

Configuring

[Configuring](#) / [Banner pages](#) / [PDF banner pages](#) / Setting up workflows to print PDF banner pages

Setting up workflows to print PDF banner pages

You can update existing workflows to print PDF banner pages or create new ones.

To set up a workflow to print PDF banner pages:

1. Click the **Workflow** tab.
2. Right-click an existing workflow that processes PDF jobs and select **Copy**. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**. If none of your existing workflows are appropriate, do this:
 1. Right-click the **PDF** workflow, and select **Copy**.
 2. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
 3. If the new workflow does not process PDF jobs, right-click the **CountPages** step, and select **Delete**. Connect the **DetectInputDataStream** step to the **RunExternalProgram** step. Right-click the **CreatePageRanges** step, and select **Delete**. Connect the **RunExternalProgram** step to the **PrintJobs** step.
Do not delete these steps if the new workflow processes PDF jobs. These steps are needed to reprint a range of pages in PDF jobs.
 4. If the new workflow processes PDF jobs and the value of the **Create .zip file** property for the hot folder that assigns jobs to this workflow is set to **Yes**, add a step based on the **BuildPDFFromZIP** step template to the workflow before the first step that expects PDF input (for example, **EnableRepositioning**, **CreatePageRanges**, or **PrintJobs**). Update the properties.
3. Right-click the **PrintJobs** step and select **Properties**.
4. Change the values of the **Binding**, **Fold options**, **Job class**, **Job form**, **Job destination**, **Requested location**, **Media**, **Output bin**, **Punch**, and **Staple** properties to match the scheduling properties of the printer that you want to print on.
5. Change the values of these banner page copies properties as needed.
 - **Header copies**
Set this value to 1 or greater to print one or more header pages before a job or to 0 to omit the header page.
 - **Trailer copies**
Set this value to 1 or greater to print one or more trailer pages after a job or to 0 to omit the header page.
 - **Separator copies**
This value is ignored. Printers that are defined on application servers or primary servers do not support printing separator pages.
6. Change the values of the banner page configuration file properties as needed. The default values for the **Header page configuration file** and **Trailer page configuration file** properties refer to configuration files for PDF banner pages.
To use the supplied configuration files for header and trailer pages on a printer defined on the application server, you must specify the drive letter of the application server that the printer is running on and the file path to the header and trailer configuration files. For example, the application server uses **Z:** to connect to the primary computer's **/aiw** directory, and the file paths to the configuration files on the primary computer are **/aiw/aiw1/control_files/banner_pages/header.jrxml** and **/aiw/aiw1/control_files/banner_pages/trailer.jrxml**. Change the values to:
 - **Header page configuration file:** **Z:\aiw1\control_files\banner_pages\header.jrxml**
 - **Trailer page configuration file:** **Z:\aiw1\control_files\banner_pages\trailer.jrxml**
 To use the supplied configuration files for header and trailer pages on a Passthrough printer, change the values to:
 - **Header page configuration file:** **/aiw/aiw1/control_files/banner_pages/header.jrxml**
 - **Trailer page configuration file:** **/aiw/aiw1/control_files/banner_pages/trailer.jrxml**
7. Click **OK**.
8. Save the workflow.

Parent topic: [PDF banner pages](#)