

# Making a customized job info sheet the default job info sheet

If you want all jobs to use the same job info sheet, browse to `PrinergyWebRoot\RUser\custom\JobInfoSheet\`. Create a default folder and place your customized files in it.

**Note:** When a new job is created, the Prepress Portal system copies the job info sheet from the default folder into the job folder. Changes made to a default job info sheet will not appear on copies that are already in job folders.

Users who have the appropriate user rights can then further customize the job info sheet with information required for a specific job. The Prepress Portal system tracks changes made to job info sheets by storing each version in the job folder in

`\\<jobserver>\Jobs\<Job>\Control\VersionedJobInformationSheets\<Version-Id>`.