

# Submitting files to the template palette

The Prinergy Evo system automatically configures and installs a template palette, with three process templates, intended to help you to start working with Prinergy Evo software. For more information, see [What are my default process templates?](#)

There are four methods of submitting files for processing via the Template Palette:

- By dragging the file onto a process template in the Template Palette
- Via the **Add** button in the Process Start dialog box  
**Note:** You can only add one imposition PJTF or JDF file to the Template Palette at a time.
- By dragging input files onto the Process Start dialog box, **Input file** box
- By selecting refine to PDF, output from PDF, output from imposition, output from PostScript, or Create CEPS from the **File** menu

**Important:** The Prinergy Evo server computer must have read, write, and modify privileges on the folder from which you submit input files to Prinergy Evo. Kodak recommends that your input files reside on the Prinergy Evo server computer and you mount them from your Prinergy Evo client computer.

| To Do This                      | Do This                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Drag input files for processing | <ol style="list-style-type: none"><li>1. See <a href="#">Customizing the template palette</a>.</li><li>2. From the input file folder, drag the required input files onto the required process template (for example, the output process template) in the Template Palette.<br/>You can add more than one file at a time.</li><li>3. In the Process Start dialog box, set the parameters and priority as required.</li><li>4. Click <b>Go</b> to submit the file for processing.</li><li>5. View the file's progress via the Process Viewer.</li></ol> <p><b>Tip:</b> To bypass the Process Start dialog box, when dragging files to a process template on the Template Palette, hold the option key (Macintosh clients) or the Alt key (Windows clients). The process will start without opening the Process Start dialog box.</p> |

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| <p>Submit input files via the Process Start dialog box</p> | <ol style="list-style-type: none"><li>1. From the input file folder, drag the required input files onto the required process template (for example, the refine to PDF process template) in the template palette. You can add more than one file at a time.</li><li>2. In theIw</li><li>3. dialog box, click <b>Add</b>.</li><li>4. In the Select Input Files dialog box, browse for and select the required input file.</li><li>5. Set the remaining parameters as required.</li><li>6. Click <b>Go</b>.</li><li>7. View the file's progress via the Process Viewer.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Submit input files via the <b>File</b> menu:</p>        | <ol style="list-style-type: none"><li>1. From the <b>File</b> menu, select either <b>Refine to PDF</b>, <b>Output from PDF</b>, <b>Output from PostScript</b>, or <b>Output from Imposition</b>, depending on how you want to process your input file.</li><li>2. In the Select Input Files dialog box, <b>From</b> list, select a work folder-- for example, <b>JobData</b>-- and select the files you want to submit.</li><li>3. Click <b>Open</b>.</li><li>4. In the Select a Template dialog box click a process template that you want to use and click <b>OK</b>.<br/><b>Note:</b> If you select Refine to PDF, you can only select Refine to PDF process templates, and so on.<br/><b>Important:</b> The Select a Template dialog box only appears the first time you select a <b>File</b> menu option. For each subsequent use, you must change the process template via the Process Start dialog box.</li><li>5. In the Process Start dialog box, select <b>Go</b> to submit the input files for processing.</li></ol> |