

# Standard lists

Standard lists are created and managed by operators, who manually add layout tickets to the lists. (Standard lists are automatically updated only when layout tickets are deleted.)

## Creating a standard list

1. Drag one layout ticket to a blank area in the list pane at the left.
2. Type a name for the list. For example, *My Layout Tickets*.
3. Drag the remaining layout tickets one at a time, onto the name of the list.

**Tip:** You can also click **Create Standard**, type a name for the list, and then drag layout tickets into it.

## Adding layouts to a standard list

Drag layout tickets one at a time, onto a standard list. The selected tickets will appear in the list.

## Deleting layouts from a standard list

1. Right-click the layout ticket that you want to delete.
2. In the context menu, click **Delete**.
3. In the warning dialog box, click **Delete**.

Clicking **Delete** removes the layout ticket (XML file) from the list. It does not remove the Prinerger Workflow job, or the layout within the Prinerger Workflow job.

## Renaming a standard list

1. Right-click the list name and click **Rename List**.
2. Type the new name and press Enter.

## Making a standard list your default list

To set up a standard list as the default list when opening the **Status** view, right-click the list name and click **Set Default List**.