

# Submit an input file to a digital press using Digital Submit

## Why you should complete this lesson

This lesson provides practical guidance in using Digital Submit and Digital Direct software to submit a document to a digital press. For the purpose of this lesson, the input file submission will be made to a managed digital press. The input file will be submitted to the digital press using Digital Submit. Submission to an RBA rule using Digital Submit is covered in the *Submit an input file to an RBA rule using Digital Submit* section.

This lesson provides guidance using Digital Submit and Digital Direct, and is meant to be flexible to fit your environment and learning needs. It isn't necessary to complete the procedure steps in this lesson. If you prefer, use the procedure steps as a guide to better understand the software and how it will operate with your own system.

## Print a document on a digital press

You want to print a document on a digital press. Once the document is uploaded to Digital Direct, it needs to be planned, submitted to press, monitored, and removed following successful output.

**Note:** This lesson describes how to submit job files to an installed device. Determine if you want to actually submit the job to your press. If so, pay special attention to printing options outlined, as they may not match options realistic to your own environment.

**Important:** For you to complete this lesson, a digital press and digital front end simulator must be installed and configured in Prinergy. Based on naming preferences, names used in this lesson won't be consistent with names used in your own environment.

- [Access the Prinergy for digital print training materials](#)
- [Submit an input file to Digital Submit](#)
- [View the document in Digital Direct](#)
- [View the job in Prinergy Workshop](#)
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Access the Prinergy for digital print training materials

Access the Prinergy for Digital Print training materials from your service representative, or download them from Kodak's Partner Place web portal. Copy the lesson practice files to your workstation before starting this lesson.

**Note:** The Partner Place web portal is located at <https://partnerplace.kodak.com/>.

1. In the Partner Place login window, type your e-mail address and password, and click **Continue**.

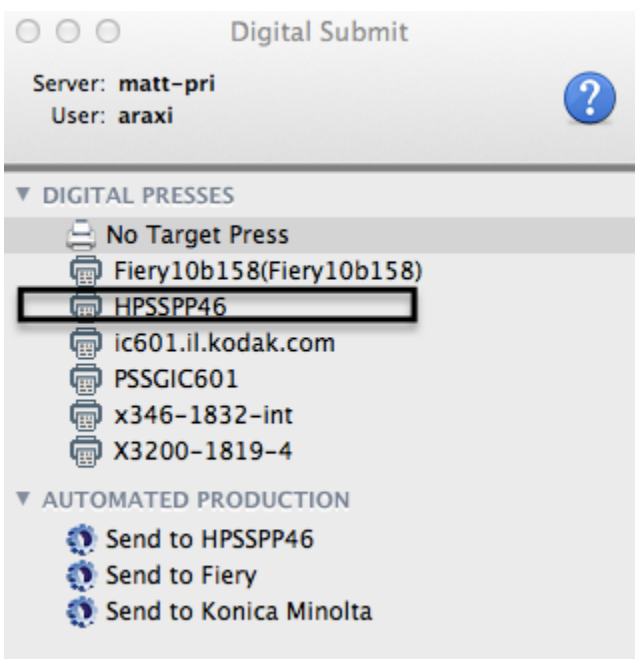
2. In the Partner Place window, in the **Service & Support** menu, select **Search Knowledgeable Answers**.
3. In the **Search** box, type Prinerger Workflow 8.0 Learning Resources.
4. Download the file Prinerger Activity Guide to your desktop.
5. Once the download is complete, perform one of the following steps:  
 Copy the Prinerger Practice Files folder to your workstation.  
 Copy the Prinerger Practice Files folder to a local server accessible to your Prinerger system.

## Submit an input file to Digital Submit

This task describes how to submit an input file to a digital press accessible in Digital Submit. Once submitted, a Prinerger job is created and the input file and print instructions appear in Digital Direct as a document.

**Note:** This task demonstrates submitting a static PDF input file. The same process described in this task can be used to submit Variable Data Print file formats.

1. Start Digital Submit.
2. From your workstation, locate: Prinerger Practice Files / Digital Submit
3. Drag the Wells Brochure.pdf to a target press in Digital Submit.



**Note:** The name of the target digital press used in this example is HP SmartStream Production Pro simulator. Use a digital press that is native to your own environment.

4. In the New Job Submission dialog box, complete the following:
  - a. In the Create Job window, type `XX_Document` (where `<XX>` represents your initials). This defines the name of the Prinerger job.
  - b. In the Add Input Files window, verify that the correct input file was submitted.
  - c. In the **Digital Press Settings** section, complete the following:
  - d. verify the correct digital press is selected. In this example, the press is called **HP SmartStream Production Pro simulator**.
  - e. Select the print queue to use. In this example, the print queue is called **SaddleStitch**

- f. click the **Choose** button and locate the HP default JDF template. Use the following path:  
AraxiHome\CreoAraxi\data\DigitalPrintTemplates\HewlettParkard\default.jdf
- g. In the **Set Job Properties** section, select a **Quantity** of **1**.
- h. Using the calendar and time settings, enter **Print By**, **Ship By**, and **Due By** dates.
- i. Add shipping information.

