

Managing job notes

Set up the job notes to provide the content for text-mark variables. The default note types are defined in the media PPD files, and the content can be provided manually or derived from JDF data. You can also define new text-mark variables and content for a specific job.

Note: If a job uses multiple media, then the job notes contain the default notes for each media.

1. Select **Job > Job Notes**, or use the keyboard shortcut CTRL/CMD + J.
2. To add a custom note to the list:
 - In Mac OS: Click **New Note**, and provide the new **Type** and **Content**.
 - In Microsoft Windows: Provide the new values in the **Type** and **Content** boxes, and click **Add/Modify Note**.

You can use literal text and text-mark variables to build a job note.
To define a new variable to use in text marks for this job, when specifying the type, use the format *\$VariableName*.

Note: Do not insert spaces.
3. To delete a custom job note, select the note, then click **Delete Note**.

Note: You cannot delete default note types, but you can edit their content.
4. To edit a note, select the note, and edit the **Content**.

In Windows, click **Add/Modify Note**.

Any custom note types and content that you create are stored with that job only.