

Job folders

When you create a new job, Prinergy creates a new folder on the volume that you selected when creating the job.

The new folder—called a job folder—has the same name that you gave the job. For example, if you created a job called **Magazine** on **Server1**, volume **J_Drive**, the new job folder would be `\Server1\J_Drive\JOBS\Magazine`.

The job folder is where you:

- Access hot folders that you create for the job.
- Access custom folders—called user defined folders—for storing input files and images. The user defined folders are set up in Prinergy Administrator. For example, you may set up a Source folder for a job's source files.
- Locate .VPS files to proof
- Download and upload files to and from customers with Prepress Portal

Note: The job button () in Job Manager enables easy access to the job folder. Right-click the job button and select **Open Job Folder in File Browser**.

Subfolders in the job folder

All job folders contain these subfolders:

- **Control:** Files that control job processing, such as job template files and APA files
- **Digital Print:** Files waiting for the digital print queue. Files are deleted when they enter the digital print queue or when the digital print application closes.
- **Fonts:** Font files converted using Per-Job Font Converter
- **HotFolders:** Any hot folders that you create for the job
 - **Processed:** Files resulting from hot folder processing.
- **System:** Files generated from—or required for— refining, preflighting, and importing impositions.
- **UserDefinedFolders:** Any job-related files that you place here, folders that you create, or custom folders that you set up in Prinergy Administrator.
- **WebDownloads, WebUploads, and WebAnnotatedProofs:** Files being exchanged with customers using Prepress Portal.

You can view job folders in a file browser, but do not change the file structure of the System folder and its subfolders, or you may lose data. If you view the System folder, note that some files in it are visible from a Windows-based computer but not from a Macintosh computer.