Job Name:

Order Quantity:

**Press Settings** **Job Info** **Order Info** **Notes**

Group:

Volume:

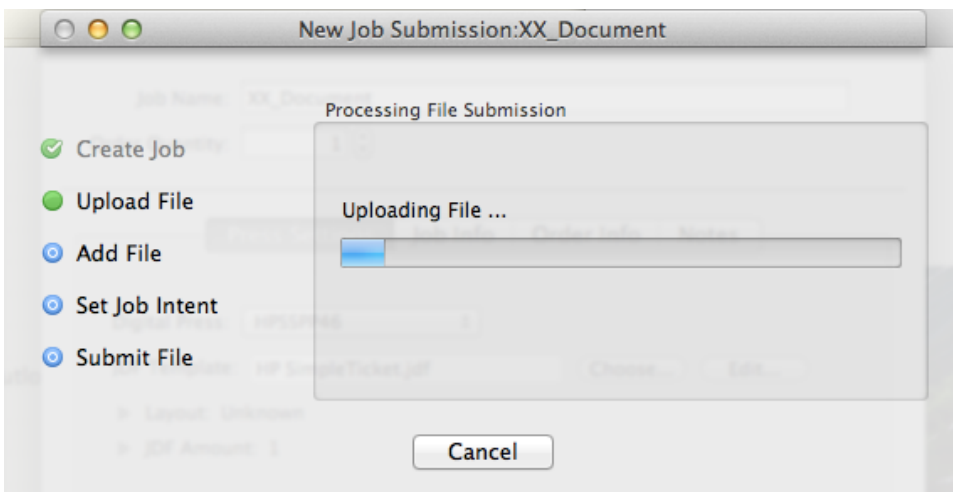
**Input Files**

Name	Path	Size
Creativity5.pdf	/Users/gzmtyl/Desktop	1.65MB

☒ Copy to Job Folder

5. At completion, click the **Submit** button.

6. View the file submission process. At completion, click **OK**.



## View the document in Digital Direct

This task demonstrates how to locate the input file in Digital Direct. The input file is now identified as a document (contains print content and print instructions).

1. Start Digital Direct.
2. In the default Ready To Print window, locate your document **XX\_Document**.  
If multiple documents are listed in the window, enter your initials in the Search window.

Ready To Print								
Description: Shows all documents that are ready to be printed.								
Name	State	Amount	Pages	Target Press	Print Duration	Print By	Content File Kind	Creation Time
XX_Document1	Ready To Print	1	8	Fiery10b158(Fiery)	1 minute	7/11/2014 2:34:01	PDF	7/11/2014 2:28:51
OddPageOutputTest	Ready To Print	1	16	X3200-1819-4	1 minute		PDF	6/13/2014 1:43:30
OddPageOutputTest	Ready To Print	1	1	npxvancouver22	1 minute		PDF	6/12/2014 4:31:44
OddPageOutputTest	Ready To Print	1	1	ic601.likodak.com	1 minute		PDF	6/12/2014 4:30:54
OddPageOutputTest	Ready To Print	1	1				PDF	6/12/2014 3:51:41
OddPageOutputTest	Ready To Print	1	1				PDF	6/12/2014 3:50:51
UK33115601	Ready To Print	1	1				PDF	2/5/2014 1:26:34
UK33115601	Ready To Print	1	1				PDF	2/5/2014 1:21:53
Jason_Test	Ready To Print	20	1				PDF	2/5/2014 1:04:52
Jason_Test	Ready To Print	20	1				PDF	2/5/2014 1:02:25

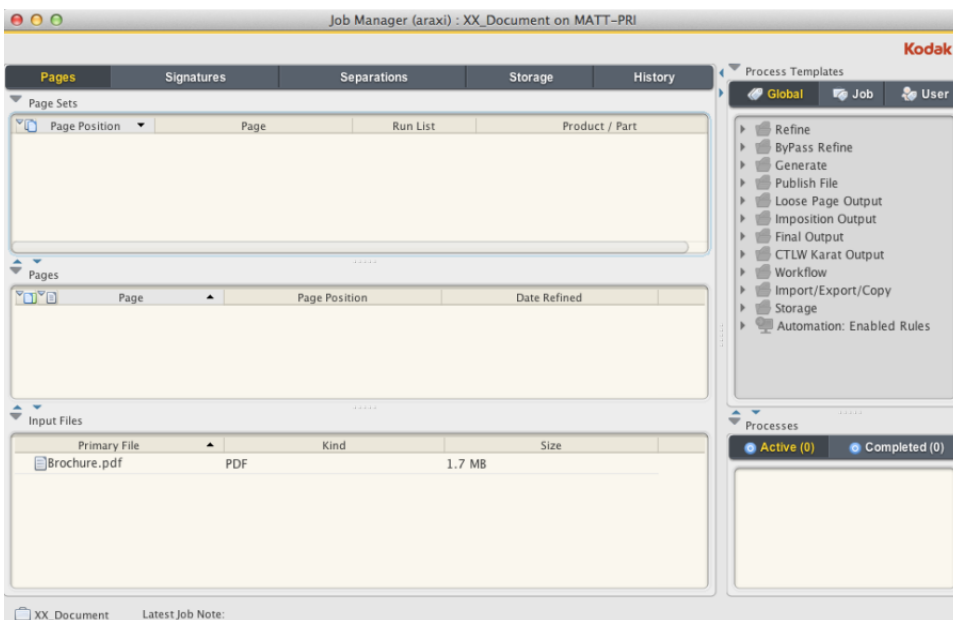
3. Select your **XX\_Document**. From the **View** menu, select **Inspect**.  
**Note:** The Inspect feature can also be selected by right-clicking a document and choosing **Inspect** or selecting the **Inspect** icon located at the top of the window.
4. In the Document Inspector window, verify that all information is correct. This window can be helpful if you want to change document information, for example, print quantities.
5. Click **Cancel**.

