








Resubmitting copies of a sheet from the Trash

When you resubmit one or more copies of a sheet from the Proofer Queue Trash, each proof on each copy of the sheet is assigned a unique ID.

Resubmitting a sheet creates a new sheet with identical positioning of all the copies. The new sheet is placed in the **Proofer** Queue as a closed sheet.

1. In Proofer Viewer, click **Trash** .
2. Select a sheet in the list.
3. In the text box, specify the number of copies to resubmit. The default is 1.
4. Click Resume  to add the specified number of copies to the **Proofer**

Each copy becomes a new closed sheet with a unique job ID. The original job is retained in the **Trash** until you delete it.

1. Click **Queues**  and confirm that the specified number of copies were added.
2. (Optional) To edit separations of a resubmitted copy in the **ProofersQueue**, perform the following actions:
 - a. Click the Hold  button until it changes to a Resume  button .
 - b. Confirm that a Paused icon  appears beside the job.
 - c. Right-click the job, select **Edit Separations**, and make the desired adjustments, and click **OK**.
 - d. To release the sheet for proofing, click Resume .

Parent topic: [Using the Trash window](#)