

Reprint dialog box

Use this dialog box to reprint a document.

The Reprint dialog box can only be used to reprint documents that have a status of "on press" or "post press" or "completed".

For example, you may want to print another copy of a document that was printed last week and has the status of "completed". You can select the document and reprint it, without having to create a new document. When you reprint a document, a new document is created in Digital Direct that has the same settings as the original.

Field /Option	Description
Copies	Select the number of copies of the document that you want to reprint
Name	The name of the document that you selected is displayed. You may keep the name of the document or change the name to create another unique document.
Reprint	Click Reprint to print the document.