## View the job in Prinergy Workshop

This task demonstrates how to locate your Prinergy job in Workshop. Knowing how to access your job is helpful if there are problems with the input file or the job requires additional prepress work.

1. Start Workshop.
2. In Job Finder, locate the target digital press selected in Digital Submit.
3. Verify that your **XX\_Document** is grouped with the target digital press.

4. Open your `XX_Document` job and verify that the `Wells Brochure.pdf` input file has been added to the job.

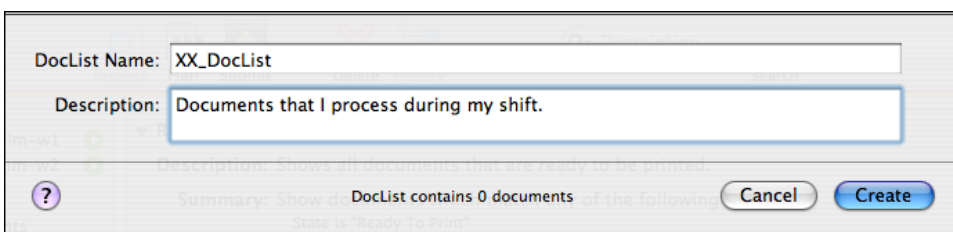


5. Close Workshop.
6. Minimize Job Finder.

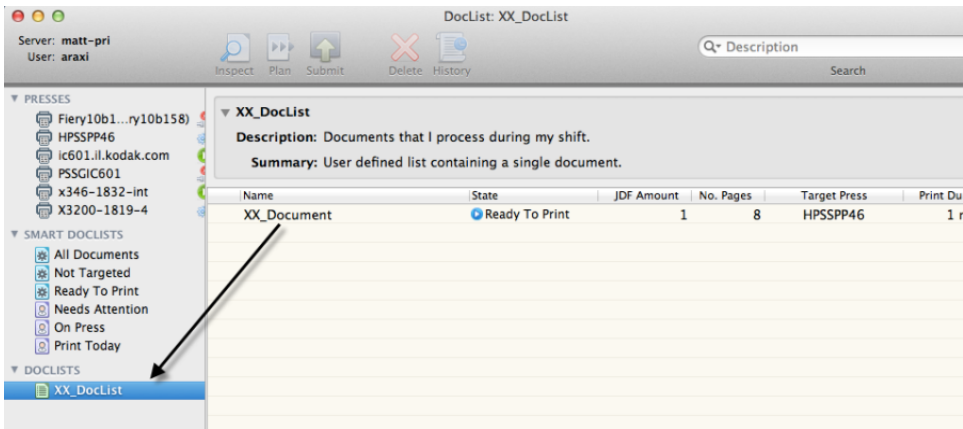
## Create a DocList

This task describes how to create a DocList in Digital Direct. DocLists are used to manually organizing documents into groups, for example, **Print on Monday**, or **Rush Jobs**. To add a document to a DocList, simply drag the document to the appropriate DocList.

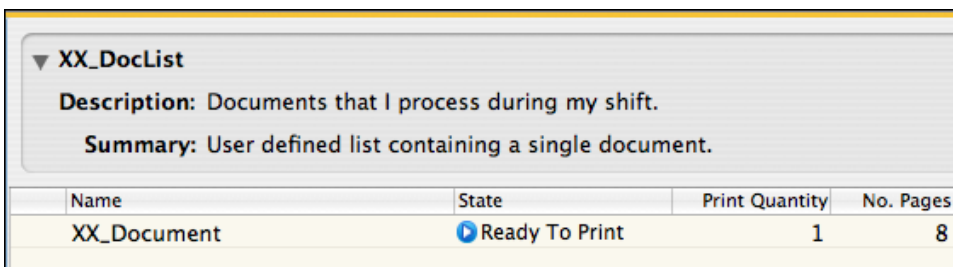
1. From the **File** menu in Digital Direct, select **Create DocList**.
2. In the DocList Name window, type `XX_DocList` (where `<XX>` represents your initials). Add a description of the DocList. Click **Create**.



3. View your DocList in the **DOCLISTS** column.
4. In the Ready To Print window, select your document `XX_Document` and drag it to your DocList **XX\_DocList**.



