

Setting up the Files list

Use the **Files** list to collect customer PDF input or placeholder files. You can then select and drag PDF or file placeholder pages from the **Files** list to a product run list in the **Pages** view or directly to a press sheet in the **Press Runs** view.

Note: The original files are not affected by any adjustments that you make within your job. Job input files and information about any page adjustments that you make in the layouts remain associated with the job after it is saved.

Requirements:

Although the source documents might be created in various software products, they must be submitted as PDF input files to Preps. Input files can include:

- Single-page or multiple-page PDF documents from other software sources
- Individual PDF page files that were exported by a prepress system
- File placeholders and pages

Choose a method for building the **Files** list:

- Drag PDF files from a local or network folder location to the **Files** list, or select **File > Add**, and locate and add the files.
- Drag files directly to a run list in the **Pages** view or to a layout in the **Press Runs** view.
- To add file placeholders, select **Job > Add Placeholder**, give the placeholder a name, and specify the number of placeholder pages.
- When setting up a run list, use the **Add Pages** tool in the **Pages** view to create placeholders.