Selecting items in Job Manager

To select	Do this
All items in a pane	Click in a pane. On the **Edit** menu, click **Select All**. (The name of the menu item varies depending on the active pane.)
Items in a series	In **List** view, click the first item you want to select, hold down the Shift key, and click the last item. In **Thumbnail** view, create a box, or marquee, around the items you want to select.
Items that are not in a series	Hold down the Ctrl key (or the ⌘ key on a Macintosh), and click the items you want to select. (This applies to both **List** view and **Thumbnail** view.)
Only even or odd pages	Select the page positions. On the **Edit** menu, select **Keep Even Pages Selected** or **Keep Odd Pages Selected**. **Note:** In **Pages** view, this applies only to the **Page Sets** pane, not to the **Pages** pane. In **Signatures** view, this applies to the **Imposition Plans** pane.
An entire imposition plan	In the **Signatures** or **Separations** view, select the name of the imposition plan. In the **Storage** view, select the file.
An entire page set	In **Pages** view, select the name of the page set in the **Page Sets** pane.