

Prinergy

Connect
Version 4.0

Quick Start Guide
English

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Who Should Use This Guide

This guide is intended for anyone who is using Kodak® Prinergy® Connect™ software 4.0 for the first time. It introduces you to Prinergy Connect and helps you start using the system.

To use this guide, you should:

- Have a working knowledge of prepress operations
- Be familiar with the Microsoft® Windows® operating system
- Be familiar with the Apple® Mac OS® operating system software

This guide assumes that:

- All of the hardware, software, and network components of your Kodak system are installed, configured, and operating correctly.
- Files submitted to the Kodak system are free of common errors usually resolved during preflight, such as missing fonts and Adobe® PostScript® language errors.

Where to Learn More

Visit Kodak at http://graphics.kodak.com or log on to Kodak eCentral®, the Internet portal at http://ecentral.creo.com/ for documentation, training courses, downloads, service and support contacts.

For complete information about Kodak Prinergy® Workshop software, see the Workshop Help. It provides explanations about how Prinergy Connect works, step-by-step procedures, and descriptions of the options in Prinergy Connect.

To access the online help:

- Click the help icon  in any dialog box.
- In Workshop, from the **Help** menu, select **Help Contents**.

The Prinergy System Administration Guide provides an overview of the Prinergy system and describes how to configure and back up your system.

What Is Prinergy Connect?

Prinergy Connect is a PDF-based prepress workflow and content management tool that organizes prepress and plate production.

Prinergy Connect is a complete workflow management solution for commercial and publication printers. Tasks such as file optimization, trapping, proofing, imposition, archiving, job tracking, and film-making and platemaking are automated and managed by the system for increased process control and productivity.

Prinergy Connect provides an environment in which prepress operators can work individually or as a team to process incoming data for output as a digital image. It increases operator efficiency by providing a context for each job, tools to automate repetitive tasks, and status information to help tune the production process.

Key Features of Prinergy Connect

Prinergy Connect includes the following features:

- **Multiserver, multiuser environment**—Prinergy Connect increases throughput by offering a multiserver, multiuser environment. Prinergy Connect software can be distributed over numerous computers, and the interface allows multiple operators to work on multiple jobs concurrently.
- **Cross-platform software**—Workshop, which is the software that operators use to create and run jobs, runs on both Macintosh and Windows-based computers.
- **Automation of repeated processes**—Prinergy Connect lets you save settings to automate repeated processes, saving time and reducing errors.
- **Reliable workflow**—Prinergy Connect offers a reliable, predictable workflow based on PDF.
- **Page-based workflow**—As a page-based workflow, Prinergy Connect allows you to manage and correct individual pages without rebuilding the entire job. The system can handle late-stage binding changes because pages are independent from imposition layouts.
- **Efficient troubleshooting**—Prinergy Connect has enhanced troubleshooting capabilities due to the database that links errors to specific job elements.
- **Fast trapping**—Prinergy Connect's vector-based trapper is significantly faster than raster-based trappers.
- **Scalable architecture**—Prinergy Connect's scalable architecture lets you expand your system as your prepress operation grows.

Note: If a feature is licensed, you must purchase a license to enable the feature in Prinergy Connect. For information, see your sales representative.

Prinergy Product Family

Prinergy Connect is part of the Prinergy product family, which includes:

Kodak® Prinergy® Connect™ software—a full-featured Prinergy system for commercial and publications printers who need page processing, imposition, and film-making or platemaking.

Kodak® Prinergy® Direct™ software—a Prinergy system that accepts imposed input, and outputs to a range of proofing and output devices. It offers a remote plating solution for multisite printers or an economical solution for printers who already have an imposition solution.

Kodak® Prinergy® Powerpack™ software—a Prinergy system designed for offset, flexographic, and gravure packaging printers.

Kodak® Prinergy® Publish™ software—a Prinergy system that is configured for page preparation. It converts input files into production-ready format for use in a downstream platemaking workflow, often another Prinergy system.

Kodak® Prinergy® Evo™ software—an entry-level, PDF front-end, workflow solution targeted at 4-up and smaller 8-up commercial print market. Overall, Prinergy Evo is a PDF-based prepress workflow that organizes prepress and plate production.

Prinergy Evo supports tasks such as trapping, proofing, imposition, and film-making, and platemaking of single page and imposition PostScript and PDF files. Prinergy Evo software is used with Prinergy when you have configured Prinergy as a JDF hub and Prinergy Evo as a JDF spoke.

Related Products

Kodak® InSite® remote proofing software—a Web portal that lets you (the printer) and your customers (print buyers) work with print jobs over the Internet.

Kodak® EyeMedia™ software—is a server-based solution for the management of digital assets that is designed to support registering, locating, and repurposing of images, content, and artwork.

Kodak® Prinergy® Business Link software—software that automates the exchange of production data between a prepress workflow system and a Management Information System (MIS).

Kodak® Preps® digital imposition software—imposition software for the commercial printing industry.

Kodak® Pandora® step-and-repeat software—software that creates packaging layouts.

Plug-ins for Adobe Acrobat and Other Tools

Prinergy Connect may include the following Kodak plug-ins for Adobe® Acrobat® and other tools:

Kodak® Prinergy® PDF Compare software—enables you to display differences between the original and revised pages within two versions of the same document

Kodak® Prinergy® PDF Merge software—enables you to combine unique content from different versions of the same document into a new output document, while preserving common objects, such as traps and screens

Kodak® Prinergy® PDF Trapper software—a vector-based trapper that is available in these versions:

- **Kodak® Prinergy® Trap Viewer software**—lets you check selected trap and object properties in already-refined and trapped PDF pages in Adobe Acrobat. You can also delete all traps
- **Kodak® Prinergy® Trap Editor software**— lets you trap whole pages or selected objects, edit existing traps, and add traps to a refined and/or trapped page in Acrobat. Includes Trap Viewer functions.
- **Kodak® Prinergy®Advanced Trap Editor software**—lets you set trap geometry and create keepaway traps to a refined and/or trapped page in Acrobat. Includes Trap Viewer and Trap Editor functions. Contains advanced features used mainly by packaging printers.

Kodak® Prinergy® Separation Viewer software—lets you view the separations of a PDF file

Kodak® Prinergy® DotShop™software—lets you view, select, and edit halftone screening in a PDF file

Kodak® Prinergy® Geometry Editor software—lets you visually set the trim size for a page

Kodak Prinergy Separation Repair software—lets you regroup separations that were incorrectly grouped during refining

Kodak Prinergy View Accelerator software—speeds up the display of a PDF by using low-resolution (alternate) images

Kodak Distiller Assistant software—lets Acrobat Distiller users set options within a PDF file

Kodak Color TIFF XT software—solves the background colorized TIFF problem using PostScript 3™ technology. XT is necessary only with QuarkXPress® versions 4 and 5, not version 6.

To start a plug-in:

➢ Select the plug-in icon from the **Acrobat** toolbar.

For information on how to use the plug-ins, select **Plug-in Help** from the **Help** menu in Acrobat, and then select help for the plug-in that you want to use.

The Parts: Client and Server

A Prinergy Connect system includes one or more servers and several clients.

Clients

The client software is called Workshop. This is the main user interface to the Prinergy Connect system. It lets you create, edit, and monitor jobs.

A client computer is a computer that runs Workshop. A Prinergy Connect system can have any number of client computers; multiple client computers can access your system at the same time.

Servers

The server software is called Prinergy Server. It coordinates requests from Workshop and maintains the Oracle® database, which stores job information.

For more information about Prinergy Server, see the Prinergy System Administration Guide.

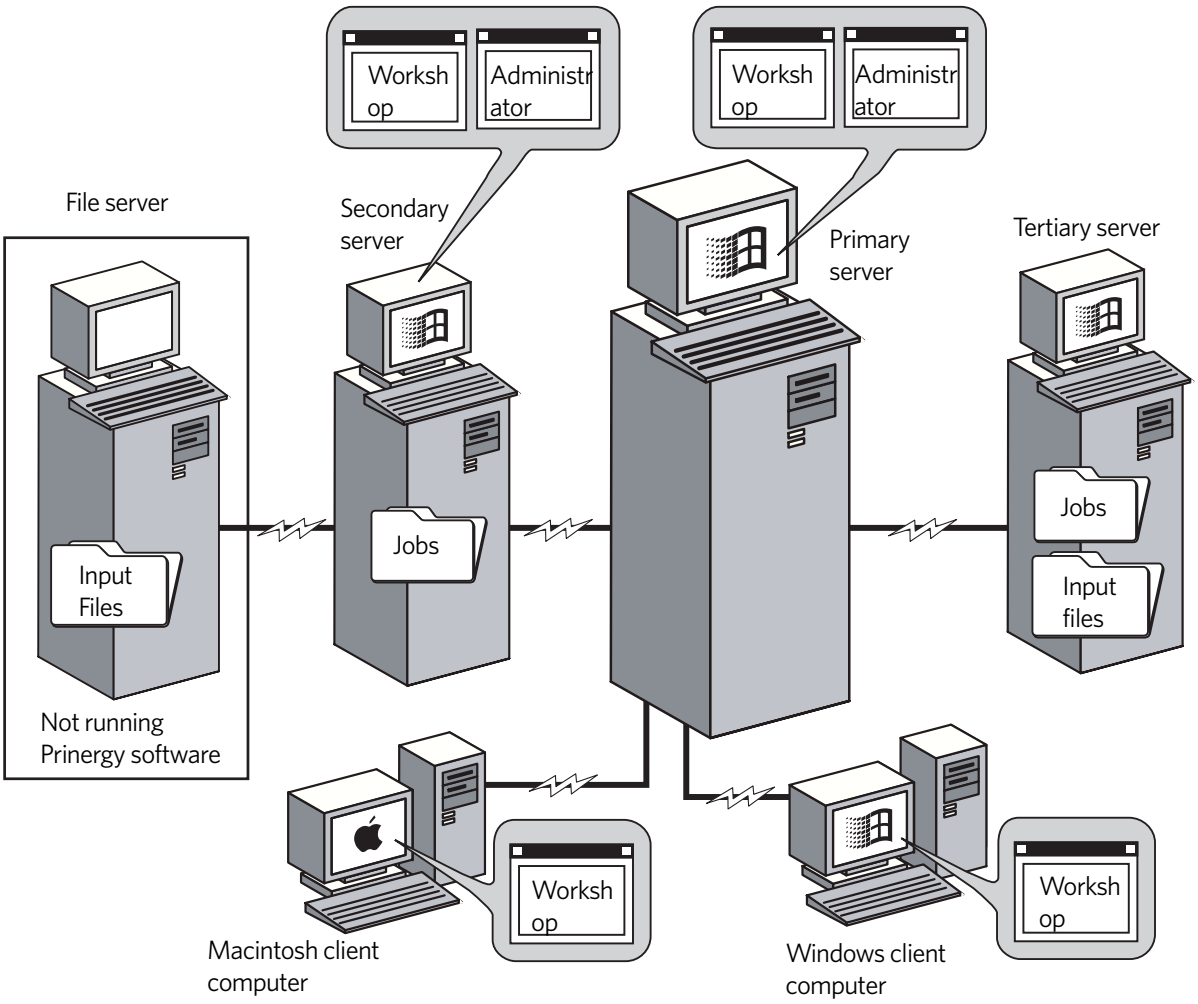
A Prinergy Connect system can have these types of servers:

- **One primary server**—the main server in a Prinergy Connect system. It contains all Prinergy Server components, including the job file information database. There is only one primary server in the system.
- **Secondary server**—a server that is running Prinergy Server software, but it does not store the database.
- **Render station**—secondary server that is connected to an output device and reserved for rendering files for output.
- **Tertiary server**—a server that is part of the Prinergy Connect network but is not running any Prinergy Server software components. It can be used to store jobs and input files.
- **File server**—a server that stores input files, but does not run any Prinergy Connect software components or store any Prinergy Connect job folders. It can be any computer that is visible to the Prinergy Connect system.

