

# Opening the Sheet Editor

Use the Sheet Editor to view, move, copy, rotate, or rearrange proofs on a sheet. Keep in mind that if you edit a sheet with the Sheet Editor, the sheet closes, which means the sheet will no longer accept any more proofs. If someone else currently has a sheet open or if you open the sheet from the Trash, it opens in read-only mode, which means you cannot make changes to it but you can copy proofs.



1. In the Proofer Viewer, click the **Queues** button.
2. Double-click a sheet.  
The Sheet Editor displays the sheet in view-only mode.
3. Click **Edit** > **Sheet** to edit the sheet.