

Add Input Files dialog box

The Add Input Files dialog has different options available, depending on whether you are adding the files using the **Add Input File** menu item or whether you are dragging and dropping files from a file browser into Job Manager.

Options available when selecting input files to add

Select Files To Add

Use the lists in this section to browse to and select the input files that you want to add to the job.

Files of Type

Select an option to filter the files that are displayed in the **Select Files to Add** section by a specific file type. Only files of the selected type are displayed.

Options are:

- **All Eligible Files**
- **All Files**
- **PostScript (PS)**
- **Encapsulated PostScript (EPS)**
- **Portable Document Format (PDF)**
- **Tagged Image File Format (TOF, TIFF, TIFFIT, TIFF-IT)**
- **Desktop Color Separation (DCS)**
- **Brisque Page (ASSG, CH, CT, LW, NLW, NCT)**
- **Variable Data Files (PPML, VDX, VPS)**
- **JPEG (JPG, JPEG)**

By default **All Eligible Files** is selected. An eligible file is any file of any of the types listed above.

Show Hidden Files

Select this check box to include hidden files, such as system files, in the results. You can set the default selection of this check box on the **View** tab of the Workshop Preferences dialog box.

Select All Includes Subfolders

Select this option and then click **Add All** to include all of the input files in the open folder and all of its subfolders in the **Files to Add** box.

Volumes

Displays all volumes in the Prinergy system.

Job Folder

Opens the job folder for the current job.

Open

Opens the selected item.

Add Selected

Displays selected files in the **Files To Add** box.

Add All

Displays all files in the open folder in the **Files To Add** box.

Remove Selected

Removes the selected files from the **Files To Add** box.

Remove All

Removes all files from the **Files To Add** box.

Files To Add

Lists the input files that you have selected to add to the job.

Process Selected Files using Process Template

Select this check box to automatically refine the selected files you are adding to the job. For information on the process template to be used to process the files, click the **Select** button.

Options available when dragging and dropping input files into Job Manager

These options are available whether you dropped the input files into the **Input Files** pane or onto a process template in the **Process Templates** pane.

Files To Add

Lists the input files that you have dragged and dropped into Job Manager.

Exclude invalid file types

When this check box is selected, the invalid file types in the list are grayed out, and are not copied and registered in the job.

Remove Selected

Removes the selected files from the **Files To Add** box.

Copy files to Prinergy volume

If the files are from a location other than the Prinergy volume, this option is selected by default, so you can copy the input files to the Prinergy volume. If the files are located on the Prinergy volume, you have the option of copying the files to a different location on the Prinergy volume.

Copy Path

Enter the path or browse to a location on the Prinergy volume where you want the input files to be copied.

Overwrite all files with same name

If this check box is selected, if the destination directory contains input files with the same names, the copied files will overwrite those existing files. No warnings appear. If this check box is not selected, a message dialog will ask you to confirm whether you want to overwrite the existing files.

Note: If you overwrite a 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.

Process Selected Files using Process Template

Select this check box to automatically refine the selected files you are adding to the job. If you dropped the file directly onto a process template, this check box is automatically selected, and the name of the process template populated.