##### 5. Open and view the contents in **XX\_DocList**.



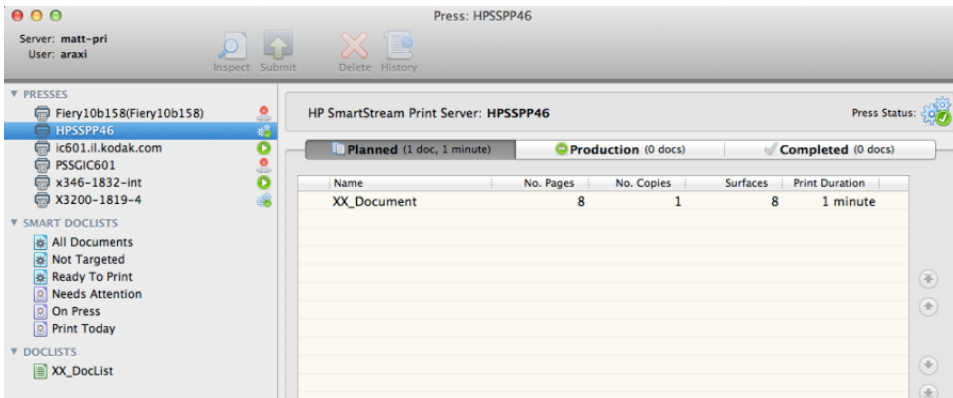
Your document is now displayed in three windows:

- All Documents—displays every document in the system
- Ready To Print—displays all documents with a status of Ready To Print
- XX\_DocList—displays all documents manually placed here

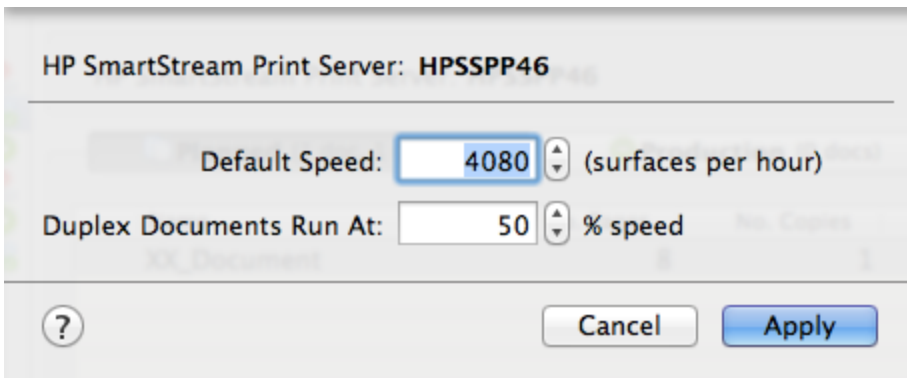
### Plan the document

In this task, you will plan how your document is submitted to the target digital press. Planning includes verifying or selecting a digital press, placing the document in priority, splitting the document to print on multiple presses if required, and scheduling when the document will actually print on press.

1. In your **XX\_DocList**, select **XX\_Document**.
2. From the **Documents** menu, select **Plan for Press**. Note that the status of the document is changed to **Planned**.  
**Note:** You can also select the Plan for Press process by right-clicking a document and choosing **Plan for Press** or selecting the **Plan** icon located at the top of the window.
3. From the **Presses** list, select the target press used in Digital Submit. In this example, the target press is called **HP SmartStream Production Pro simulator**.



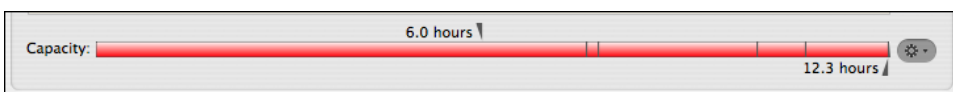
4. From the **Presses** list, double-click the press **HP SmartStream Production Pro simulator**. This opens the Press Speed dialog box. Use this dialog box to describe the printing speed for a digital press. These settings are used by Digital Direct only to estimate print times; they do not affect the speed of the digital press.



5. In the **Planned** tab for press **HP SmartStream Production Pro simulator**, select your **XX\_Document**. Using the arrows on the right side of the window, move your document up and down the list. This sets the priority of a document in a list.
6. View the **Capacity** bar at the bottom of the **Planned** tab. The **Capacity** bar identifies how many jobs can be safely scheduled to that press in a specified amount of time.
7. Click the **Target** icon in the **Capacity** bar. Enter 6 hours.



8. Double-click your **XX\_Document** to view the Document Inspector window. Change the **Print Quantity** from 1 to 2000. Click **OK**.
9. The **Capacity** bar changes from green to red, signifying that the press has been "over-scheduled" and cannot print 2000 copies within a six hour period. In this case, scheduling will need to be modified.