How Do the Clients and Server Interact?

In a client/server system, client and server computers work together to perform the processing. The client/server combination increases the available processing power and uses it more efficiently.

The client software sends a request to the server software, which initiates the requested service, and then sends the relevant information back to the client software.


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Administr
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File server
Secondary
server
Primary
server
Tertiary server
Jobs
Input
Files
Jobs
Input
files
Not running
Prinergy software
Worksh
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Worksh
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Macintosh client
computer
Windows client
computer

2

Getting Around

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Getting Around in Prinergy Workshop

If you are an operator, you can use Prinergy Workshop software to create jobs, assign pages to page sets and imposition plans, monitor job activity and status, and start processing on elements.

If you are a customer service representative, prepress manager, or production planner, you can also use Prinergy Workshop software, but you may prefer to use Kodak® Prinergy® Dashboard® software. Dashboard is a licensed option, which you must purchase separately from Prinergy. Dashboard shows the status and progress of Prinergy jobs in a graphical, consolidated view. Job status is updated continously, so that the current status of Prinergy jobs is always available. Dashboard lets you search for jobs and create job lists based on your criteria, so that you can view only the jobs that you're interested in.

This chapter provides information about using Prinergy Workshop only. The Workshop Help system provides more information, see the What's New topic for an up-to-date list of new features and enhancements that have been made to Workshop.

Starting Workshop



To start Workshop:

1. Double-click the Workshop icon on your client desktop.

   The Connect to Server dialog box appears.

2. If your system has more than one server, in the **Server** list, select the primary server.

   If the **Server** list does not display the server that you want, the server may be in a different Windows subnet. In that case, select **Other**. In the Enter Host Name dialog box, type the name of the server and then click **OK**.

   Prinergy Connect compares the version of your client software against the server software. Depending on the result, a button in the lower-left corner displays either **No Update** or **Update**.

   If the Kodak plug-ins to Adobe Acrobat are out of date, **Update** is available, even if the **Workshop version** and **Server version** are the same.

3. If **Update** is available, decide whether you want to update Workshop. See the Workshop online help for information.

4. In the **User name** box, type your user name.

5. In the **Password** box, type your password.

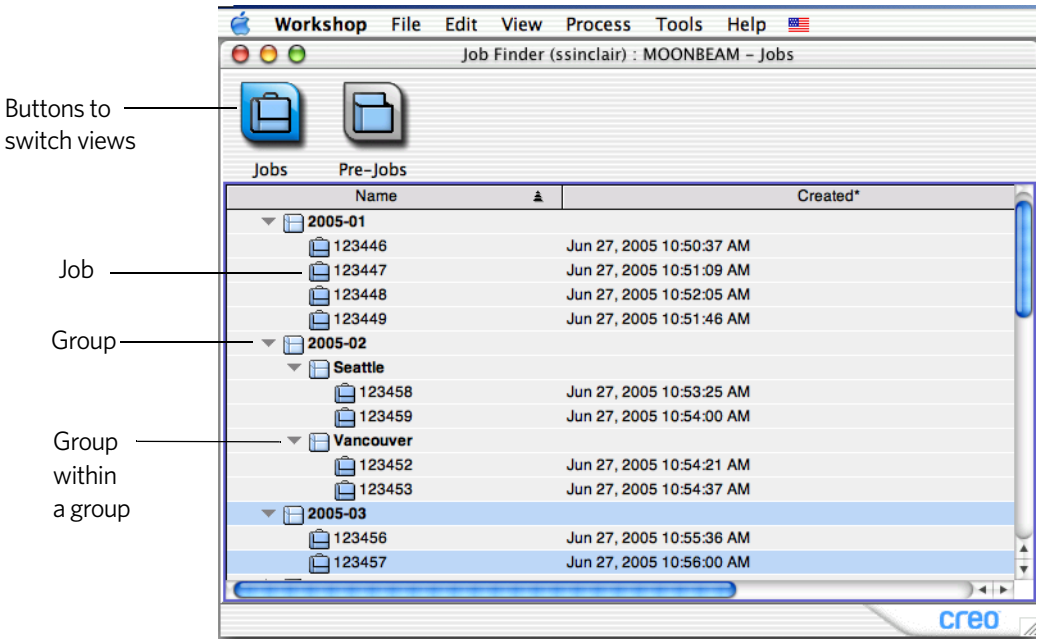
6. If your system is licensed for Kodak Link software and you want to be able to change the current user identity without having to restart Workshop, select **Enable User Switching**.

7. Click **Login**.

   Job Finder appears. You are now ready to use Workshop.

Job Finder

Job Finder is the first window that appears after you start Workshop.

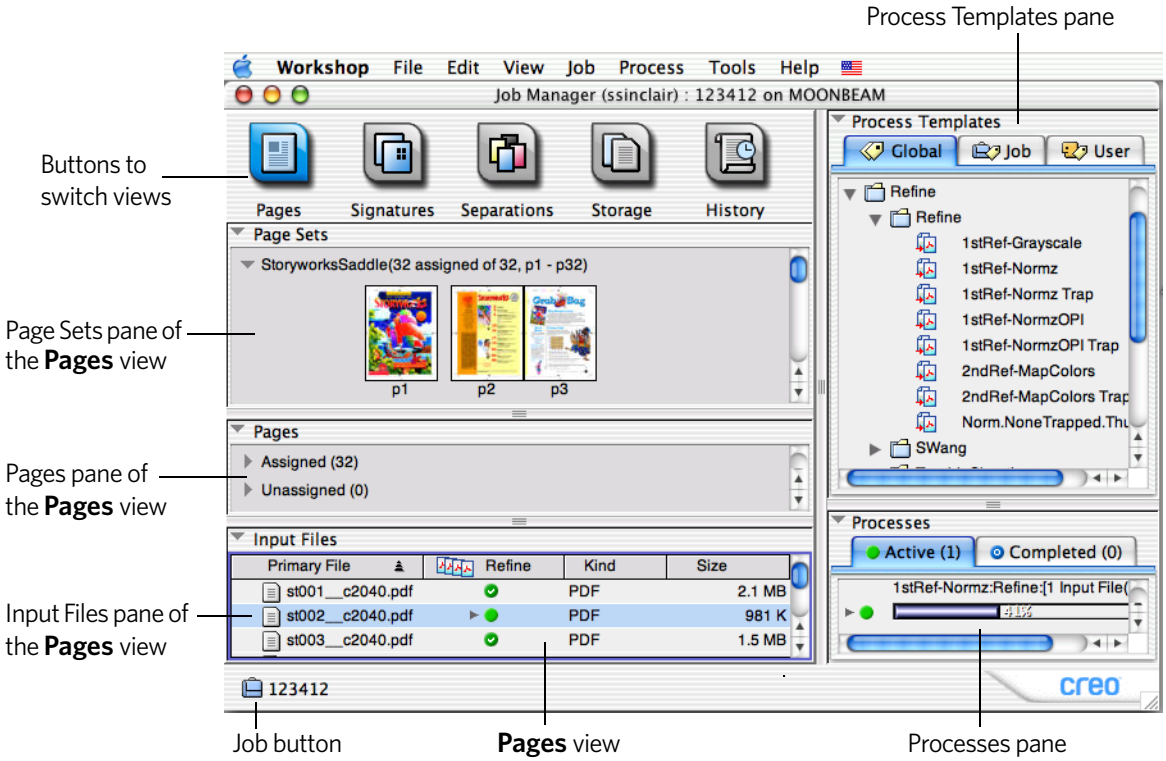


In Job Finder, you create jobs, open jobs, and organize jobs into groups.

Job Finder has two views—**Jobs** view and **Pre-Jobs** view. A pre-job is similar to a job, but it is used to handle exported jobs or as a template to store elements that are used in more than one job. See *Setting Up Pre-Jobs* on page 26.

Job Manager

Job Manager opens when you double-click a job in Job Finder. When you open a layered PDF versioning (LPV) job, the **Version Plan** and **Versioned Pages** buttons display.



Job Manager is where you work on jobs. Using the buttons across the top of Job Manager, you can select any one of the following views:

Pages—displays information about input files, refined pages, and page sets. You can add customer files, import imposition plans, refine input, assign pages to page sets, and make loose page proofs.

Signatures—displays information about input files, refined pages, and imposition plans. You can view and manage signatures, make imposition proofs, and generate final output.

Separations—displays information about individual separations in a job. You can view separations, generate proofs, and generate final output.

Storage—lists all files that were archived with the job. You can check the storage status of job files, and you can archive, purge, or retrieve.

History—displays a detailed history of a job.

Layered PDF Versioning (LPV)

For Layered PDF Versioning jobs, the following buttons also appear across the top of Job Manager. For information about Layered PDF Versioning, see the Layered PDF Versioning User Guide, 731-00598B.

Version Plan—displays a table in each LPV job that you must set up to reflect the layers required for each version.

Versioned Pages—displays a collection of refined pages that make up *all versions of a single page*, including the required layers for each version.

Using Process Templates

A process template is a file containing a collection of options and parameters that tells Prinergy Connect how to perform a process. Process templates can help you automate repetitive tasks. Because settings are predefined, using process templates saves time and provides consistent results.

The process templates include:

- Refine
- Loose page proof (output)
- Imposition plan proof (output)
- Final output
- Import
- Export
- Generate
- Copy Job
- Archive, purge, and retrieve (if licensed)

Process Templates Pane

All of the process templates are listed in the Process Templates pane of Job Manager.

