

Generating PDF Preflight+ reports for distribution

To distribute PDF Preflight+ reports, copy the reports to any location on your network. The report can then be used to manually distribute via email or copy to the WebDownloads folder of your job for use with Prepress Portal.

Note: When you use the **Copy reports to a remote location** option, all PDF reports are copied.

1. Start a refine process template on the PDF files that you want to preflight.

Be sure to use a process template with the following options in the **PDF Preflight** section:

- The desired action on errors
- The **Preflight+** option
- A Preflight+ profile
- The **Copy reports to a remote location** check box, and a preflight report location. If e-mailing the report, use, for example, %JOB%\Reports. If distributing the report with Prepress Portal, use %JOB%\WebDownloads.

Tip: You can either create a refine process template in advance or edit the refine process template when you start the refine process.

2. If you want proofs to go to the same location as the preflight reports, generate the proofs using an output process template with the following options:

- In the **Output To** list, select **PDF (Vector output)**.
- In the **Device** section, in the **Device Path** box, use the same path as the one used for preflight reports. If e-mailing the files, use, for example, %JOB%\Reports. If distributing the files with Prepress Portal, use %JOB%\WebDownloads.
- In the **File Format** section, in the **Include Images as** list, select **Low Resolution**.

Tip: To automatically send proofs and preflight reports to the same location, create a workflow template linking both process templates.