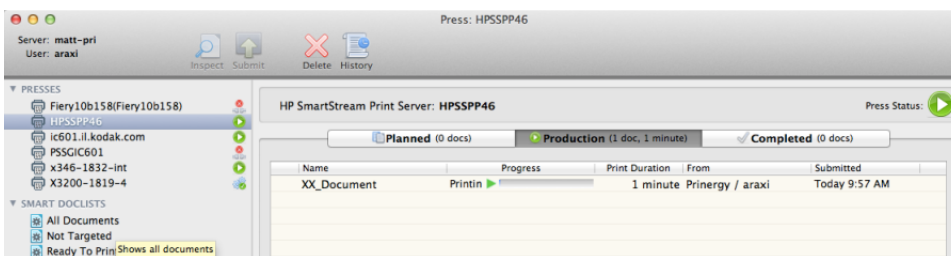
The **Capacity** bar is an indicator tool that helps you successfully schedule multiple documents to print in a selected amount of time.

10. Double-click your **XX\_Document** to view the Document Inspector window.
11. Change the **Print Quantity** from 2000 to 1.
12. Click **OK**.

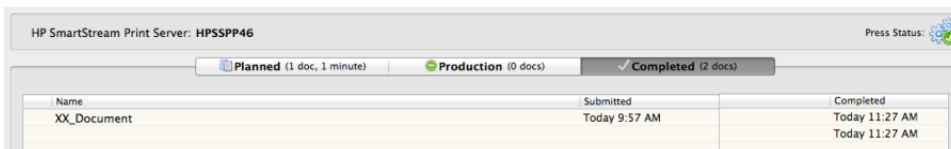
## Submit the document to press

In this task you will submit the document to the target digital press and monitor the printing process.

1. In the **Planned** tab, select **XX\_Document**. From the **Documents** menu, select **Submit to Press**.  
**Note:** The Submit to Press process can also be selected by right-clicking a document and choosing **Submit to Press** or selecting the **Submit** icon located at the top of the window.
2. In the **Active** tab, monitor the RIPing and printing of the document.



3. In the **Storage** tab, check the status of the printed document.



## Delete the document

At completion of a successful printing process, you may decide to keep the document available in the system, archive the job components, or simply remove the document from Digital Direct. How documents are managed varies. The following tasks describe how to remove a document from Digital Direct.

1. From the **Done** tab, right-click your **XX\_Document** and select **Delete Document**.
2. Verify that the document has been removed from the **All Documents** list and your **XX\_DocList**.

## Delete the DocList

In this task, you will remove the DocList that you created.

1. From the **DOCLISTS** list, right-click your **XX\_DocList** and select **Delete**.



## Destroy the Prinergy job

In this task, you will destroy the Prinergy job created as part of the input file submission process using Digital Submit.

1. In Job Finder, locate the target digital press used in Digital Submit.
2. Right-click **XX\_Document** and choose **Destroy Entire Job**.
3. Enter a user name and password. Click the **Destroy** button.

## Submit multiple input files to a digital press and use a Smart DocList to organize them tasks

You want to submit multiple input files to a digital press and use a Smart DocList to organize them. In this scenario, print quantities will be split, and a document will be changed to a different target press, and reprinted. At completion, documents will be planned, submitted to press, monitored, and removed following successful output.

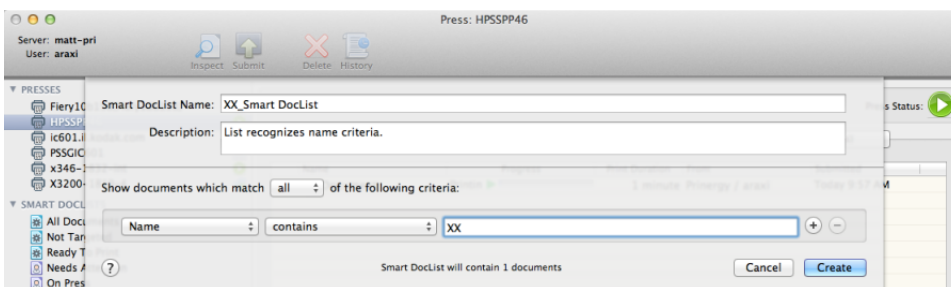
The following procedures describe how to complete this lesson.

- [Create a Smart DocList in Digital Direct](#)
- [Submit an input file to Digital Submit](#)
- [Split document print quantities](#)
- [Change a target press](#)
- [Reprint one document](#)
- [Delete documents](#)
- [Delete Smart DocList](#)
- [Destroy Prinergy job](#)

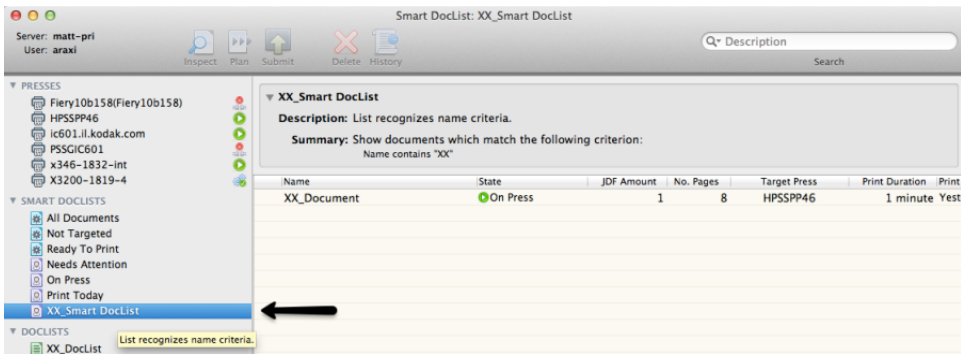
## Create a Smart DocList in Digital Direct

In this task, you will create a Smart Doclist to automatically organize your documents based on a defined criteria. A Smart DocList defines the criteria that automates how documents are organized once they enter Digital Direct.

