

Adding input files using the menu

Make sure that the job to which you want to add input files is open in Job Manager.

1. Perform one of the following actions:
 - From the **File** menu, select **Add Input Files**.
 - Right-click a blank area of the **Input Files** pane and select **Add Input Files**.
2. In the Add Input Files dialog box, in the **Select Files to Add** section, browse to and select the input files that you want to add.
Tip: The dialog box remembers the location that you last navigated to before closing the dialog box.
3. Perform one of the following actions:
 - Click **Add Selected** to add the selected files.
 - Click **Add All** to add all of the input files in the open folder.
4. If you want to automatically process the files to be added, select the **Process Selected Files using Process Template** check box, and click **Select** to choose a process template.
5. Click **OK**.

The added files appear in the **Input Files** pane of Job Manager.