

Creating jobs by copying

You can copy original jobs to create new jobs. When you copy a job, all job related data from the original job is copied to the new job. If the original job is online, the job folder contents are copied to the new job. If the original job is offline, you have to use the Archiver to retrieve the job folder contents into the new job.

When you copy a job, it is optional to copy the history log and the job folder to a new job. If you choose to copy the history log and the job folder, the new job will contain all of the functionality and job attributes (page sets, impositions, history, and so on) of the original job. After the job has been copied, you can change the job data for the new job as necessary.

- [To copy a job](#)