Setting up a product run list

As you set up a product run list, you can add information about each page to help ensure that all the pages are correctly placed in the run list and on a press run.

Notes:

- Depending on the job, you might set up a product run list either before or after preparing the press-run layouts.
- For multiple-product imposition jobs, you can set up a run list for each product.
- For gang-only jobs, you do not set up a run list. Instead, you add file pages directly to a press run.

1. Go to the **Pages** view.
2. On the **Pages List** toolbar, set the **View by** option to **Product**.
3. Choose a method:

    - To add an entire file, click and drag the file (or file placeholder) from the **Files** list or directly from a folder location onto the product name in the **Pages List**.
    - To add an individual PDF page or placeholder page, click and drag the page from the **Files** list onto the product name, to a specific run-list position, or onto a page to replace it. Press Shift, then click and drag to select and add multiple pages.
    - To add empty placeholder pages, use the the **Add Pages** icon in the **Pages List** toolbar. Double-click or drag the icon, and, in the dialog box that appears, select the product, name the placeholder, and specify the page count and position in the list.
    - To insert a single blank page, drag the **Add Blank Pages** icon to a specific run-list position, or drag it onto a page to replace the page.
    - To add a specific number of blank pages, press and hold Option/Alt as you drag the **Add Blank Pages** icon, specify the page count in a pop-up dialog box, and drop the pages at an insertion point.
    - To add multiple blank pages at a specific location, double-click the **Add Blank Pages** icon, and, in the dialog box that appears, select the product and specify the page count and position in the list.

      The run-list position numbers are updated according to where you placed the new pages:
        - Inserting between page positions renumbers the run-list page positions in sequence from the insertion point. If you previously applied folios, they are retained, and you will need to apply folios to the new pages.
        - Replacing page positions retains the numbering of the page or pages in the selected position.
          Note: If you drag multiple pages onto a single existing page position, then the additional new pages replace the corresponding number of following page positions, and new page positions are added if needed.
4. Adjust the **Pages List** to ensure that the run-list pages are in reader sequence.

    - To rearrange the pages, drag the page rows as needed.
    - To remove pages, select the pages and click **Delete**. This does not affect the **Files** list.
    - To cut or copy and paste a page, select the page, select **Edit** > **Cut** or **Copy**, click the page that should be after the pasted run-list pages, and select **Edit** > **Paste**.

5. Edit the settings in each row, as needed.
    You can assign folios, edit the placeholder names and planned colors, and write notes.
6. If the product contains parts, select **Part** in the **View by** area of the toolbar, and drag pages as needed to organize them into part-page positions.