

File menu in Job Manager

Note: Some menu items are available only in specific views or when specific elements are selected.

New

Use to create a new job. When you select this menu item, the Create New Job dialog box appears.

Open

Use to open an existing job. When you select this menu item, the Open Job dialog box appears.

Import Job (Incremental)

Displays the Import Job dialog box which lets you import a previously exported partial job into a job or a pre-job.

Export Job (Incremental)

Select signatures and then use this menu item to export them as a partial job.

Export Job

Displays the Choose Process Template dialog box, which lets you select a process template and export the job that is open in Job Manager. The system places the exported file in the location specified by the process template you selected while exporting the job.

Close Window

Closes the current window, but does not quit Workshop.

Add Input Files

Use to add non-CT/LW input files to the job. When you select this menu item, the Add Input Files dialog box appears.

Add Page Set

Select this menu item to create a page set for the job. When you select this menu item, the Add Page Set dialog box appears.

Import Imposition

Use this menu item to import an imposition plan into the job.

Import Versioning Imposition

Use this to import an imposition plan with versioning and add it to your job.

Create New Imposition

Displays the New Imposition dialog box where you select an imposition application to launch from within Prinergy to create a new imposition.

This menu item is available only if you have configured imposition software to work with Prinergy Workshop.

Remove/Delete

Use to remove or delete the selected elements. When you select this menu item, you may be prompted to confirm that you want to remove or delete the selected elements (if the **Show Confirmation Dialogs for All Deletes** option is enabled in the Prinergy Workshop Preferences dialog box).

The **Remove/Delete** menu item varies depending on the type of elements selected:

- **Remove File**-Removes the selected files from the **Storage** view
- **Remove Input**-Removes the selected input files from the **Input Files** pane
- **Remove Imposition**-Removes the selected imposition plans from the **Signature** and **Separations** views
- **Delete Page**-Deletes the selected pages from the **Pages** pane
- **Delete Page Set**-Deletes the selected page sets from the **Page Sets** pane of Job Manager
- **Delete Process**-Deletes the selected processes from the **Completed** tab of the **Processes** pane

Destroy Imposition

Use to permanently delete the selected imposition plan and its associated input files, pages, and page sets from the system.

Important: Once you destroy it, you cannot retrieve it or its associated files. If you want to retain the associated files, use the **Remove Imposition** menu item instead.

Open File With

Enables you to open files in another application without leaving Prinergy Workshop. You can open input files, processed pages, and assigned pages.

In Job Manager select the file and choose an item from the **Open File With** sub-menu:

- **(default application)** to open the file with the same application your operating system uses when you double-click this type of file in Windows Explorer or Macintosh Finder.
- **<Application>** to open the file using the selected application. To add an application to the list select **Edit List** and configure the Configure Applications dialog box.
- **Edit List** to edit the sub-menu list. In the Configure Applications dialog box, browse to any application on your computer. Select the executable file (.exe) and click **OK**. The selected application will subsequently appear in the **Open File With** sub-menu list.

Open Job Folder in File Browser

Launches Microsoft Internet Explorer or Macintosh Finder and displays the job folder.

Publish to PDF File

Select a page, and then select this menu item to create a low-resolution or high-resolution PDF file of the page.

Open VPS Files

Select a page, surface, signature, or separation that you want to view (anywhere that a VPS file has been created) and select the **Open VPS Files** menu item to display the VPS file.

Get Info

Use to display details about the selected elements. When you select this menu item, the Get Info dialog box appears.