Activity 2: Create an AutoGang job with hot folders

AutoGang with hot folders

If you are using a Prinergy workflow system that Preps monitors, this feature allows you to create hot folders, either on the local drive or on the hot folders share. Regardless of how you use the hot folders, you must set up the root hot folder in the Preferences dialog box. After setting up hot folders, you can create quantity-based folders and select to either manually or automatically print AutoGanged layouts.

Setting up the root hot folder

- 1. On your Desktop, create a new folder called Preps AutoGang Hot Folder.
- 2. Perform one of the following actions depending on your client operating system:
 - Macintosh: Select **Preps** > **Preferences**.
 - Windows: Select **Edit** > **Preferences**.
- 3. In the Preferences dialog box, select the **AutoGang** tab.
- 4. In the **Root Hot Folder** box, browse to the location of the root hot folder and click **OK**.

Creating a mark rule

You may have already performed this task in Module 4 Activity 4.

- 1. Select **Resources** > **Mark Rules Editor**. The Preps Mark Rules Editor application opens.
- 2. In the Preps Mark Rules Editor, click [+] at the bottom of the **Rules** pane to add a new rule.

In the Rules box, Untitled Rule 1 appears.

- 3. In the **Rule Parameters** pane, **Rule Name** box, type autogang1.
- In the Binding Type list, select Flat Work.
 Note: It isn't necessary to provide a value for each of the settings. For example, a generic rule to apply crop marks to all autocreated signatures might contain only the rule name.
- 5. In the **SmartMarks** area, double-click **Sample Group**. You can also add an individual mark to the mark rule by double-clicking the mark rather than the marks group.

Sample Group appears in the Marks to be added area.

6. Click Save Rules.

Setting up an AutoGang hot folder

- In your root hot folder, set up the following sub-folders: JDF Layouts, Product Files, and Jobs.
- 2. In the **Resources** pane, click **AutoGang** to expand the list.
- 3. Select Manual print.
- 4. Click [+].

- 5. In the **AutoGang Hot Folder Name** box, type a name. In this case, type MyCo.
- 6. In the Scan every box, change the number of minutes to 5.
- 7. In the Quantity Folders boxes, type 100, 250, 375, and 500.
- 8. In the **Output ganged layout to** box, browse to and select the JDF Layouts folder.
- 9. In the Move product files to box, browse to and select the Product Files folder.
- **10.** In the **Output Preps .job files to** box, browse to and select the Jobs folder.
- 11. Click OK.

AutoGanging a job

Requirement: Use the files from the Activity files folder for this activity.

- **1.** Locate these training files in the Flatwork folder:
 - BrassiaPostcard.pdf
 - Flyer2pg_Spa.pdf
 - OrchidBusinessCard2.pdf
 - OrchidBusinessCard3.pdf
- **2.** Add the files to the quantity-based folders as follows:
 - a. Add BrassiaPostcard.pdf to the 100 folder
 - **b.** Add OrchidBusinessCard2.pdf to the 250 folder
 - c. Add Flyer2pg_Spa.pdf to the 375 folder
 - **d.** Add OrchidBusinessCard3.pdf to the 500 folder
- 3. Return to Preps, and in the Resources pane, AutoGang list, click Rescan.
- 4. Click the triangle to expand the ${\tt MyCo}$ folder.
- 5. Click the triangle to expand **Sheet1** when it appears.
- 6. Select **Sheet1** to display the preview of the layout in the workspace.
- 7. If you are happy with the layout that Preps automatically generated, in the **AutoGang** list, click **Print**. Preps automatically prints the layout in the format that you selected when setting up the hot folder.

If you are not happy with the results, adjust the layout manually or change the AutoGang preset settings and re-gang the job.

Changing an AutoGang hot folder to automatic print

- 1. In the Resources pane, AutoGang list, select MyCo and click Edit.
- 2. Click Automatic print at the bottom of the dialog box.
- **3.** In the **Print** list, select when you want Preps to automatically print AutoGang jobs.
- **4.** (Optional) Adjust how much of the sheet must be used before printing by changing the percentage displayed in the **when sheet utilization is above** box.
- 5. Click OK.

Note: To remove a hot folder from Automatic print, click [-].