

Archiving

1. Using the Process Template Editor, set up the archive process template.
For settings available in the process template, see [Archive process template](#) .
2. Select the jobs or files that you want to archive. Perform any of the following actions, depending on what you want to archive:

To Do This	Perform These Steps
Archive an entire job	• If you are in Job Manager, under Process Templates in the right pane, select either the Global tab or the Job tab. • If you are in Job Finder, select one or more jobs.
Archive only the files that are in the job folder	a. In Job Manager, open the job. (You cannot use Job Finder to work with specific files in a job.) b. Click the Storage view. c. Click Group File by Kind. d. Select View > Visible Columns, select the Location check box, and click OK. e. Select all of the files, except the files in the Input Files group that have an external location
Archive specific files	a. In Job Manager, open the job. (You cannot use Job Finder to work with specific files in a job.) b. Select the files.
Archive only the files that have changed since the last archive	Not possible. Archive the entire job again.

Tips:

- To archive an imposition plan, select all signatures.
 - To archive a page set, select the whole page set, not just individual pages.
3. Start the Archive process template by selecting **Process > Storage > Archive > Archive > ArchiveSelected**.
After the process ends, you can check the archive status of the job or the archive state of individual files. See [About status and state changes after archiving, purging, and retrieving](#).