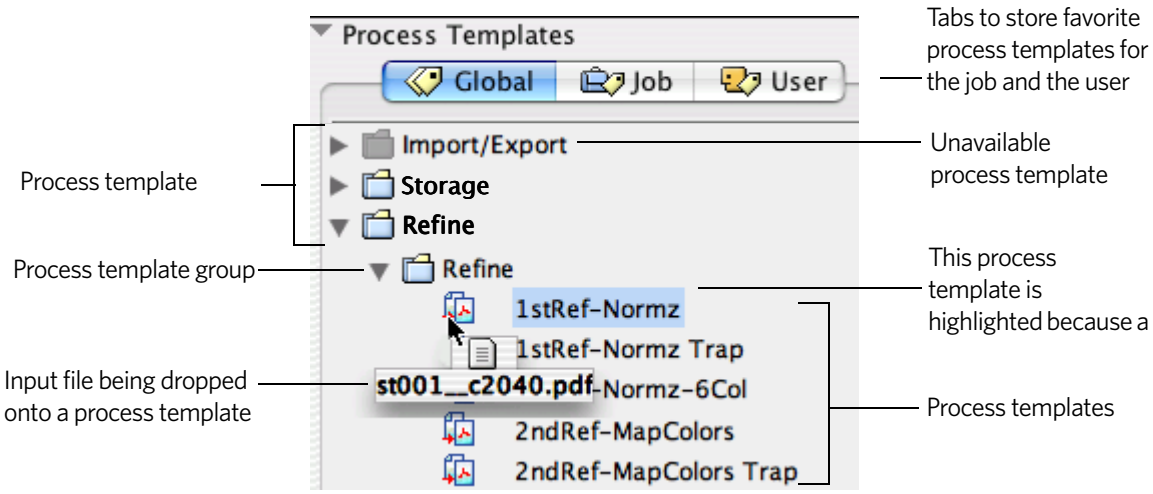
A Prinergy system can have many process templates—each one customized for a specific situation. To quickly access your favorite process templates, add them to the Job tab or the User tab of the Process Templates pane. See *Setting Up Job and User Favorites* on page 15.

Availability of Process Templates

Process templates are available only when you select elements that you can start the process templates on.

If nothing is selected, no process templates are available. They appear gray and you cannot start them on elements. For example, when you first open a job, no process templates are available.

When you select an element, the process templates that are appropriate for that element become available. They appear in color and you can start them on the selected elements. For example, when you select a signature, the imposition proof process templates become available.



Starting Processes

One of the most common tasks in Workshop is starting processes. Any element can undergo some sort of processing. For example, you refine input files, generate proofs, make film or plates, and archive job files.

In general, you start a process by selecting the elements to be processed, and then selecting the desired process template. For example, you drag an input file to a refine process template.

The Process Templates pane also includes workflow templates. If you use rules-based automation, the Process Templates pane also displays rules sets.

To start a process:

1. Select the files.
2. Drag the selection to the Process Templates pane, and drop it on the process template.

Tip: You can also right-click the selection, and using the cascading menus, select the process template. Or you can right-click the process template in the Process Templates pane and select **Start Processing**.

3. In the Start Process dialog box, modify the options as desired.

   If desired, modify the process template before starting the process by clicking **Edit Process Template**, modifying the process template, and clicking **OK.**
4. Click **OK** to begin processing.

Customizing Workshop

You can customize Workshop and the information that it displays.

Setting Workshop Preferences

By modifying options in the Workshop Preferences dialog box, you can control how Workshop displays information.

Because Workshop saves preference files by logon ID on the workstation, the system maintains your individual preferences even if you share a workstation with other operators. If you use more than one workstation, a unique preferences file is saved on each one.

To open the Workshop Preferences dialog box, select **Edit** > **Preferences**.

Viewing as a List or as Thumbnails

In the **Pages** or **Signatures** view, you can view pages as a list or as thumbnails.

Thumbnails are low-resolution RGB images of the refined pages. With thumbnails, you can easily assign and unassign pages to a page set or imposition plan.

You may find that the list view is more compact and easier to work with once you are familiar with the system.

To switch views, from the **View** menu, select **as Thumbnails** or **as List**.

Displaying and Hiding Columns

The **Visible Columns** dialog box lets you choose which columns of information will appear in Job Finder or in the different panes of Job Manager.

To show or hide columns, select **View > Visible Columns**.

When Prinergy Connect executes certain processes, it automatically inserts columns with information about the processes. See *Checking Queue Manager* on page 56.

Sorting Lists by Different Criteria

To sort entries in a list by different criteria, click a different column heading.

For example, click the **Date Refined** column heading to sort by the date the file was refined.

Clicking Triangles to Show or Hide Lists

For Apple® Macintosh® computers—To display a list, click a right-facing triangle  . To hide a list, click the down-facing triangle  .

For Microsoft® Windows® computers—To display a list, click the (+) sign. To hide a list, click the (-) sign.

Setting Up Job and User Favorites

You can put frequently used process templates on the **Job** and **User** tabs of the Process Templates pane. Process templates on the **Job** tab are available to anyone who works with the job. Process templates on the **User** tab are available to you on any job. See *Process Templates Pane* on page 13.

To add process templates to the **Job** or **User** tab, from the **Job** menu, select **Manage Job/User Favorites**. You can add process templates to job favorites by starting a process and selecting the **Add to Job Favorites** option from the Start Process dialog box.

3

Workflow Overview

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Typical Workflow

This section summarizes the typical workflow of a job in Prinergy Connect.

Job Setup

1. Create a job.

   See *Creating a Job* on page 24.

   You see a new Job Manager window for the job. The job appears in Job Finder within the specified job group. You can see a record of the action in **History** view and System History.

2. Prepare the job.

   See *Setting Job Attributes and Job Status* on page 28, *Editing Colors* on page 28, *Handling Fonts* on page 29, and *Adding an Image Search Path* on page 30.

Processing Input Files

3. Add input files to the job.

   See *Adding Customer Input Files* on page 32.

   You see the input files in the Input Files pane.

4. Refine the input files into independent PDF pages.

   See *Refining* on page 32.

   You see refined pages in the Pages pane. You can also see a record of the action in **History** view.

5. Handle spot colors, if necessary.

   See *Managing Colors During Refine* on page 35.

Page Proofs

6. Generate proofs of pages. Proofs can be soft proofs (viewed on the computer monitor) or hard proofs (printed).

   See *Generating Loose Page Proofs* on page 44.

   You can review the proof. You can also see a record of the action in **History** view.

7. Approve pages.

   See *Approvals* on page 47.

Imposition

8. Create or import an imposition, and assign pages if necessary.

   See *Creating an Imposition Plan* on page 38 and *Assigning Pages to Page Positions* on page 40.

   You see the imposition plan in the Imposition Plans pane. If the imposition had assigned page positions, the job's pages are automatically assigned to the positions. You can also see a record of the action in **History** view.

9. Set page geometry.

   See *Setting Page Geometry* on page 41.

10. Adjust settings in preparation for generating an imposition proof.

    See *Considerations During Output* on page 45.

11. Generate a proof of the imposition. Proofs can be soft proofs (viewed on the computer monitor) or hard proofs (printed).

    See *Calibration* on page 46.

    You can review the proof. You can also see a record of the action in **History** view.

12. Approve proofs.

    See *Approvals* on page 47.

Film-Making or Plate-Making

13. Adjust settings in preparation for generating final output.

    See *Considerations During Output* on page 45.

14. Output to plates or film.

    See *Making Plates or Film* on page 48.

    You can get the plate or film from the output device. You can also see a record of the action in **History** view.

Archiving

15. Archive the job.

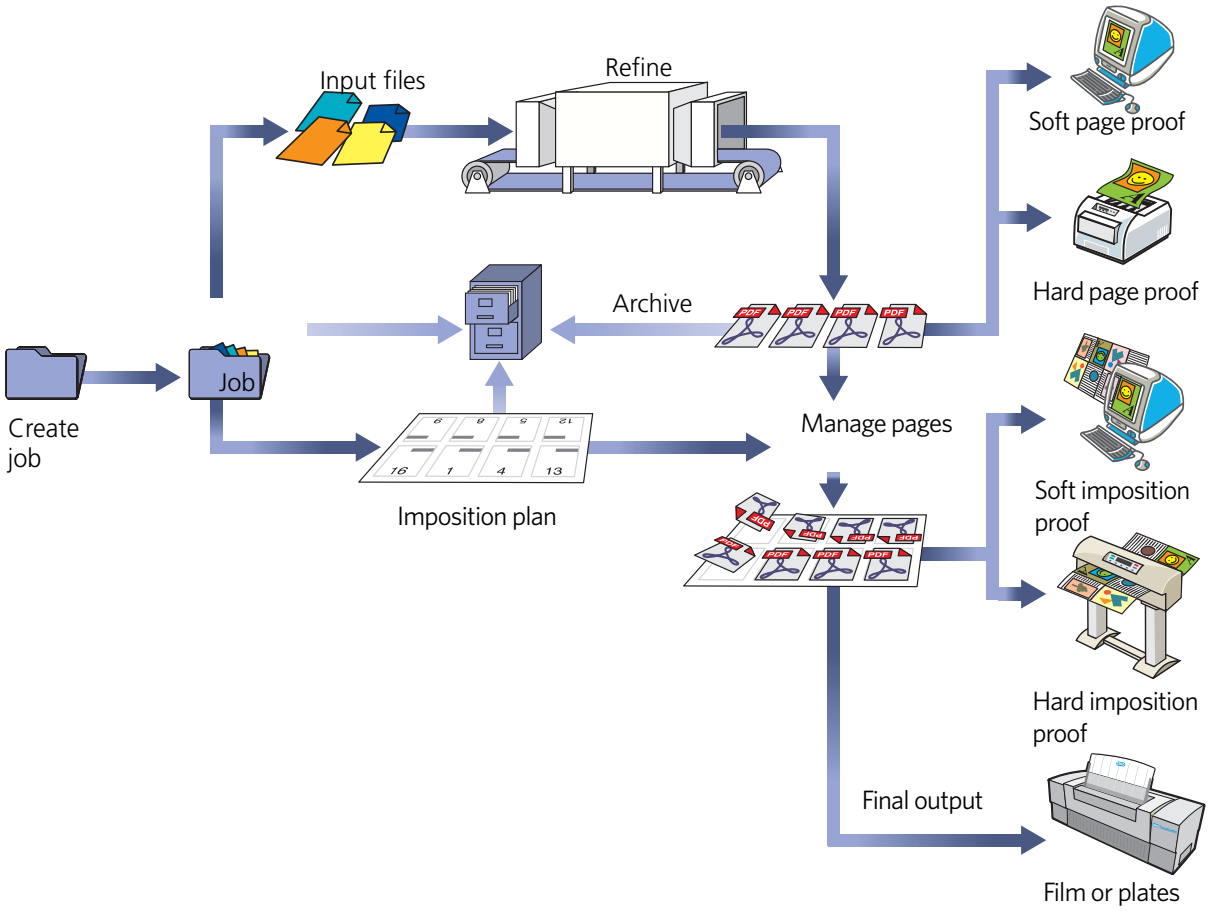
    See *Archiving Jobs* on page 50.

