

Exporting a job or partial job

1. Select what you want to export by doing one of the following actions:

Export a job from Job Finder	a. Select the job. b. From the File menu, select Export Job.
Export a job from Job Manager	From the File menu, select Export Job.
Export signatures	a. In the Signatures view of Job Manager, select one or more signatures. b. From the File menu, select Export Job (Incremental).

2. In the Choose Process Template dialog box, choose an export process template, and click OK.
3. In the Start Process dialog box, click Edit Process Template.
4. In the process template, click ▸ next to the Export section, set the Export options, and click OK.
5. If you want to change the name, type the new name in the Zip Filename box, ensuring it ends in the .zip extension.
6. Set any other options in the Start Process dialog box, and click OK.
7. Click OK.

A zip file is created and stored in your job home folder.

Note: Under certain conditions impositions of imported jobs may not be able to be edited. Please review the Known Limitations section of the Release Notes. See ***Re-editing imposition of imported job may not work in certain cases*** in Known Limitations.