

Managing the common folios

Customize the folios that you can assign to run-list pages by adding your own folios or customizing the standard folio sets that the software provides.

1. Select **Resources > Common Folios**.
2. Choose a task:
 - Click **[+]** and type the new folio name.
 - Select an existing folio, click **Edit**, and type a new name for the folio.
 - To delete a folio, select the folio and click **Delete**.

The revised list is immediately available in the **Folio** column of the **Pages List**. The software stores the list details in a `commonFolios.xml` file in the Resources folder.