    You see the job's status change in Job Finder and in **Storage** view. You can also see a record of the action in **History** view and System History.

16. Purge the job to save active disk space.

    See *Archiving Jobs* on page 50.

    You see the job's status change in Job Finder and in **Storage** view. You can also see a record of the action in **History** view and System History.



Typical Import/Export Workflow

In an import/export workflow, one Prinergy system sets up a job for another Prinergy system to print.

This is also called a hub-and-spoke workflow. Typically, Prinergy Connect or Prinergy Powerpack is at the central hub site and Prinergy Direct is at the spoke site.

The import/export workflow involves these steps:

1. At the central Prinergy system, set up the job to the point where you are ready to generate proofs.

   See Chapter 4, *Setting Up a Job*, Chapter 5, *Adding and Processing Files*, and Chapter 6, *Assigning Pages*.

2. Generate proofs.

   You can generate proof of loose pages and impositions. They can be soft proofs (viewed on the computer monitor) or hard proofs (printed).

   See Chapter 7, *Proofs, Plates, and Film*.

3. Export the job and send the .zip file to the remote Prinergy system.

   See *Exporting Jobs* on page 51.

4. At the remote Prinergy system, import the .zip file.

   See *Creating Jobs by Importing* on page 24.

5. Output to plates or film.

   See *Making Plates or Film* on page 48.

6. Optionally, at the hub or spoke, archive the job.

   See *Archiving Jobs* on page 50.

Optional Spot Color Steps

If your input files contain spot colors, you may need to perform extra steps to change how the spot colors are output.

Prinergy Connect lets you:

- Output a spot color as a separate output separation
- Convert a spot color to a process color
- Print a spot color on the same output separation as another spot color
- Suppress a spot color so it is not printed

See *Managing Colors During Refine* on page 35.

Versioning Workflow

When a publication is destined for more than one geographic region, it may have some common content and some content that varies. For example, different regions may have different prices or addresses or text in another language. This type of job is called a versioning, regional versioning, or zone versioning job.

Prinergy Connect can accept files for multiple versions and manage the pages in a single job. Versioning can be handled in different ways, depending on the source files.

For more information about versioning workflows, see the Layered PDF Versioning User Guide.

InSite Workflow

InSite shows the Prinergy Connect or Prinergy Powerpack workflow system's digital masters and jobs. When PDF files are uploaded, InSite can be configured to automatically send the files to Prinergy Connect or Prinergy Powerpack for processing (refining). When Prinergy finishes refining, the pages automatically appear in InSite without any action from Prinergy. InSite can be configured to add CT/LW pages to an InSite job either manually or using automatic page registration. For monitor proofing, the color target of the Prinergy digital master is configured in InSite. InSite can be installed on a standalone server (most commonly) or on the Prinergy primary server.

JDF Hub Workflow With Prinergy and Prinergy Evo

Instead of using a typical import/export workflow, using Prinergy as a JDF Hub workflow allows you to initiate processes on a Prinergy Evo system across a LAN or WAN. For example, multi-site printers may use Prinergy Connect at a hub to prepare pages and impositions, and use Prinergy Evo at a spoke site to make plates. This allows you to send final output from Workshop at a hub site and receive feedback from Prinergy Evo at a spoke site when the plates are made. This improves production and provides more process status feedback.

Digital Print Workflow

The Kodak Prinergy Digital Print feature includes the following two aspects.

- The Prinergy workflow system can send a JDF control file, with a PDF file, to hot folders on JDF-enabled digital print devices.
- Operators can integrate vendor-specific digital print client software to access their digital print controllers.

The JDF control file that Prinergy software generates is based on the CIP4 Integrated Digital Printing ICS 1.0.

4

Setting Up a Job

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Setting Up a Job

To set up a job, perform the following tasks:

1. Create a job.

   See *Creating a Job* on page 24 and *Setting Up Pre-Jobs* on page 26.
2. Set job attributes and job status.

   See *Setting Job Attributes and Job Status* on page 28.
3. Add color information, if necessary.

   See *Editing Colors* on page 28.
4. Add a font search path, if necessary.

   See *Handling Fonts* on page 29.
5. Set an image search path, if necessary.

   See *Adding an Image Search Path* on page 30.

Creating a Job

When you start work, you need to create a job. You can create a new job by importing an exported job or by copying a an existing job.

Creating New Jobs

To create a new job:

- In Job Finder, from the **File** menu, select **New Job**.

Using a Template Job

When you create a new job, you can copy setup information from an existing job or pre-job. The existing job or pre-job is called a template job.

You can copy several types of setup information, such as hot folders and images search paths.

To use a template job:

- In the Create New Job dialog box, select **Options**, and then select **Template Job**.

Creating Jobs by Importing

You can create jobs by importing an exported job from another Prinergy Connect system. The export is a .zip file. Import process templates control import options.

You can choose to manually create and import jobs, or to automatically create jobs using pre-jobs.

Manually Importing Jobs

To create a job and manually import an exported job into it, do one of the following:

- In Job Finder, from the **File** menu, select **Import Job**.
- When creating a new job, in the Create New Job dialog box, select **Import Job**.

Automatically Importing Jobs with Hot Folders

Prinergy Connect can automatically create a new job each time an export file is dropped into a specific folder.

The job is at the root of the server on which the pre-job exists, and has the same name as the export file.

To set up a pre-job for importing:

1. Create a pre-job. See *Setting Up Pre-Jobs* on page 26.
2. In the pre-job, create a hot folder and configure it to add and process files using an import process template. See *Setting Up Hot Folders and Smart Hot Folders* on page 26.

To create each job:

➢ Drop an exported job into the hot folder.

Importing Incrementally

You can also import partial jobs into existing jobs. To accept a partial job, you take an existing job and set up an add-and-process hot folder linked to an ImportIncremental process template. When you drop the export into the hot folder, Prinergy Connect adds the imported files to the job.

Alternatively, you can add exported job files to an existing job. From the **File** menu, select **Import Incremental**.

Creating Jobs by Copying

You can copy original jobs to create new jobs. When you copy a job, all job related data from the original job is copied to the new job. If the original job is online, the job folder contents are copied to the new job. If the original job is offline, you have to use the Archiver to retrieve the job folder contents into the new job.

When you copy a job, it is optional to copy the history log and the job folder to a new job. If you choose to copy the history log and the job folder, the new job will contain all of the functionality and job attributes (page sets, impositions, history, and so on) of the original job. After the job has been copied, you can change the job data as necessary.

To copy a job:

1. Do one of the following actions:
   - In Job Finder, select a job and then select **File > Copy**.
   - Right-click a job and select **Copy**.

2. In the Copy Job dialog box, enter information for the job that you want to copy. If you want to copy a job using a pre-set copy job process template, click the **Select** button. From the Choose Process Template dialog box, select a **Copy Job process template** and click **OK**.

Setting Up Pre-Jobs

A pre-job is similar to a job but is used when you want to store elements that are used in more than one job.

Pre-jobs are useful in these ways:

- To automatically create jobs by dropping exported jobs into pre-job hot folders. See *Creating a Job* on page 24.
- As a place to collect elements that are used in many jobs, such as logos. See *Using a Template Job* on page 24.
- By customers using InSite to upload files

Pre-jobs are visible in the **Pre-Jobs** view of Job Finder.

To create a pre-job:

1. In Job Finder, click **Pre-Jobs**.
2. From the **File** menu, click **New Pre-Job**.

Alternatively, you can also create a new pre-job by copying an original pre-job. See *Creating Jobs by Copying* on page 25.

Setting Up Hot Folders and Smart Hot Folders

Hot Folders

Hot folders automate the workflow by automatically performing an action when files are dropped into them.

You can create two types of hot folders—hot folders that only add files to a job and hot folders that also start a process on the added files.

A hot folder that starts a process on the files has a process template linked to it. When you add files to the hot folder, Prinergy Connect automatically processes the files as specified in the process template.

Some common uses of hot folders are:

- Importing job exports. See *Creating a Job* on page 24.
- Adding and refining input files. See *Adding Customer Input Files* on page 32. For example, if you write PostScript directly from desktop publishing software to an add-input-files-only hot folder, the files are automatically added to the job to which the hot folder is attached.

To create hot folders for a job:

1. Open the job.
2. From the **Job** menu, select **Manage Hot Folders**.

3. In the Manage Hot Folders for Job dialog box, click **Add**.
4. In the Create Hot Folder for Job dialog box, select one of the following options:
   - For an add-input-files-only hot folder, select **Add Input Files Only**.
   - For an add-and-process-files hot folder, select **Add and Process Files**.
5. If you are creating an add-and-process-files hot folder, browse to and select the process template that you want to link to the hot folder.
6. Change the name if desired.
7. Click **OK**.
8. Click **Close**.

You can confirm that the hot folder has been created by using a file browser to browse to the job folder.

Smart Hot Folders

Smart hot folders are global hot folders that automatically process source files. Smart hot folders can:

- Create a new job based on a template job and name the new job according to the name of the source file.
- Move the source file to an existing job's hot folder for processing, a job-relative location (such as **UserDefinedFolders**) or any location on a mounted server or volume.
- Rename the source file to change a customer's file names to conform to your file naming conventions, or to conform to another smart hot folder's file naming patterns or to move a file to more than one job hot folder.
- Move a source file to one or more locations on any mounted volume.

You can also combine any of these actions within one smart hot folder. For example, you can create a smart hot folders that will do the following combined actions:

- Create a job based on the source file name and process the file immediately within the new job's hot folders.
- Create a job based on the source file name, process the file,a nd move it to another location.
- Create a job based on the source file name, process the file, and rename the file while moving it to another location.

To create smart hot folders:

1. In **Job Finder**, from the **Tools** menu, select **Smart Hot Folder Manager**.
2. In the Smart Hot folder Manager dialog box you can perform any of the following actions:

- Add a smart hot folder—Click **Add**. In the Add Smart Hot Folder dialog box, type a name in the **Smart Hot Folder Name** box, configure the smart hot folder and click **OK**.
- Copy a smart hot folder—Select the hot folder that you want to copy and click **Copy**.
- Edit a smart hot folder—Select the hot folder that you want to edit and click **Edit**. In the edit Smart hot Folder dialog box configure the smart hot folder and click **OK**.
- Delete a smart hot folder—Select the smart hot folder that you want to delete, and click **Delete**. When the Confirm Smart Hot Folder Delete dialog box appears, click **OK**.

For information about how to configure smart hot folders, see the Prinergy Workshop Help.