1. From the **File** menu in Digital Direct, select **Create Smart DocList**.
2. In the Smart DocList Name box, type **XX\_Smart DocList** (where <XX> is your initials). Add a description of the Smart DocList.
3. Using the **Criteria** list, select: **Name > contains >** and enter: **XX** (where XX is your initials). Click **Create**.



4. View your **XX\_Smart DocList** located in the **SMART DOCLISTS** column.



## Submit input files to Digital Submit

In this task, you will submit two input files to a digital press. Each input file will be uploaded to Digital Direct as independent documents, but both documents will belong to the same Prinergy job.

1. From your workstation, locate: Prinergy Digital Print Practice Files/Digital Submit
2. Drag the following input files to a target HP digital press in Digital Submit:
  - Type Brochure.pdf
  - Wells Brochure.pdf

**Note:** The name of the target digital press used in this example is HP SmartStream Production Pro simulator. Use a digital press that is native to your own environment.

3. In the New Job Submission dialog box, complete the following:
  - a. In the **Create Job** box, type **XX\_SmartList Documents** (where <XX> is your initials). This defines the name of the Prinergy job.
  - b. In the **Add Input Files** box, verify that the correct input files were submitted.
  - c. In the **Digital Press Settings** section, complete the following:
  - d. verify the correct digital press is selected. In this example, the press is called **HP SmartStream Production Pro simulator**
  - e. select the print queue to use. In this example, the print queue is called **SaddleStitch**
  - f. click the **Choose** button and locate the HP default JDF template. Use the following path:  
AraxiHome\CreoAraxi\data\DigitalPrintTemplates\HewlettParkard\default.jdf
  - g. In the **Set Job Properties** section, select a **Quantity** of **6**.
  - h. Using the calendar and time settings, enter **Print**, **Ship**, and **Due** dates.
  - i. Add shipping information.

New Job Submission:XX\_SmartList Documents

Job Name: XX\_SmartList Documents

Order Quantity: 6

Press Settings Job Info Order Info Notes

Digital Press: HPSSPP46

JDF Template: HP SimpleTicket.jdf Choose... Edit...

► Layout: Unknown

► JDF Amount: 6

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Cancel Submit

New Job Submission:XX\_SmartList Documents

Job Name: XX\_SmartList Documents

Order Quantity: 6

Press Settings Job Info Order Info Notes

Print By: 2014-05-08 10:00 AM Clear

Ship By: 2014-05-08 10:00 AM Clear

Due By: 2014-05-08 10:00 AM Clear

Customer: ABC Graphics

Product Name: Brochure Handouts

Shipping Address: 33344 West 5th Ave.  
Burnaby, BC

Postal Code: V0N 1V0

Shipping Country: Canada

Shipping Method: Fedex

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Cancel Submit

- At completion, click the **Submit** button.
- In Digital Direct, open your **XX\_Smart DocList**. Verify that the input files were automatically placed here.

Based on the name criteria defined in your Smart DocList, and the naming conventions used for your Prinergy job (XX), the system automatically sorted the documents into your Smart DocList based on that criteria.

<div> <div>▼ XX_Smart DocList</div> <div> <p><b>Description:</b> List recognizes name criteria.</p> <p><b>Summary:</b> Show documents which match the following criterion: Name contains "XX"</p> </div> </div>						
Name	State	JDF Amount	No. Pages	Target Press	Print Duration	Print
XX_SmartList Documents [Type B...	Ready To Print	6	8	HPSSPP46	1 minute	Toda
XX_SmartList Documents [Wells...	Ready To Print	6	8	HPSSPP46	1 minute	Toda

The documents are now displayed in 3 windows:

- **All Documents**—displays every document in the system
- **Ready To Print**—displays every document with a status of Ready to Print
- **XX\_Smart DocList**—displays documents that match a defined criteria

## Split document print quantities

In this task, you will split the print quantities of a document into 2 parts. Each part will be printed on a different press. This is beneficial when load balancing is required to shorten the print time.

Documents can also be split and printed at different times of the day. This is beneficial when needing to add flexibility to your daily scheduling process.

- From your XX\_Smart Documents window, select the **XX\_Smart Documents (Type Brochure.pdf)** document. Note there are 6 copies to print.
- From the **Documents** menu, select **Split** (or right-click the document).
- In the Split dialog box, verify that the document is splitting into 2 parts. Identify which target press will be used for each part. Identify which print queue will be used for each target press. Click **Split**.

**Note:** For the purpose of this example, one press will be identified as **HP SmartStream Production Pro simulator** and the other press will be identified as **HP SmartStream Production Pro simulator:HP2**. The print queue name for each press is called **SaddleStitch**. This task requires that two digital presses be available.

