

# Importing a partial job using the menus

1. Open an existing job.
2. In Job Manager, from the **File** menu, select **Import Job (Incremental)**.
3. In the Import Job dialog box, navigate through the volumes and folders to choose an export job to import.  
Make sure that the file is an export file by reviewing the information in the **Selected Job Info** list.
4. Under **Options**, read the name of the process template that controls the import process. If you want to change the template, click **Select**. In the Choose Process Template dialog box, select an ImportJobIncremental process template, and click **OK**.  
By default, the ImportJobIncremental process template keeps the existing page set and imposition.
5. Click **OK** to start the import process.
6. If you want to change any processing options:
  - a. In the Start Process dialog box, under **Options**, click **Edit Process Template**.
  - b. In the Import Process Template, change any settings, and click **OK**.
7. Click **OK**.
8. Click **OK**.

The ImportJobIncremental process starts.