Setting Job Attributes and Job Status

Though Prinergy Connect generates most job information automatically, you can define some optional job attributes. Job attributes can be defined when you create the job, or afterwards, in Job Finder. Job attributes include:

- Maximum number of layers (used in versioning)
- Proof due date time and final output due date time
- Job code
- Job status, ranging from Created to Completed
- Whether to enable Web access for customers who use InSite

To set job attributes and job status:

➢ In Job Finder, from the **Edit** menu, select **Edit Job Attributes**.

Editing Colors

Prinergy Connect stores information about spot colors. The factory PANTONE® libraries are a standard feature of Prinergy Connect. Each factory library consists of color definitions for more than 15,000 PANTONE colors.

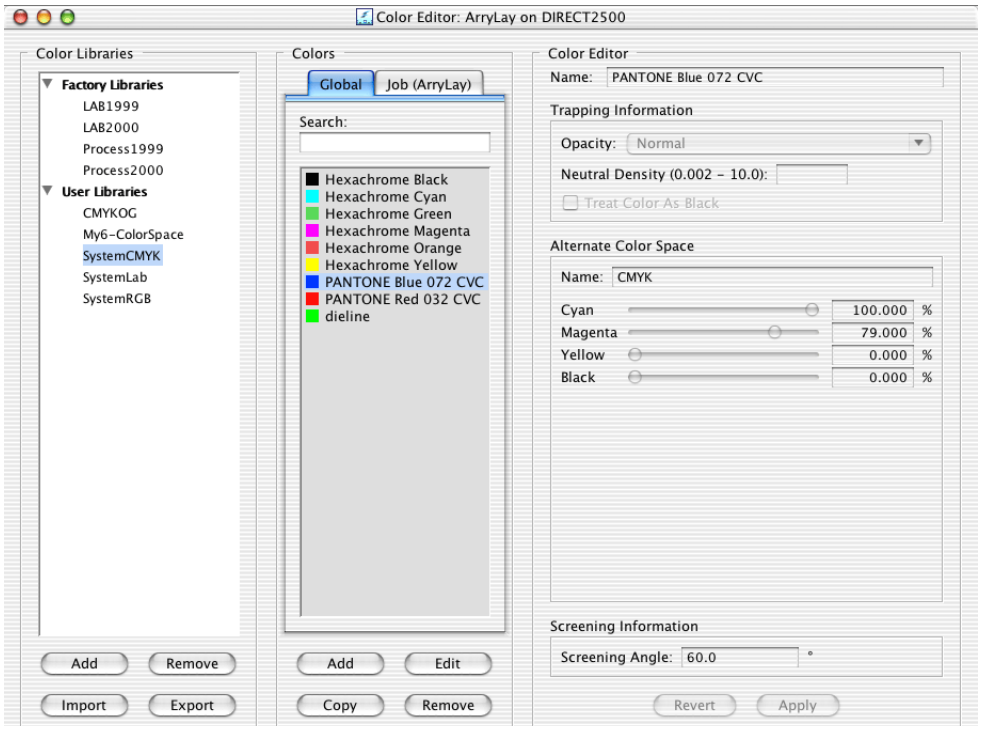
Each color library is associated with a color space, such as RGB, CMYK, or L*a*b, which is then associated with an ICC profile.

When you add a file to Prinergy Connect and refine it, Prinergy Connect recognizes the PANTONE color name, optionally matches it to the PANTONE color in the PANTONE library, and uses the color recipe from the PANTONE library.

You can override the definition of a PANTONE color in Prinergy Connect, either globally or per job.

To add a color definition:

➢ From the **Tools** menu, select **Color Editor**.



Handling Fonts

Fonts should be embedded in input files. If fonts aren't embedded in input files, font information must be available to Prinergy. For font information to be available to Prinergy, fonts must be in PFA format, which is not a standard format that font vendors provide.

If fonts are already embedded in input files, or if they reference only the base 193 Adobe fonts that are shipped with Prinergy Connect in PFA format, you don't need to use a font converter or a font search path.

Otherwise, first use a font converter to convert the fonts to PFA format and add the converted fonts to Prinergy Connect, and then add a font search path to the Prinergy Connect job. Do this before you refine input files.

Font Converter contains two tabs: a **Global** tab and a **Job** tab. Fonts on the **Global** tab are stored on the home server and are available to all jobs. Fonts on the **Job** tab are stored in the job folder and are available only for the job.

The font search path specifies the location of the fonts. You can copy a font search path from an existing job when you create a new job, or you can set the font search path later, from Job Manager.

To convert fonts:

- From the **Tools** menu, select **Font Converter**.

To set a font search path:

- In Job Manager, from the **Job** menu, select **Font Search Path**.

Adding an Image Search Path

If you want to substitute high-resolution images for low-resolution images with OPI, you must enter an image search path for the job so that Prinergy Connect can find the image files.

You can copy an image search path from an existing job when you create the job, or you can set the image search path later, in Job Manager. You must set the image search path before you refine input files.

To set an image search path:

- In Job Manager, from the **Job** menu, select **Image Search Path**.

5

Adding and Processing Files

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Adding Customer Input Files

After you create the job, you can add customer files from any server or disk that Prinergy Connect can read. For a list of input file types that are supported in Prinergy, see "About Supported Input File Types" in Prinergy Workshop Help.

Note: If you imported a job, you do not need to add input files.

You can add files manually using the **Add Input File** menu item or automatically by using a hot folder. You cannot add files by dragging the files from a file browser into Job Manager.

You can also choose to process the input files at the same as you add them, or you can leave processing for later.

To add input files manually:

1. In Job Manager, from the **File** menu, select **Add Input Files**.
2. Browse to the file location and select the files to add.
3. If you want to process the input files while you add them, select **Process Selected Files Using Process Template**, and then select a process template.

To add input files automatically using a hot folder:

1. Create a hot folder for the job. See *Setting Up Hot Folders and Smart Hot Folders* on page 26.
2. Optional. Configure the hot folder to process files and select a process template for it to use.
3. Use a file browser to drag or copy the input files from their original location into the hot folder at **<job folder>\HotFolders**.

   Alternatively, you can print an input file directly from the creative software into the hot folder.

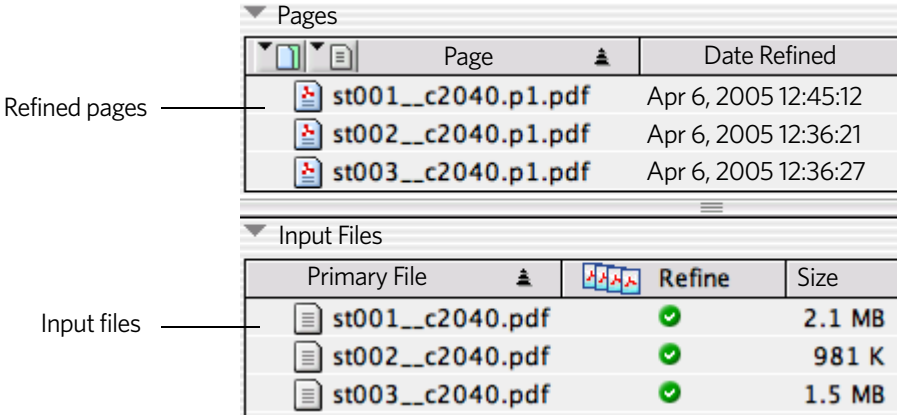
Refining

Use the refining process to change input files into independent PDF files containing embedded fonts and images.

You always refine at least once to normalize the files. You can do the first refine at the same time that you add input files to the job or after adding them to the job.

You need to refine more than once in these situations:

- If you open PDF files in the Pages pane and make changes in Acrobat, you need to refine the pages.
- If you edit an input file in the original software, you need to refine the input file again. This replaces the corresponding PDF file in the Pages pane.
- If you want to manage colors, you need to refine the pages in the Pages pane. See *Managing Colors During Refine* on page 35.



To refine input files:

1. In the Input Files pane, select one or more input files.
2. Drag the files to the Process Templates pane, and drop them on a refine process template.
3. In the Start Process dialog box, click **OK**.

For more information about starting processes, see *Starting Processes* on page 14.

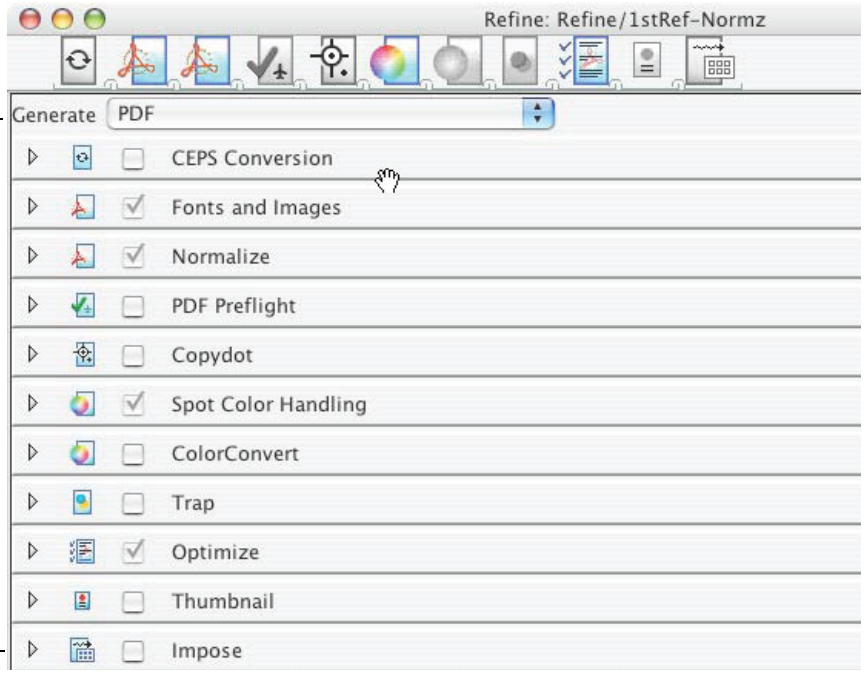
Considerations When Refining

When you refine, consider:

- All of the settings available in the refine process template
- Mapping colors using the Color Mapping dialog box

Refine Process Templates

The refine process template controls how refining works and which optional steps are executed. Each step has its own section in the refine process template.



