Defining custom job folders

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

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