

Arranging pages in page sets or in product intents

Requirements:

- The job must have a page set.
 - You must be assigned a job role with the Arrange Pages right.
1. Locate the job, and click the job name.
The job's pages appear.
 2. In the upper area of the window, click **Arrange Pages**.
 3. In the **Positions** pane, set the positions for the job:
 - If more than one page set is available, select the page set you want to work with.
 - If you want to view only the rejected pages, select the **Rejected Pages Only** check box.

Note: This option enables you to easily identify and replace the rejected pages.

 - If you want to view the page set as a reader spread, click the **Spread View** icon.
 4. In the **Pages** area, select the pages you want to work with.
 5. In the **Pages** pane, select the pages (Unassigned Pages or All Pages) you want to assign:
Tip: To select a group of pages at once, drag the mouse over the pages.
 6. Perform one of the following actions:

To	Do this
Assign a page or group of pages to positions	Drag the pages to the positions you want. If you drag pages to filled positions, you will update the page assignments with your new pages. In addition, if you drag pages to rejected page positions, you need to determine whether the following actions are required: • Compare the new and rejected pages • Replace pages in all assignments • Replace page in one assignment only • Delete replaced pages
Assign a group of pages to even or odd positions	a. In the Pages pane, click Assign Pages to Position. b. In the Page Set list, ensure the correct page set is selected. c. In the To list, select Even Positions or Odd Positions. d. In the Starting at box, type the first position. e. In the Position column, ensure that the positions are correct. f. Click Assign.

Assign a group of pages to a range of positions	a. In the Pages pane, click Assign Pages to Position. b. In the Page Set list, ensure the correct page set is selected. c. In the To list, select Position Range. d. In the box, type the positions. Use a comma (,) to separate ranges. e. In the Position column, ensure that the positions are correct. f. Click Assign.
Open Smart Review on a page in the list	In the Pages pane, double-click any page in the list. Smart Review will open in a separate tab. If you see no pages in the pane, click the dropdown and select All Pages.

7. Click **Save**.