

Edit menu in Job Finder

Note: Some menu items are available only in the **Jobs** view or the **Pre-Jobs** view.

Cut, **Copy**, and **Paste** are unavailable.

Set Job to Completed

Use to set the status of the selected job to **Completed**.
Setting a job's status to **Completed** deactivates the job.

Set Job to In Prepress

Use to set the status of the selected job to **In Prepress**.

Edit Job Attributes / Edit Pre-Job Attributes

Use to view and modify the attributes of the selected job or pre-job. When this menu item is selected, the Edit Job Attributes dialog box appears.

Find Job / Find Pre-Job

Use to locate a job or pre-job.

Preferences

Use to view and modify Workshop preferences. When you select this menu item, the Workshop Preferences dialog box appears.

Note: On a Windows client, this menu item appears under the **Edit** menu. On a Macintosh client, it appears under the **Workshop** menu.

Enable Rule Set in Selected Jobs

Select this menu item to enable a rule set for the selected jobs.

This menu item opens the Enable Rule Set in Selected Jobs dialog box where you navigate through the rule set groups, select the rule set that you want to enable, and then click the **Enable in <n> Jobs** button. The **<n>** indicates the number of jobs you selected in Job Finder.