

# Creating an output process template

1. From the **Configure** menu, select **Process Templates**.
2. In the **Prinergy Evo Process Template Editor** dialog box, select the Output group folder to which you want to save the new process template.  
**Note:** You may also click **+** beside the process template type to display more information.
3. From the **File** menu, select **New Output <process template type> Template**.
4. In the **Output To** list, select the output format (required).
5. Select the check boxes beside the sections you want to configure.
6. Set the parameters as required.
7. From the **File** menu, select **Save** to save your changes.
8. In the **Save Process Template** dialog box, in the upper-left box, select the group in which you want to save the process template.
9. In the lower-left box, type a name for the process template.
10. Click **Create Process Template**.