Sections in the refine process template

The refine process template includes the following sections:

- The **CEPS Conversion** section defines how Prinergy Connect takes CT/LW and TIFF/IT-P1 input files and generates PDF files.
- The **Fonts and Images** section controls image replacement (PDF OPI) and font handling in PostScript, EPS, and PDF input files during the normalizing step of the refine process.
- The **Normalize** section controls the conversion of PostScript and EPS files into PDFs that can be processed by Prinergy Connect. It also determines how Prinergy will handle PDF 1.4 files and files with transparency or layers.
- The **PDF Preflight** section defines the profile used to check for errors and defines how to handle those errors. PDF Preflight is a licensed feature.
- The **Copydot** section defines how Prinergy Connect handles copydot files. You can resample copydot files to a resolution that you specify, for example, to match your output device resolution.
- The **Spot Color Handling** section defines whether Prinergy Connect converts spot colors to process color and whether Prinergy Connect uses color definitions embedded in the file or ones in specific color libraries.
- The **ColorConvert** section defines how Prinergy Connect handles overprints and uses ICC profiles to transform color data from the input color space to the output color space.
- The **Trap** section of the refine process template determines how Prinergy Connect handles trapping in input files. You can view traps in the Kodak PDF Trap Viewer and adjust traps in the Kodak PDF Trap Editor. You can also trap directly in the creative software.
- The **Optimize** section defines how Prinergy Connect optimizes high-resolution images in input files and whether it generates alternate low-resolution versions of images.

- The **Thumbnail** section defines whether or not Prinergy Connect generates thumbnails during the refine process.
- The **Impose** section defines how Prinergy Connect automatically handles imposition after the refine process.

Managing Colors During Refine

After the first refine, you can manage colors by doing another refine.

To do another refine, you select refined pages and then select **Color Mappings** in the Start Process dialog box.

In the Color Mappings dialog box, you can add alias color names, map colors to each other, specify color print order, and add or edit job-specific color definitions. If your input files contain spot colors and you do not want to output all of them, you can reduce the spot colors by mapping them to process colors.

You can also control how spot colors are handled by using the **Spot Color Handling** section of the refine process template.

To view color information, add the **Page Colors** column to the Pages pane of the **Pages** view or the **Separations** view.

6

Assigning Pages

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Using Page Sets and Impositions

Prinergy Connect separates page content from imposition, allowing you to make decisions about imposition late in the job cycle. You can create a job, add the content files to the job, determine page order, and create page proofs before determining imposition requirements. This means that the job can be prepared before a press decision is made, or the press can be changed shortly before final output.

Also, using page sets, you can link one set of content files to more than one imposition plan, allowing the same page data to easily be output with different imposition layouts. This means you can send output to the most appropriate device without having to reassign pages. For example, you can send cover pages to one device and body content to another.

Adding a Page Set

Pages are assigned to page positions within a page set, either before or after an imposition plan is registered and linked to the page set. You can change the imposition plan without affecting page position assignments, and you can reassign page positions or replace page content on page sets without affecting imposition. A page can be assigned to more than one page position.

Prinergy Connect automatically adds a page set when you import an imposition plan, but you can also add a page set manually.

Page sets that are independent from imposition plans allow for last-minute press changes and output of different parts of jobs to different devices.

Typically, you add a separate page set for each signature that will be printed differently than the others, for example, on different paper stock. For example, you could add one page set for the cover of a publication and a separate page set for the inside pages.

To add a page set:

- In Job Manager, from the **File** menu, select **Add Page Set**.

Creating an Imposition Plan

Create an imposition in software that can save it as an Adobe Portable Job Ticket file (.jt), such as Preps or Pandora.

When the imposition is imported into Workshop, it appears in the Imposition Plans pane of Job Manager. If it was populated, it has pages assigned. If it was unpopulated, you can make the assignments. See *Assigning Pages to Page Positions* on page 40.

Creating an Imposition With Integrated Software

Preps can be integrated with Prinergy Connect, enabling you to start Preps from Workshop and automatically import the resulting imposition from Preps into Workshop.

For information on integrating Preps with Prinergy Connect, see the Preps Integration documentation.

To create an imposition with integrated Preps software:

1. In Workshop, perform the following actions:
   a. Set up a job, add input files, and refine the pages.

      See Chapter 4, *Setting Up a Job* and Chapter 5, *Adding and Processing Files*.

   b. From the **File** menu, select **Create New Imposition**.

   c. In the New Imposition dialog box, enter the imposition name, select an import type, and click **OK**.

   d. In the New Imposition Details dialog box, select an existing page set or create a new page set, and click **OK**.

      Preps starts.

2. In Preps, perform the following actions:
   a. Select template(s) to use for the new imposition.

      See the Preps documentation.

   b. Print the imposition.

      The imposition automatically appears in Workshop.

Creating an Imposition and Manually Importing It

Create the imposition in Preps and then import it into Prinergy Connect.

To create and import an imposition:

1. In Workshop, set up a job, add input files, and refine the pages.

   See Chapter 4, *Setting Up a Job* and Chapter 5, *Adding and Processing Files*.

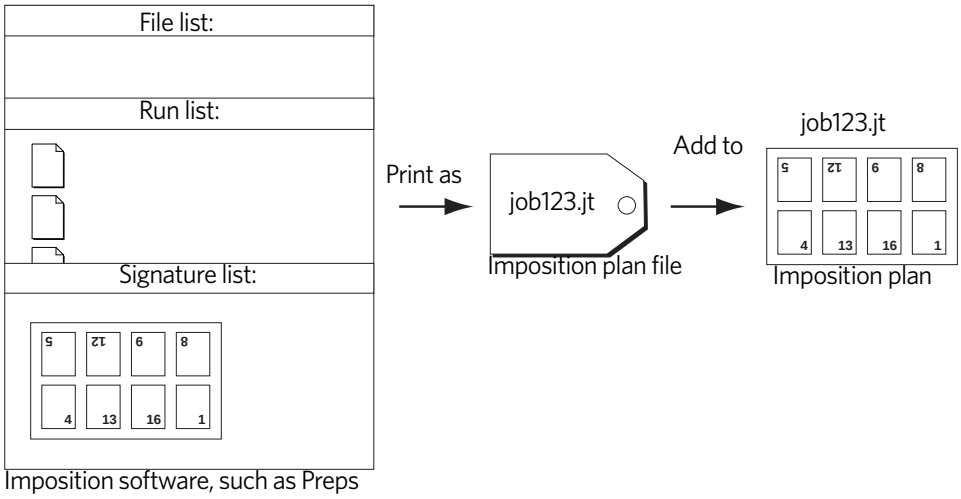
2. In Preps or other imposition software, perform the following actions:
   a. Create a new imposition.

      See the imposition software documentation.

   b. Optional. Assign pages.

   c. Save the imposition to JDF or JT format.

3. In Workshop, perform one of the following actions:
   - Create a hot folder for the job and associate the hot folder with an import process template. Drop the imposition into the hot folder.
   - From the **File** menu, select **Import Imposition**.



Assigning Pages to Page Positions

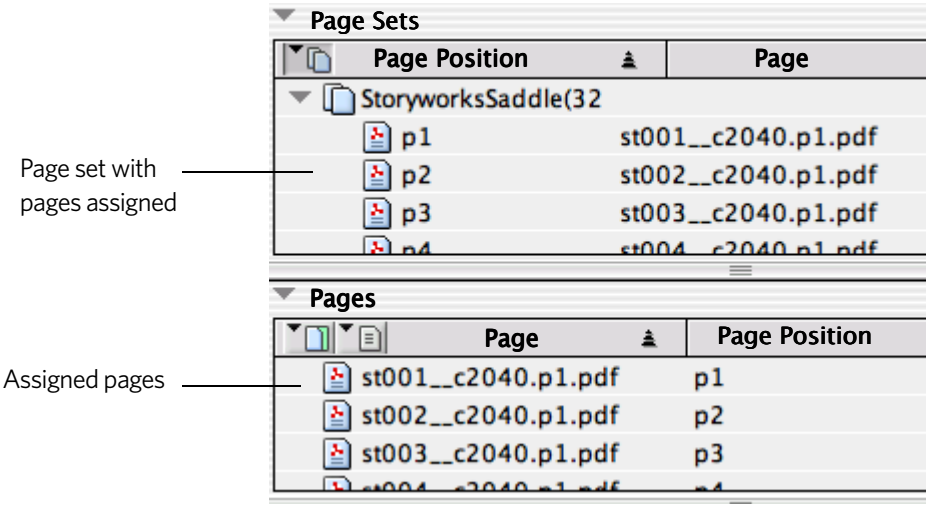
You can assign pages to positions in either the page set or the imposition. Assignments in the page set create assignments in the corresponding imposition plan and vice versa.

You need to make assignments in these situations:

- Assignments are not already made in integrated imposition software such as Preps.
- You want to reuse an existing imposition with new content.

You can make assignments in one of these ways:

- Drag pages to page positions in the page set (view **as Thumbnails** only).
- Select pages and then select **Edit > Assign Pages to Page Position**.



Setting Page Geometry

You can add page geometry settings to PDF pages in several ways:

- Let Prinergy Connect automatically apply offsets from registration marks included in PostScript generated from Adobe® InDesign® software, Adobe® PageMaker® software, and QuarkXPress® software files.
- Use the Set Page Geometry dialog box in Prinergy Connect to control trim size, offset, scale, and orientation. Use this method when you know the measurements that you want to apply.
- Use Prinergy Geometry Editor, a Kodak plug-in to Acrobat that lets you visually set the trim size for a page.
- Use an APA file to automatically set page geometry at the end of the refining process.

To set page geometry:

1. Select a page in the Pages pane of the **Pages** or **Signatures** view.
2. From the **Edit** menu, select **Set Page Geometry**.

7

Proofs, Plates, and Film

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Creating Proofs, Plates, and Film

You can generate proofs of pages, page sets, impositions, surfaces, or separations.

In Prinergy Connect, you can generate proofs in any of these ways:

- Proof individual, unimposed pages using the loose page output process templates
- Proof page sets using loose proof process templates.
- Proof surfaces or impositions using the imposition proof output process templates
- Use other methods that don't require you to generate a printed proof

During the proofing process, you can approve or reject individual pages, surfaces, or impositions.

After reviewing proofs, you are ready to generate final output in the form of plates or film.

While you generate proofs or final output, you can:

- Manage color for outputs
- Add marks
- Configure calibration
- Configure screening

Generating Loose Page Proofs

Use the loose page output process template to output unimposed pages to an available device to create proofs. The loose page output process template controls the layout of the unimposed pages on the output media.

You do not need to assign pages to a page set or add an imposition before you generate loose page proofs.

If your job has more spot colors than your proofing device can support, reduce the number of spot colors using the Color Output dialog box, which you can open by clicking the **Color Mapping** button in the Start Process dialog box.

To generate loose page proofs:

1. Select the pages from the Pages pane of the **Pages** view.
2. Drag the selected elements onto a loose page proof process template in the Process Templates pane.

   For more information, see *Starting Processes* on page 14.

Considerations During Output

When you generate imposition proofs or final output, consider the following:

- Color separations
- Marks
- Calibration
- Screening

Color Separations

You can check the color separations by switching to the **Separations** view.

