

Manually adding press runs

You can create a new press run in the **Press Runs List** by inserting an empty sheet or web before adding the layout, or by duplicating or copying a press run after completing its layout.

Choose a method:

- To insert an empty press run that uses the default stock, select **Job > New Sheet**, or press Alt+click the **Duplicate Sheet** tool in the **Press Runs List** toolbar.
- To insert a new press run that contains the same layout as the currently selected press run, without content, click the **Duplicate Sheet** tool in the **Press Runs List** toolbar, or select **Job > Duplicate Sheet**.
- To insert an exact copy of the currently selected press run, with content, select **Edit > Copy** and then **Edit > Paste**. The new press run contains copies of the layout's content and template pages.
- To add a web that duplicates the currently selected web or sheet, select **Job > Web > Insert New Web**, or right-click the **Duplicate Sheet** tool in the **Press Runs List** toolbar. Adding a web to a sheetfed press run converts it to a web press run.

A new press run is inserted in sequence after the selected press run, and its first sheet side appears in the workspace.