

# Copy and use a refine process template tasks

You need to create a refine process template for a specific customer. This customer's job will be ongoing with files being received intermittently throughout a long period of time. You want to create a refine process template that will be used only for this customer.

## Create a new job and set job attributes

1. If it is not already open, start Prinergy Workshop.
2. In Job Finder, right-click your main group, and choose **New Job**.
3. Type the job name `XXJob_Refine_PT` (where `<XX>` represents your initials).
4. Click Create
5. Minimize Job Manager.

## Copy a refine process template

1. From the Job Finder **Tools** menu, select **Process Template Editor**.
2. Right-click the **Refine** group, and choose **New Process Template Group**.
3. Name the group **XXRefineGroup** (where `<XX>` represents your initials).
4. Expand the **Refine** sub-group.
5. Double-Click the **1stRef-Normz** to open the Process Template.
6. From the **File** menu, select **Save As**.
7. From the list that appears, select **Refine**, then **XXRefineGroup**.
8. Name the process template **XXRefineTemplate** (where `<XX>` represents your initials).
9. Click the **Create Process Template** button.
10. Close the process template.
11. Close Process Template Editor.

## Copy an input file to the job folder

1. From your workstation, locate: `PST for Packaging Practice Files / Act_02_Create Refine PT / Input File`
2. Restore Job Manager.
3. Open the `Input File` folder.
4. Drag the `Wells Brochure.ps` to the Job Manager's **Input Files** area.
5. In the Add Input Files dialog box that appears, under **Options**, clear the **Process Selected Files Using Process Template** check box.
6. Click **OK**.  
Your file is copied to the `UserDefinedFolders` folder.

## Refine the input file using the Refine process template

1. Drag the input file to the **Refine > XXRefineGroup > XXRefineTemplate** process template in the **Process Templates** pane in Job Manager.
2. In the Start Process dialog box, click **OK**.
3. The refined files now show up in the 1-Up Artwork area of the Job Manager. The supplied Practice file has multiple pages. Each page is refined to its own PDF.

4. To view the refined PDFs, you may double-click on one in the Job Manager to open the PDF in Acrobat.