Split: XX\_SmartList Documents [Type Brochure.pdf]

Split document into:  parts

Copies:

Name: XX\_SmartList Documents [Type Brochure.pdf]

Target Press: HPSSPP46

Copies:

Name: XX\_SmartList Documents [Type Brochure.pdf]-2

Target Press: wfc-polaris2

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Cancel Split

- View the split documents in your XX\_Smart DocList window. Note the quantity of each document has changed to 3.

XX\_Smart DocList

Description: List recognizes name criteria.

Summary: Show documents which match the following criterion:  
Name contains "XX"

Name	State	JDF Amount	No. Pages	Target Press
XX_SmartList Documents [Type Brochure.pdf]	Ready To Print	3	8	HPSSPP46
XX_SmartList Documents [Type Brochure.pdf]-2	Ready To Print	3	8	wfc-polaris2
XX_SmartList Documents [Wells Brochour.pdf]	Ready To Print	6	8	HPSSPP46

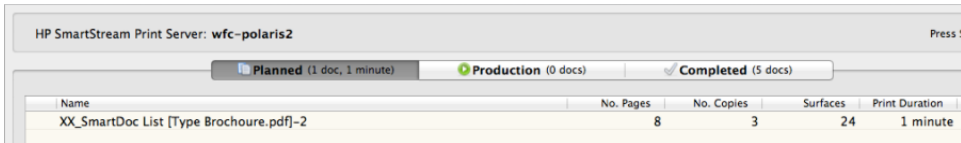
- Select both Type Brochure.pdf documents. Right-click one of the selected documents and choose **Plan for Press**.
- From the **Presses** list, select the target press **HP SmartStream Production Pro simulator**.

HP SmartStream Print Server: HPSSPP46

Planned (2 docs, 2 minutes) Production (0 docs) Completed (0 docs)

Name	No. Pages	No. Copies	Surfaces	Print Duration
XX_SmartDoc List [Type Brochure.pdf]	8	3	24	1 minute
XX_SmartDoc List [Wells Brochour.pdf]	8	6	48	1 minute

- In the **Planned** tab, select the document **XX\_Smart Documents (Type Brochure.pdf)**. Click the **Submit** icon located at the top of the window.
- In the **Production** tab, monitor the RIPPING and printing of the document.
- In the **Storage** tab, check for the completion of the printing process.
- From the **Presses** list, select the target press **HP SmartStream Production Pro simulator:HP2**.

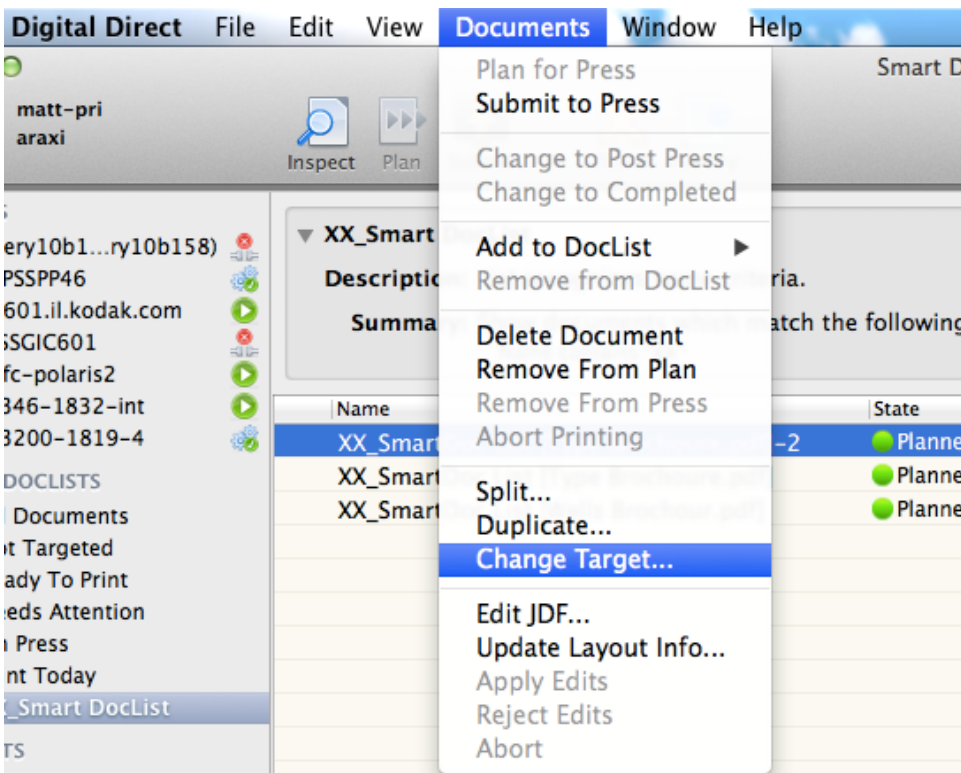


11. In the **Planned** tab, select the document **XX\_Smart Documents (Type Brochure.pdf)**  
-2. Click the **Submit** icon located at the top of the window.
12. In the **Production** tab, monitor the RIPing and printing of the document.
13. In the **Storage** tab, check for the completion of the printing process.

