

Selecting items in Job Manager

To select	Do this
All items in a pane	Click in a pane. On the Edit menu, click Select All . (The name of the menu item varies depending on the active pane.)
Items in a series	In List view, click the first item you want to select, hold down the Shift key, and click the last item. In Thumbnail view, create a box, or marquee, around the items you want to select.
Items that are not in a series	Hold down the Ctrl key (or the ⌘ key on a Macintosh), and click the items you want to select. (This applies to both List view and Thumbnail view.)
Only even or odd pages	Select the page positions. On the Edit menu, select Keep Even Pages Selected or Keep Odd Pages Selected . Note: In Pages view, this applies only to the Page Sets pane, not to the Pages pane. In Signatures view, this applies to the Imposition Plans pane.
An entire imposition plan	In the Signatures or Separations view, select the name of the imposition plan. In the Storage view, select the file.
An entire page set	In Pages view, select the name of the page set in the Page Sets pane.