

# The basics of Pandora

- Job window
  - Job properties
  - Layout view
- Configuring Pandora for integrated mode
- Starting a new job from the Workshop user interface
- Saving a job layout in integrated mode
  - Saving layouts
  - Resaving previously saved layouts with a different name or location
- Saving jobs as templates
- Closing jobs in integrated mode
- Quitting a Pandora job in integrated mode
- Editing layouts in integrated mode
- Selecting materials and equipment for a job
  - Adding a press to a job
  - Adding output devices
  - Selecting substrates or plates
- Importing dies
- Changing work styles
- Selecting objects in the layout view
  - Selecting objects
  - Deselecting objects
  - Selecting multiple objects
  - Stacking objects
  - Deselecting a single object from a group of selected objects
- Geometry palette
- Placing objects
  - Placing objects using the Geometry palette
  - Placing objects using gap line measurement
- Aligning relative objects
  - Rearranging the order of stacked objects
  - Aligning objects using the Geometry palette
  - Aligning objects using the Snap Distance setting
- Resizing objects
- Scaling objects
- Sizing or scaling multiple objects
- Rotating objects
- Grouped and ungrouped objects
  - Grouping objects
  - Ungrouping objects
- Locked and unlocked objects
  - Locking objects
  - Unlocking objects
- Converting an EPS or PostScript file to PDF
- Best practices for preparing PDF input files
- Importing artwork from Prinergy Workflow
- Adding crop marks
- Resizing the trim box

- Adding marks
- Replacing materials and equipment
- Deleting items
  - Deleting items from a job
- Removing artwork, marks, or a die from the layout
- Zooming
- Viewing
- Measuring
- Toolbar color cues
- Undoing
- Automatically sizing substrates
  - Replacing existing substrates using an automatically sized substrate
- Automatically sizing Flexo Plates
  - Replacing existing flexo plate using Auto Sized Flexo Plate
- Importing folders to jobs
- Dragging artwork and die files to jobs
- Controlling line width