

General tips

This table summarizes useful tips, such as how to select, delete, rearrange, and access the properties of items.

Option	Description
Selecting an object in the workspace or Products list	Displays its settings in the Properties pane
Selecting a press run, sheet, web, or surface in the Press Runs List	Displays the layout in the workspace (or the first layout of multiple webs, with the web-selection list). If a press run is selected, it also displays its settings in the Properties pane.
Selecting a page in the Pages List	Displays its preview in the workspace and its settings in the Properties pane
Double-clicking an imposition in the workspace	Displays its Modify Imposition dialog box
Double-clicking a stock, media, mark, or template in a Resources pane list	Adds that resource to the layout in its default position
Right-clicking an item in a Resources pane list or in the Products list	Displays a context menu of options for that item or list
Double-clicking inside an editable text box or column	Makes it editable, and in some cases, displays a list of selections
Tabbing out of a text box that you edited	Applies your edit and moves the cursor to the next text box, if applicable
Deleting versus removing	Typically, <i>removing</i> takes an item out of the workspace but retains it in the job, and <i>deleting</i> makes it permanently unavailable
Pressing Delete versus Option /Alt+Delete to remove a ganged page	To remove a ganged content page and its template page, select the page and press Delete. To remove only the content page, press Command /Ctrl+Delete.
Dragging rows in the Press Runs List	Rearranges the press runs for your viewing convenience

Dragging sections in the Assembly workspace	Can be used to combine sections or change their binding style or sequence; updates the page and section numbering accordingly
Editing a property with multiple values (--, Mixed , Multiple)	When multiple selected items are set to different values, your edit sets them all to the same value.