

Removing, deleting, and aborting a document

To remove a document from a DocList, from Digital Direct, from a planning area, or from the press, or to stop the printing of a document, perform the following actions as required:

If you want to...	Then...
Remove a document from a static DocList	Select the document, and select Documents > Remove from DocList . Note: Documents cannot be removed from individual Smart DocLists, which are automatically populated based on search criteria.
Delete a document from Digital Direct	Select the document, and select Documents > Delete Document This action removes the document from all DocLists in Digital Direct. The associated Prinergy job is still available in Workshop. Tip: You can also delete a document using the Delete button.
Remove a document from a planning area	Select the document in a press' planning area, and select Documents > Remove from Plan This action moves the document back to the Ready to Print state.
Remove the document from the press	Select the document, and select Documents > Remove from Press This action removes the document from the front-end software and moves the document to the Removed state in Digital Direct.
Abort the printing of a document	Select the document, and select Documents > Abort Printing An aborted document appear in the Removed state.

Tip: All of these actions can be performed by right-clicking a document and selecting the appropriate action from the context menu.