

Making customized job info sheets available to Prepress Portal users

To make your customized job info sheets available to Prepress Portal users, you can use either of these options:

- Have a default job info sheet that is used for all jobs
- Set up job templates and attach different job info sheets to each job template

Note: If you place your customized files in the wrong folders, Prepress Portal will display the default job info sheet supplied in the shipped system.

For information about the sequence in which Prepress Portal searches for and displays job info sheets, see [How the system finds job info sheets](#).