Name	Page Assignments
StoryworksSaddle (2 Signatures)	
Signature 1	16 of 16 Assigned
Signature 2	16 of 16 Assigned
A Front 1 (4 Separations)	8 of 8 Assigned
Cyan Separation	
Magenta Separation	
Yellow Separation	
Black Separation	
B Back 1 (4 Separations)	8 of 8 Assigned
Cyan Separation	
Magenta Separation	
Yellow Separation	
Black Separation	

Marks

Marks are text or images that are printed, in addition to page content, on the press sheet and/or output media. A mark usually provides information about the output. For example, a mark can be an exposure bar or the job name. Marks are also often used for customer approval tags.

Any mark can be used as a page mark or a sheet mark. However, a page mark should relate to page-specific information because it is placed on every page. A sheet mark should contain information relevant to the whole sheet or media because it is placed on the media once. You can place page marks on loose page proofs, and sheet marks on all output types.



You can add marks to your output in the following ways:

- Using an imposition marks file—add marks to the imposition using imposition software such as Preps, and then import the imposition and its marks file into Prinergy Connect.
- Using the process template settings—specify the positioning and file path for a mark in the output process template.

Calibration

When you generate outputs, you control calibration in the **Calibration and Screening** section of the output process template.

You must calibrate to control the tones on your press sheet. Tonal values can change during the print reproduction process because of dot gain, when the size of the halftone dots changes. With calibration, you manipulate the exact size of the dots on the printing plates, so that the tone saturation and gray balance is controlled on the press sheet. You can use Harmony software to create, apply, and manage calibration curves that control the tone reproduction on press.

For more information about Harmony, see the Harmony User Guide.

Screening

When you generate outputs, you control screening in the **Calibration and Screening** section of the output process template.

You can also specify screening information in these ways:

- Include screening information in the PDF file generated by other software
- Specify screening information in the output process template
- Specify screening information using the Prinergy DotShop plug-in to Acrobat

Generating Imposition Proofs

After you import the imposition plan to a job and assign pages to a page set that is linked to that imposition plan, you can create imposed proofs on a proofer to view the results.

To generate proofs of impositions, use the imposition plan proof process template.

To generate imposition proofs:

1. Select the signature from the Impositions Plans pane of the **Signatures** view.
2. Drag the selection onto an imposition proof process template in the Process Templates pane.

   For more information, see *Starting Processes* on page 14.
3. In the Start Process dialog box, click **OK**.

You can also output Signature Book proofs from impositions. Signature Books proof pages and spreads that use the imposition information to proof whether the imposition is built correctly.

Other Ways of Proofing

You can also proof using other methods that do not require you to generate a printed proof.

Adobe Acrobat

Adobe Acrobat is a quick way to view PDF files without producing a proof. After you refine input files, view a PDF file by double-clicking it in the Pages pane of **Pages** view.

You can use Kodak plug-ins to view traps, view separations, and to speed up the display. For more information, see *Prinergy Product Family* on page 3.

Publish to PDF File

Use the Publish to PDF option to send pages to one or more PDF files in a specified folder.

Virtual Proofing System Software

You can use Kodak Virtual Proofing System to generate a soft proof of a job on your client computer. You can view single pages or imposed pages. Use Virtual Proofing System to check backup, measurements of gutters, bleeds, registration, marks, color breaks, trapping, and layout.

To generate a virtual proof, select the elements you want to proof and start a process template configured for virtual proofing.

For information about using Virtual Proofing System, see the Virtual Proofing System User Guide.

Approvals

Use approvals to indicate whether elements are ready to move to the next step in the workflow.

Customer Approval of Pages

Each page can have an approval status.

This status helps you work with customers using Kodak InSite. The status can also help reduce errors by preventing people from refining or generating outputs.

Processing Control

Depending on how Administrator is configured, Customer Approval status may affect whether you can run certain processes:

- You may not be able to refine pages that have Approved status.
- You may not be able to output using imposed proof process templates or final output process templates if any pages used in the surface or signature are set to Rejected.
- You may not be able to output using imposed proof process templates or the final output process templates unless all of the pages used in the surface or signature are set to Approved or Approval Not Required.

You can see the Customer Approval status in Workshop by:

- Getting information about the page

  See *Getting Information About Jobs and Elements* on page 56.
- Displaying columns to make the **Customer Approval** column appear in the Pages pane of either the **Pages** view or the **Signatures** view.

  See *Displaying and Hiding Columns* on page 15.

Proof Approvals

You can record approval or rejection of every proof that you create. For example, if you print a content proof for a customer, you can indicate its approval before doing a contract proof. Before you can approve the proof, you must generate it.

Proof approvals are for internal information only. They are not visible to customers using Kodak InSite, and have no effect on what you can do in Workshop.

After you set the approval status, an approved icon  or a rejected icon  appears in the column for the proof process.

Making Plates or Film

To make plates or film, use a final output process template. The process template that you select contains the options that determine the result.

To make film or plates:

1. Select the signature from the Impositions Plans pane of the **Signatures** view.
2. Drag the selected elements onto a final output process template in the Process Templates pane.

   For more information, see *Starting Processes* on page 14.
3. In the Start Process dialog box, click **OK**.

8 Managing Files

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Archiving Jobs

Once you have finished a job, archive the job files and then purge them to save disk space. If you need the files later, you can retrieve them. Alternatively, you can also copy a job to retrieve an archived job. See "About Copying Jobs and Pre-Jobs" in Prinergy Workshop Help.

You can archive, purge, and retrieve only if Archiver is licensed for your system.

Archiving, purging, and retrieving of job files is controlled by archive, purge, and retrieve process templates.

Generally, you archive and purge job files after the job is printed, although you can do so at any time.

When you archive a whole job, Prinergy Connect archives all of the files in the job folder and any files that you added to the job that reside on another volume. When you purge the job, the whole job folder is removed from its original volume, but any input files that reside on another input volume are not purged; they remain in their current location.

To archive, purge, and retrieve specific files or the entire job, use Job Manager. To archive multiple jobs, use Job Finder.

To archive a job:

1. In Job Manager, select the job button at the bottom of the window.
2. Drag the selection onto an archive process template in the Process Templates pane.

   For more information, see *Starting Processes* on page 14.
3. In the Start Process dialog box, click **OK**.

For more information about archiving, see the Prinergy System Administration Guide.

Viewing Archive Information

After you archive, use the **Storage** view in Job Manager to view archive information about the files in a job.

You can display information about the removable storage media in your system using the Media Manager, available from the **Tools** menu.

Completing Jobs

A job or pre-job can have a status of **Completed** to indicate that it is inactive. You can set the status of a job or pre-job to Completed either manually from Job Finder or automatically as part of a full job purge. See *Setting Job Attributes and Job Status* on page 28.

Destroying Jobs

Destroying a job completely removes it from the system and you can no longer retrieve it.

Attention: Destroy a job only if you will never need it again. If you think you may need the job again, archive and purge it instead.

Exporting Jobs

If you want to send the job or part of the job to a remote Prinergy system, export the job. Prinergy Connect creates a .zip file containing many elements of the job. Job history and original input files are not transferred in the .zip file.

Export process templates control export options, such as the location of the export.

To export a job:

- In Job Finder, select the job, and from the **File** menu, select **Export Job**.
- In Job Manager, from the **File** menu, select **Export Job**.

Partial Exports

A partial exported job is a signature with the assigned pages and imposition job ticket. One site can gradually export portions of a job while a distant site gradually reassembles the job using incremental importing into an existing job in Job Manager.

To export a partial job:

1. In the **Signatures** view, select one or more signatures.
2. From the **File** menu, select **Export Job (Incremental)**.

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Monitoring Jobs

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Checking Active Processes

You can view information about active processes in the following areas:

- Processes pane
- Dynamic columns
- Process Info dialog box

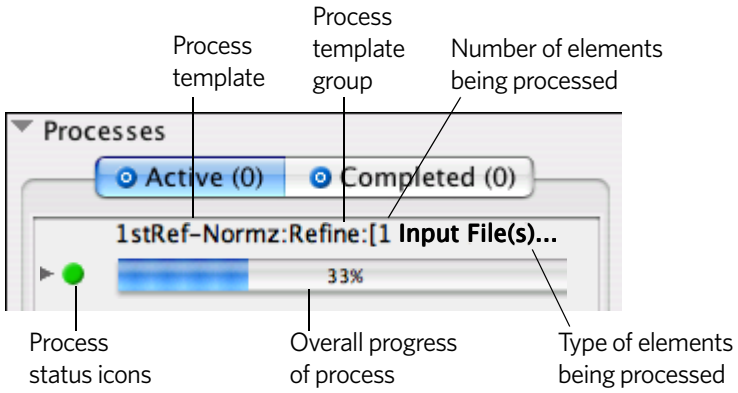
Processes Pane

When you start processing on an element, the active process appears in the Processes pane. This pane, which is visible in every view of Job Manager, lists all of the active and completed processes for a specific job.

The Processes pane consists of two tabs:

- **Active**—displays any processes in progress.
- **Completed**—displays any processed that completed successfully, completed with warnings or errors, failed, or were stopped before they could be completed.

By default, processes appear in the Processes pane in the following format:

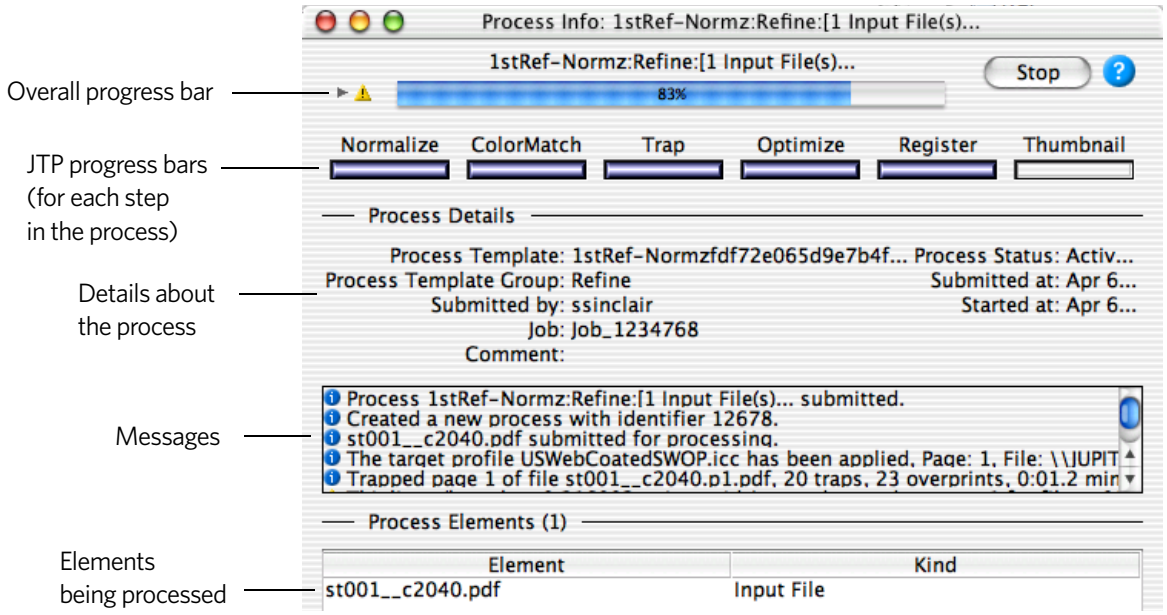


Dynamic Columns

When you start each process, a dynamic column may automatically appear in Job Manager. The column indicates the process template used to process the element and the processing status. You can control whether or not dynamic columns appear in a window or pane from the Workshop Preferences dialog box. By default, this preference is enabled when Prinergy Workshop is installed.

