

Edit menu in Job Manager

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

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

Select All

Select an element in a Job Manager pane and then use the **Select All** to select all of the elements in the pane.

For example select an input file in the **Input Files** pane, and then use **Select All Files** to select all of the input files in the pane.

The name of **Select All** changes depending on the elements with which you are working.

Keep Even Pages Selected

After selecting multiple page positions, use this menu item to keep only the even-numbered positions selected. This applies to the **Page Sets** pane of the **Pages** view and the **Imposition Plans** pane of the **Signatures** view.

Keep Odd Pages Selected

After selecting multiple page positions, use this menu item to keep only the odd-numbered positions selected. This applies to the **Page Sets** pane of **Pages** view and the **Imposition Plans** pane of **Signatures** view.

Assign Page to Position

Use to assign the selected pages to positions in a page set. When you select this menu item, the Assign Page to Page Set Position dialog box appears.

Edit Imposition

Select an imposition and then click this menu item to launch imposition software and edit the imposition.

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

Unassign

Use to unassign the selected pages from their page positions in a page set or imposition plan.

Reorder Page Assignments

In the **Pages** or **Signatures** view, select a layered page assignment, then use this menu item to display the Reorder Page Assignments dialog box. Use this dialog box to change the order of the layered pages for the page assignment.

This menu item applies only when you are working with a versioned imposition plan.

Copy Page Assignments

In the **Pages** view, use this menu item to copy page positions with assigned pages from one page set to another.

Set Page Geometry

In the **Pages** or **Signatures** view, select a page or page set, then use this menu item to display the Set Page Geometry dialog box.

Customer Approval

Use to manually set the approval status for a selected page. Available approval statuses are:

- **Approval not Required**
- **Approval Requested**
- **Approval in Progress**
- **Waiting for Correction**
- **Approve**
- **Reject**

When you select the approval status, a dialog box appears where you can type a comment about the approval change.

Approval is not required before further processing; it simply helps you to monitor your job's progress.

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.

Set Initial Separations

Select one or more surfaces or an entire signature, and then use this menu item to reset the separations in the selection to the page colors defined in the pages assigned to the page set.

Use this command after you import an imposition plan into a job with an existing page set or after you create color mappings you no longer want.

Color Separations

Select a signature, then use this menu item to display the Color Separations dialog box where you set up color mapping for the selected signature.

Color Printing Order

Select a signature, then use this menu item to display the Print Order dialog box where you specify the order in which you want the color separations to be printed, for example, CMYK or KCMY.

Set Web Growth Profile

Select a signature, sheet, or surface, then use this menu item to display the Set Web Growth Profile dialog box, where you select a web growth profile for the press on which the signature, sheet, or surface will run.

Clear Web Growth Profile

Select a signature, surface, or sheet, and then use this menu item to disassociate a web growth profile file from the signature, surface, or sheet.

When you clear or set a web growth profile to an entity, it includes the levels below. For example, setting a web growth profile to a signature will include all sheets and surfaces below. Clearing a web growth profile from a sheet will include all surfaces below.

Center Page

In the **Imposition Plans** pane of the **Signatures** view, select one or more pages. Then select this menu item to center the media or trim box of the selected pages to the center of the imposition trim box.

Use Page Offsets

In the **Imposition Plans** pane of the **Signatures** view, select one or more pages, then select this menu item to return previously centered pages to their original page offsets.

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.