

Adding input files using drag-and-drop

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

1. Select a file (or files) from any location—your workstation desktop, a USB storage device, a DVD, across the network file system, or somewhere on the Prinergy volume.
2. Drag-and-drop the files either into the **Input Files** pane or onto a process template in the **Process Templates** pane.

The Add Input Files dialog appears, listing the files that were dragged and dropped.

3. (Optional) Select the **Exclude invalid file types** if some of the selected files are not valid input files.

Note: Invalid files appear with a yellow warning icon.

4. If the files are from a location other than the Prinergy volume, enter the path or browse to a location on the Prinergy volume where you want the input files to be copied, in the **Copy Path** box.

Tip: The path that appears by default is %JOB%\UserDefinedFolders—a relative path that copies files to the UserDefinedFolder folder in the current job. It is possible to configure a different default copy path in Prinergy Administrator.

Note: It is not mandatory to have a copy path if the files are already located on the Prinergy volume. If you clear the **Copy files to Prinergy volume** check box, the files will be registered and added to the job.

5. 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.

Note: If you dropped the file directly onto a process template, the Add Input Files dialog has the **Process Selected Files using Process Template** check box selected, and the name of the process template populated.

6. Click **OK**.

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

Note: If you drag and drop a file with the same name as one that has already been added to the job, you will see a message asking whether to overwrite the existing file. If you overwrite the file, the new file will not be re-registered or re-processed. It is recommended to remove the original file with all its corresponding pages from the job before dragging and dropping a new version.