

Unassigned Files preferences

Share 'Unassigned Files' between all open layouts

This setting is useful when multiple layouts are open and files are being assigned to different layouts based on space availability. As you switch between layouts to check for space, all unassigned files remain visible in the Inventory pane, allowing you to easily track which files are still available for placement in open layouts.

Show thumbnails in 'Unassigned Files'

This setting allows you to have a visual thumbnail reference of unassigned files as a reminder of the content and proportion of the files, making it easier to choose which files to place when placing files into a layout.

Do not allow same file to be added to same layout more than once

This feature prevents the same file from being accidentally added to the same layout.

Move files when added to 'Unassigned_Files' directory

This setting in the **Collect input files** area automatically moves files to a predefined storage folder as soon as they are dragged into the **Unassigned Files** pane, preventing their accidental placement on more than one layout. If you select this check box, two options become available:

- **Destination Folder:** Select a folder location for file storage.
- **Delete files from this folder after <n> days**

Manage files already added to previous layouts

This setting in the **Smart File Manager** area prevents the same file from being added to or output on different layouts. If you select this check box, more options become available:

- You can select either **Warn, but allow placement** or **Do not allow**.
- **Check all files placed in the last <n> days**

Note: The Smart File Manager will only prevent a file from being added to a new layout if the previous layout has already been output. If the previous layout was not already output, the same file can be added to a new layout, but at the time of output, the software will check again and warn or prevent output, depending on the preference that you set.