## Change a target press

In this task, you will change the target press that a document was intended to print on. Changing a target press is helpful if the originating target press goes offline for maintenance issues.

1. From your XX\_Smart Documents window, select **XX\_Smart Documents (Wells Brochure.pdf)**. View the current target press. In this example, the target press is **HP SmartStream Production Pro simulator**.
2. From the **Documents** menu, select **Change Target Press**. Select a new target press. In this example, the new target press is **HP SmartStream Production Pro simulator:HP2**.



3. View the press change in your Smart DocList window.
4. Select **XX\_Smart Documents (Wells Brochure.pdf)** and click the **Plan** icon located at the top of the window.
5. From the **Presses** list, select the new target press **HP SmartStream Production Pro simulator:HP2**.

6. In the **Planned** tab, select your document. Click the **Submit** icon located at the top of the window.
7. In the **Production** tab, monitor the RIPing and printing of the document.
8. In the **Storage** tab, check for the completion of the printing process.
9. Select the **XX\_Smart Documents (Wells Brochure.pdf)** document and click the **History** icon located at the top of the window. View the submission processing history. Close the Process History window.

## Reprint one document

In this task, you will reprint 1 document. The reprint feature is beneficial when additional copies of a printed document are required.

1. From the **Storage** tab, select the **XX\_Smart Documents (Wells Brochure.pdf)** document.
2. From the **Documents** menu, select **Reprint** (or right-click the document).
3. In the Reprint dialog box, select **2** copies to be printed. Click **Reprint**.
4. From your XX\_Smart DocList window, select **XX\_Smart Documents (Wells Brochure.pdf) copy**. Click the **Plan** icon at the top of the window.


<div> <div>▼ XX_Smart DocList</div> <div> <div>Description: List recognizes name criteria.</div> <div>Summary: Show documents which match the following criterion: Name contains "XX"</div> </div> </div>					
Name	State	JDF Amount	No. Pages	Target Press	
XX_SmartDoc List [Wells Brochure.pdf] copy	▶ Ready To Print	6	8	HPSSPP46	
XX_SmartDoc List [Type Brochure.pdf]-2	⊕ Post Press	3	8	HPSSPP46	
XX_SmartDoc List [Type Brochure.pdf]	⊕ Post Press	3	8	HPSSPP46	
XX_SmartDoc List [Wells Brochure.pdf]	⊕ Post Press	6	8	HPSSPP46	

5. From the **Presses** list, select the target press **HP SmartStream Production Pro simulator**.
6. In the **Planned** tab, select the document. Click the **Submit** icon located at the top of the window.
7. Monitor the reprint process in the **Production** tab.
8. View the completed reprint process in the **Storage** tab.


## Delete documents

At completion of a successful printing process, you may decide to keep the document available in the system, archive the job components, or simply remove the document from Digital Direct. How documents are managed varies. The following tasks describe how to remove a document from Digital Direct.

1. From the **Presses** list, select the target press **HP SmartStream Production Pro simulator**.
2. In the **Storage** tab, select **XX\_Smart Documents (Type Brochure.pdf)**.

HP SmartStream Print Server: HP55PP46			Press Status: 
<div> Planned (1 doc, 1 minute) Production (0 docs) Completed (2 docs) </div>			
Name	Submitted	From	Completed
XX_SmartDoc List [Type Brochure.pdf]-2	Today 11:27 AM	Prinerger / araxi	Today 11:27 AM
XX_SmartDoc List [Type Brochure.pdf]	Today 11:27 AM	Prinerger / araxi	Today 11:27 AM

3. Right-click the document and choose **Delete Document**.
4. From the **Presses** list, select the target press **HP SmartStream Production Pro simulator:HP2**.
5. In the **Storage** tab, select documents:
  - **XX\_Smart Documents (Type Brochure.pdf)**
  - **XX\_Smart Documents (Wells Brochure.pdf)**

HP SmartStream Print Server: wfc-polaris2			Press Status: 
<div> Planned (1 doc, 1 minute) Production (0 docs) Completed (2 docs) </div>			
Name	Submitted	From	Completed
XX_SmartDoc List [Type Brochure.pdf]	Today 11:27 AM	Prinerger / araxi	Today 11:27 AM
XX_SmartDoc List [Wells Brochure.pdf]	Today 11:27 AM	Prinerger / araxi	Today 11:27 AM

6. Right-click the documents and choose **Delete Document**.
7. Verify that the documents have been removed from the **All Documents** list and the **XX\_Smart DocList**.

## Delete Smart DocList

In this task, you will remove the Smart DocList that you created.

1. From the **SMART DOCLISTS** list, right-click your **XX\_Smart DocList** and select **Delete**.

## Destroy Prinergy job

In this task, you will destroy the Prinergy job created as part of the submission process using Digital Submit.

1. In Job Finder, locate the target digital press used in Digital Submit.
2. Right-click **XX\_Smart Documents** and choose **Destroy Entire Job**.
3. Enter a user name and password. Click the **Destroy** button.