Process Info Dialog Box

The Process Info dialog box lists system messages and information about the elements involved.



The dialog box appears automatically if **Show Process Info Window When Process Is Created** is selected in user preferences. See *Customizing Workshop* on page 14. You can display the dialog box manually by double-clicking its icon in the Processes pane.

After the process is complete, you can view these details in the job history. For more information, see *Checking Job History* on page 56.

For example, when you generate a proof using Virtual Proofing System, a **VPS** column appears.

Status Icons

Icons indicate the status of the process. These icons appear in the Processes pane, Process info dialog box, and dynamic columns.

Two kinds of status icons may appear:

- Activity icons

  Queued

  In progress

  Paused

  Waiting for a user action

- Condition icons


No warnings or errors


No warnings or errors, and process is complete


A warning


An error

Getting Information About Jobs and Elements

You can display information about elements such as a job, file, or signature in Job Finder and Job Manager using the **Get Info** menu item.

For example, to see information about a job, highlight the job in Job Finder, and then from the **File** menu, select **Get Info**. The Get Info dialog box appears, showing all job attributes and the size of the job folder and other job files.

Checking Queue Manager

Queue Manager lists all of the processes being executed by the server. You can use Queue Manager to stop, hold, or resume a process, and to change the priority of a queued process.

To view active and queued processes:

1. From the **Tools** menu, select **Queue Manager**.
2. Click the **JTP Queues** tab or click the **Process Types** tab.
   - The **JTP Queues** view displays all active processes for a specific JTP (job ticket processor) in your system.
   - The **Process Types** view displays all active processes for a specific process type in your system.
3. Select a JTP type or process type in the list.

Checking Job History

Use the **History** view of Job Manager to check job history.

For each job, the **History** view displays:

- A description of each action taken on the job
- The date and time the action was taken
- The severity of the message

Checking System History

System history lets you view messages about actions that occur outside of the job context, as well as archive, purge, and retrieve history.

This is helpful, for example, if you archive several jobs overnight and want to see the results without opening the individual jobs.

To display your system history:

- From the **Tools** menu, select **System History**.

Glossary

Adobe Extreme A high-end production-printing architecture that provides some of the core technology for Prinergy Connect. This includes support for PDF and Portable Job Ticket Format (PJTF) and an underlying communications structure.

archive To write a job or related files to media for permanent storage. Files are saved in context, while job data is retained in the Prinergy Connect database, enabling you to retrieve the job to the system. See also *retrieve* and *purge (verb)*.

assign To tell Prinergy Connect what page content should appear in which position of a page set or imposition plan.

CEPS Acronym for Color Electronic Prepress System. Proprietary computer systems that were used for page make-up, scanning, and image manipulation.

color mapping Reducing the number of spot colors in input files to the number of colors to be output by mapping excess colors to other spot or process colors.

color match (verb) To keep color consistency when converting one color space to another—for example, from RGB to CMYK. Prinergy Connect uses ICC profiles to map to L*a*b, a device-independent color space.

CT/LW A file format in which contone images (CT) are separated from line work (LW). A third file (called a layout file) is used to position the CT images within the line work.

destroy To permanently delete a job and all references to it from the Prinergy Connect system. You can also destroy history log entries.

dot gain On halftone output, the absolute percentage change in the actual (physical dot gain) and perceived (optical dot gain) size of a halftone dot as it goes through the halftone reproduction process.

downsample To reduce the resolution of an image. In Prinergy Connect, downsampling takes place during the image optimization part of the refine process. Downsampling values are set in the **Optimize** section of the refine process template.

dynamic column A column that appears automatically in a Workshop window or pane when an element is being processed. The column indicates the process template used to process the element and the processing status.

element Any item within a job, including a page, page set, signature, or input file.

Extreme See *Adobe Extreme*.

group Used to organize pre-jobs and jobs. Though similar to a folder, a group cannot be seen from a file browser. They are part of the internal data structure.

hot folder A folder that is monitored for incoming files as a trigger for an automatic operation. The software that processes the files checks the folder regularly and then automatically processes files found there.

ICC profile Short for International Color Consortium. A color space description that acts as a standard for accurate reproduction of colors across different platforms, devices, and software.

image optimization A step in the refine process that reduces the size of images in the input file by cropping and downsampling.

image search path Specifies the location of a job's high-resolution images. Prinergy Connect uses the image search path when images for the job are not embedded in the input files that you add to the job.

imposition A means of arranging a number of pages on the front and back of a press sheet to ensure correct order after the printed sheet is folded.

imposition plan A file containing an electronic description of the marks, geometry, and layout of page positions for one or more signatures. It typically does not contain page content. Create an imposition plan by preparing an imposition with blank pages using imposition software such as Preps, and saving it as a PDF job ticket.

imposition proof The output of sheets, surfaces, or separations to a proofer. The printing of the proof is initiated from Prinergy Connect by selecting the elements and then selecting an output process template. Also called *signature proof*.

input file A file received from your customer (the print buyer) that makes up the content of the publication being printed. For example, an input file can be created by printing a customer's creative design file, such as an Adobe Illustrator® file, to a PostScript file.

job The unit used to organize work. A job typically, but not necessarily, corresponds to all the components of one publication. When you create a job, Prinergy Connect creates a job folder and database entries for tracking the job.

job folder A folder (directory) on a Prinergy Connect server that stores all the system files for a pre-job or job. In addition, the job folder may include input files from your customer. Job folders are stored in a central directory and can include any number of subfolders to help organize job information.

job ticket In Adobe Extreme, a collection of information related to one or more processing steps that must be carried out. It includes a map or route that specifies which JTPs to go to and in what order. See *job ticket processor (JTP)* and *Adobe Extreme*.

job ticket processor (JTP) Software that performs a specific processing step to help process an Adobe Extreme job ticket. JTPs are configured using Administrator.

JTP See *job ticket processor (JTP)*.

layering To assign two or more PDF pages to the same page position in a page set. Layering is typically used with versioning. See also *versioning*.

loose page proof The output of a refined page or pages to a proofer (like a laser printer or color printer) or to Virtual Proofing System software.

normalize A step in the refining process that creates a one-page PDF file for each page in the input file.

OPI Acronym for Open Prepress Interface. An extension to PostScript that automatically replaces low-resolution placeholder images with high-resolution images.

optimization See *image optimization*.

output There are three types of output: loose page proofs, imposed proofs, and final (plates or film). Each of these output types corresponds to a process template type in the Process Template Editor.

page A PDF file that is an individual page of text, drawings, and fonts.

page geometry Settings to define offsets, trim sizes, rotations, scaling, and bleeds for each page.

page position A placeholder in a page set that shows where a page can be assigned. A page set is comprised of page positions. There are the same number of page positions in the page set as there are pages in the imposition plan. See also *page set*.

page proof See *loose page proof.*

page set The intermediary between pages, that is, job content and imposition plans. Page sets let you assign pages without that action binding you to one particular imposition plan. When you assign a page to a page position in the set, the page is also automatically assigned to the correct position on the imposition plan.

PDF Portable Document Format. A reliable file format for storing line art, images, and text (including all required fonts) for pages.

Portable Document Format See *PDF*.

Portable Job Ticket Format (PJTF) Adobe's Portable Job Ticket Format (PJTF) contains descriptions of device-specific settings and describes the desired output style for one or more pages from PDF files. See also *job ticket*.

pre-job A unit used to organize work. It's similar to a job but used to handle exported jobs or as a template to store elements that are used in more than one job.

process An action that is initiated by a process template, for example, refine, output, import/export, and archive/retrieve/purge. All other interactions with Prinergy Connect are called actions. A process requires one or more entities on which the process will operate—input files, PDF pages, signatures, surfaces, or separations—and a process template that specifies how the process will operate on the entities.

process template A file containing a collection of options and parameters that tells Prinergy Connect how to perform a process.

process template group A way of organizing process templates. Process template groups are created and maintained through the Process Template Editor.

proof A trial version, produced on paper, plastic, or computer screen, of the expected final reproduction. See also *imposition proof* and *loose page proof*.

purge (verb) To remove selected job files from a Prinergy Connect server. The job remains in the system because job metadata is retained in the database. Compare to *destroy*. See also *archive* and *retrieve*.

rasterize To convert vector data to pixel data.

refine A process that can include normalizing, color conversion, and thumbnail generation, as well as many other functions.

refined pages PDF files that are created when Prinergy Connect refines an input file.

refiner The software component that performs the refining process. How the refiner behaves is determined by the selected refine process template. See also *refine*.

renderer The software component that rasterizes and screens PDF input files.

retrieve To bring back to the Prinergy Connect system files that were previously archived to media. See also *archive* and *purge (verb)*.

RIP (verb) Raster image processor. Software that converts PostScript and PDF data into raster (bitmap) data.

run list A Preps term for the collection of pages that makes up a signature. If you use Preps to generate imposition plans, each page in the Preps run list corresponds to a page position in a Prinergy Connect page set.

separation A color layer of one surface.

server A computer that provides some service for other computers connected to it via a network.

signature One or more sheets folded to form a section of a book or pamphlet.

signature proof See *imposition proof*.

soft proof A proof that is displayed on the computer monitor. Typically, it uses soft proofing software such as Adobe Acrobat or Virtual Proofing System software.

source file See *input file*.

template job A pre-job or a job that contains hot folders, attributes, and image or font search paths that you want to use in other pre-jobs or jobs. When you create a new pre-job or job, you can base it on a template, and the new pre-job or job assumes the settings from the template.

thumbnail A very low-resolution sample image of a page or signature displayed in Workshop and Synapse InSite.

trap (verb) A printing technique in which adjacent printed colors are slightly overlapped to ensure that white space does not appear between the colors.

trapper The software component that provides trapping services (Trapper JTP).

user-defined folder A custom folder that you create within a job's **<job folder>\ UserDefinedFolders** folder for storing files related to the job, for example, fonts, images, or input files.

versioning To set up a job to use two or more layers. You then assign two or more pages to the same page position in a page set. You can also import a versioning imposition plan into a job, and then display and hide common and unique separations.

volume A shared folder on a Prinergy Connect server. You must add volumes using Administrator.

workflow templates Workflow templates link process templates together to offer more automation.

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