

# Using custom profiles

Store collections of preference settings in custom profiles, and edit or switch profiles for specific purposes in a job or between jobs. You can follow these steps as part of a job or without a job open. If you want to include print settings, a job must be open.

1. Open the Preferences dialog box:
  - In Mac OS: Select **Preps > Preferences**.
  - In Microsoft Windows: Select **Edit > Preferences**.
2. In the **Profile Name** list, select a profile, and close the dialog box.  
Choose a profile that you want to edit and save, or a profile on which you want to base a new profile.  
The settings in the Preferences dialog box change to match the stored settings.
3. Edit the settings, as needed.
4. In the common area on the Preferences dialog box, click **Save Profile**.
5. Choose a task:
  - To save your edits to the currently loaded profile, accept the displayed name and click **OK**.
  - To save the settings to a new profile, type a name for the profile, then click **OK**.  
If you saved a new profile, it is added to the **Profile Name** list, and its CFG file is placed into a new folder with the same name, within the Profiles folder.
6. Repeat these steps, as needed, to create or edit additional profiles.

A profile's settings remain in effect until the next time you change them in the Preferences dialog box.