

Creating or editing APA files in the APA editor

1. From the **Tools** menu, select **Automated Page Assignment Editor**.
2. If you want to edit an existing APA file, from the **File** menu, select **Open APA File**. In the Open APA File dialog box, browse to and select the APA file that you want to open, and then click **Open**.
3. In the APA Editor, perform one of the following actions:
 - On the **Page Assignments** tab, select **Page Set Assignment**, and add instructions. For each instruction, click **Add** and then type values in each column of the row or accept the default values. For information about the columns, see [Automated Page Assignment Editor](#).
 - Click the **Geometry Assignments** tab, and add instructions. For each instruction, click **Add** and then type values in each column of the row or accept the default values. For information about the columns, see [Automated Page Assignment Editor](#).
 - If you know and want to use APA file syntax, click the **Page Assignments** tab. Either enter the syntax directly and the APA Editor will interpret your entries, or type ASSIGN statements directly in the **Raw APA File** view.
4. From the **Edit** menu, select **Simplify Duplicate Rows**.
The APA Editor removes:
 - Any row that performs the same page assignment as any other row.
 - Any explicit instructions that are covered by new wild card instructions.
5. From the **File** menu, select **Save APA File as**.
6. In the Save APA File As dialog box, browse to and select the Control folder of the job folder to which you want to apply the APA file.
7. In the Save APA File As dialog box, type a name for the APA file.
Valid filenames are Job.apa, Job.v1.apa, Job.v2.apa, and so on.
Each time you save using the **Save APA File** menu option, the system saves a new version and increments the version number in the file name.
8. Click **Save**.
9. Enable APA in a process template.