

Working with placeholders

Create multi-page file placeholders or individual placeholder pages, and replace them as content becomes available. Or, keep the placeholders to print output for unpopulated workflows.

Use placeholders when customer input files are not yet available, or if content will be added by a workflow system downstream.

Choose a task:

Add a file placeholder to the Files list	1. Select Job > Add File Placeholder. 2. Specify the page trim size and number of pages, and provide an optional name. 3. Click OK to add the file placeholder and its placeholder pages to the file list. 4. Add the placeholder pages to the job's press sheet layouts. The file and its pages appear in green text to indicate that they are placeholders that can be replaced with content files when available.
Replace a file placeholder	1. In the Files list, select the placeholder file. 2. Select Job > Add File Placeholder. 3. If the page count of the placeholder file and the actual content file are different, your response to the message that appears depends on whether you still need to fill the exact number of pages that were in the placeholder file. • The file name is updated. • Any new content pages automatically replace any corresponding placeholder pages that were already placed. • If the page count was different, the file list is adjusted. For example, if the replacement file contained fewer pages than the placeholder, a new placeholder file might appear for the pages that were not yet replaced by new content pages.
Add placeholder pages to a run list	1. Double-click the Add Pages tool in the Pages List toolbar. 2. In the Add Pages dialog box, select the product, give the new file placeholder a name, and specify the page count and position information. The placeholder pages are inserted into the run list, and the placeholder file appears in green text in the Files list.
Replace a placeholder page	Drag a PDF page or the Blank Page icon onto the placeholder page in the run list or on a press-run layout.

Replace a file placeholder	1. In the Files list, select the file placeholder. 2. Select Job > Replace File Placeholder Job, and locate and open the file. If the page counts are different, a message prompts you to resolve the difference. The new file replaces the placeholder file in the Files list, and new content pages replace the corresponding placeholder pages. If the page count was different, the Files list is adjusted according to your response to the message.
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