

Adding content pages directly to a layout

For ganged jobs, you can place pages directly on a press-run layout without first setting up a run list in the **Pages** view.

1. Select the pages using any of these methods:
 - In the **Files** list, select a PDF file or file placeholder.
Note: If the content files are not yet available, select **Job > Add File Placeholder** to add the required number of placeholder pages to the **Files** list.
 - In the **Files** list, expand a multi-page file to view its list of pages. Select a single page, or press Shift+click to select multiple pages.
 - Select a PDF file from an accessible folder in the file directory.
2. For press runs that already contain a layout resource, drag the selected file, page, or pages onto a template page.
The first page is assigned to the template page position, and any additional new content pages flow through the available template pages in sequence.
Note: Any existing content on the affected template pages is replaced.
3. For manual ganging, drag the selected pages to a position on the press sheet.
 - If you drag the pages to an empty area, the pages cascade onto the sheet, and you can arrange them.
 - If you drag a page to a position near an existing page on the sheet, it snaps into the default snap position that is defined in the Preferences dialog box.
 - If you drag the selected pages onto a template page, the first page is assigned to the template page position, and any additional new content pages flow through the available template pages in sequence.
Note: Any existing content on the affected template pages is replaced.
4. To place any remaining content pages, you can either duplicate the press run, or insert a new sheet via the **Jobs** menu, and repeat the steps as needed.
5. In the **Pages** view, check the run list that was generated.

The **Count** column in the **Files** list is updated with the number of instances of each page on a press run. A value of **0** (zero) appears beside any page that is not yet assigned to a press run.