client and server relationship, which could be helpful to the customer.

What you need to know

To perform the following activity, users should be familiar with digital presses and CTP connectivity.

About page sets

A page set is like a run list in Preps—it displays the pages of the job in reader order. You can obtain a page set in two ways:

- Add a page set manually in Prinerger Workshop using the **Add Page Set** menu item.

- Import an imposition plan into Prinergy Workshop, which automatically creates a page set from the imposition plan.

PDF pages assigned to a page set are automatically assigned to the corresponding positions of an imposition plan. Page set positions link directly to the placement of page numbers in an imposition plan.

In most cases, you would assign PDF pages in the correct order in a page set, which would automatically impose PDF pages in the correct order in the imposition layout. If you need to change the order of the pages, however, you can simply change the position of a PDF page in the page set and the page is automatically re-assigned to the corresponding position in the imposition plan to which the page set is linked. By using page sets as an intermediary placement of pages, flexible workflows can be achieved, such as:

- quickly re-ordering PDF pages if required
- allowing one page set to be used with multiple imposition plans

Note: If you are completing this activity on your own or coaching others in your shop, copy the Prinergy Activity Practice Files folder (available on the Kodak Partner Place internet portal at <https://partnerplace.kodak.com/>) directly to your workstation. For further information about these procedures, see Activity 1.

Process templates used:

- Refine process template: **Refine > Refine > 1st Ref-Normz**