

To add input files manually

1. In Job Manager, from the **File** menu, select **Add Input Files**.
2. Browse to the file location and select the files to add.
3. If you want to process the input files while you add them, select **Process Selected Files Using Process Template**, and then select a process template.

Note: Alternatively, you can drag-and-drop the files directly into the **Input Files** pane or onto a process template in the **Process Templates** pane.