Defining custom job folders

Define folders that Prinergy automatically creates each time a job is created. User-defined folders appear inside the <code>UserDefinedFolders</code> folder of the job folder. These folders are generally used for storing input files. A typical folders would be <code>Source</code>, <code>Images</code>, <code>JobTickets</code>, and so on.

- 1. From the **Tools** menu, select **Configure System**.
- 2. In the Configuration Options dialog box, click the **Job Creation Defaults** tab.
- 3. Perform any of the following actions:

To do this	Do this
Add a folder	a. Click the button.b. In the New Folder box, type the folder name that you want Prinergy to automatically create when it creates a new job, and then press enter.
Move a folder up or down in the list	Select the folder and click → or ←.
Remove a folder	Select the folder and click $ imes$.

4. Click OK.

Changes you make affect new jobs only—not existing jobs.

See also

Selecting the default RIP for new jobs Controlling revisioned pages for InSite