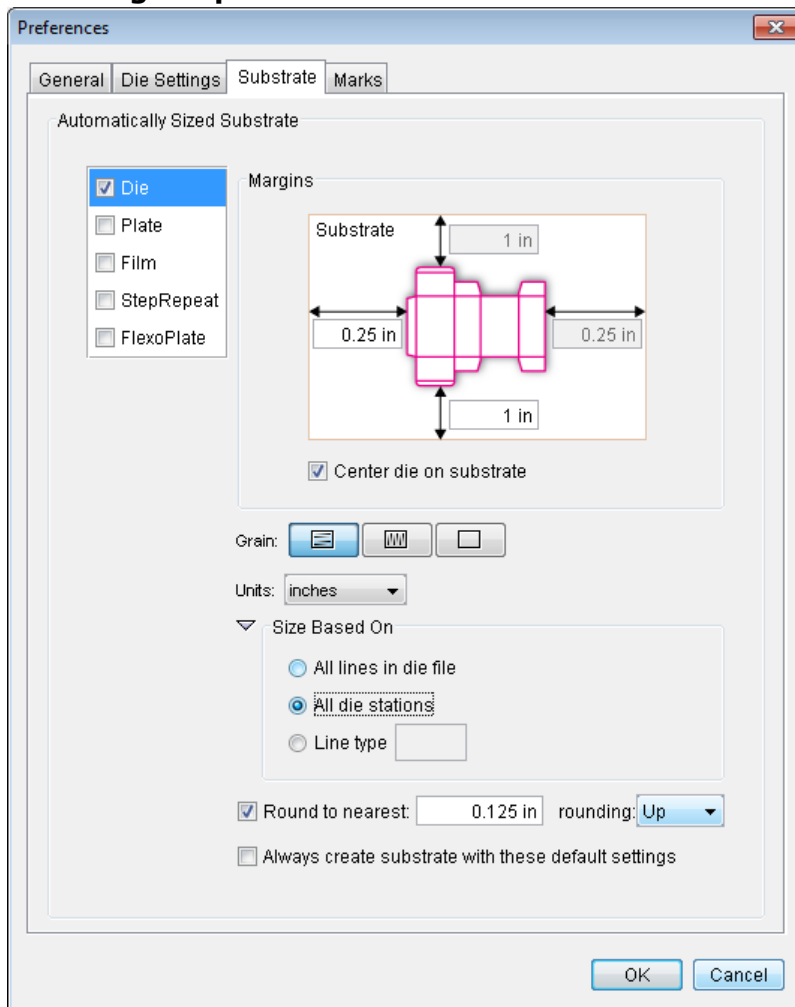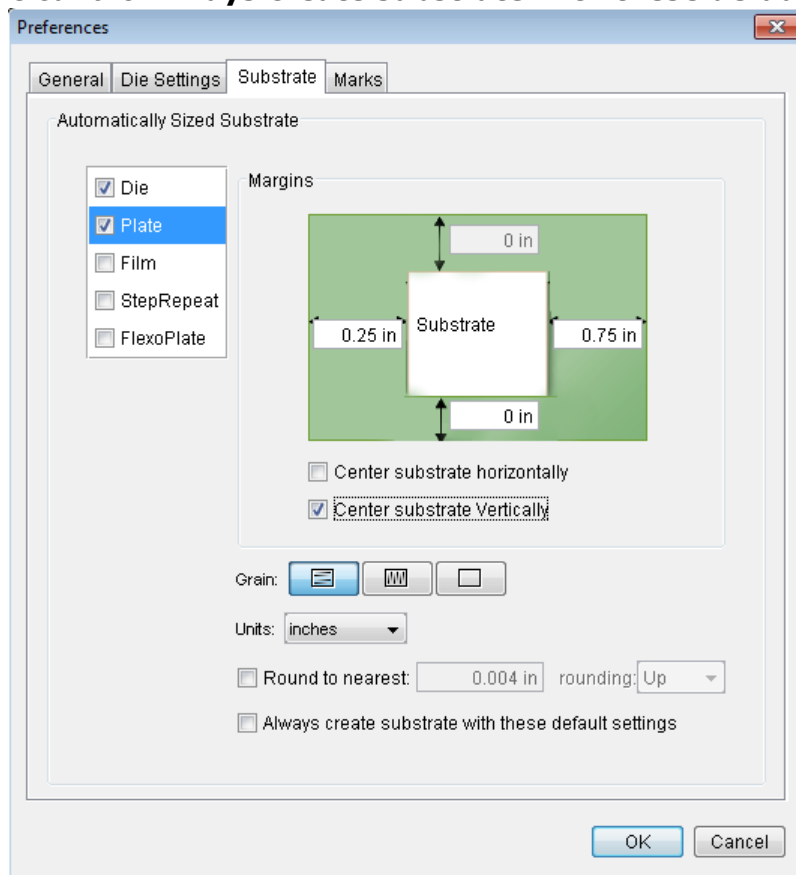# Objective 1—Create a new job and provide job information for it

1. If it is not already open, start the Pandora software.
2. Perform one of the following actions:
    - From the **File** menu, select **New**.
    - Click the **New** icon in the Pandora toolbar.
3. In the Select Job Template dialog box, click **None**.
4. From the **Pandora** menu (Mac) or the **Edit** menu (Windows), select **Preferences**.
5. In the Preferences dialog box, select the **Substrate** tab and configure these preferences:
    - Select the **Die** check box.
    - Vertical bottom margin = `1 in.` (`25.4 mm`)
    - Horizontal left margin = `0.25 in.` (`6.35 mm`)
    - Select the **Center die on substrate** check box.

    - For **Grain** select **Long**
    - Select the type of **Units** you are using
    - For **Size Based On** = **All lines in die file**
    - **Round to nearest** and specify `0.125 in.` (`3.175`)
    - **rounding** = **Up**

6. In the Automatically Sized Substrate area, select the **Plate** check box and configure these options:
    - Vertical margin = `0 in.` (`0 mm`)
    - Horizontal left margin = `0.25 in.` (`6.35 mm`)
    - Horizontal right margin = `.75 in.` (19.05 mm)
    - Clear the **Center substrate horizontally** check box.
    - For **Grain** select **Long** ⬚
    - Select the type of **Units** you are using
    - Clear the **Round to nearest** check box.
    - Clear the **Always create substrate with these default settings** check box.

7. Click **OK**.