

Summary of job steps

The following steps summarize the main aspects of most single-product jobs. Not all steps must be performed in a specific order, many can be combined or automated, and there are flexible ways to perform most steps.

Requirements:

You need a solid prepress background and an understanding of imposition concepts and workflow.

1. (Optional) [Define the product intent](#), including the [product](#) and [part](#) page counts.
2. [Add the input files](#) to the job.
Note: You can skip this step for [unpopulated jobs](#).
3. [Set up the run list](#) with PDF, placeholder, or blank pages.
Note: You can skip this step for [ganged jobs](#).
4. [Add media and stock to a press run](#).
5. [Create a press-run layout](#) with page positions, content, marks, and trims, as needed.
6. [Continue building the press runs](#) to accommodate the pages for this job.
7. [Save the job](#), and [print the output files](#).
8. (Optional) Save the job as a [template](#) or [fold pattern](#) for reuse.