

# Viewing surfaces

## Opening a surface at login

When you log on to PressProof, a list of folders and files that are available in your production workflow appears in the Select Job dialog box. Choose a file to view the surfaces available for it.

1. Highlight a job name in the Select Job dialog box.  
**Note:** If the job list is long, you can search for a specific job. Type the first letters of the job name in the filter box at the top right of the Select Job dialog box.
2. Click **Choose**.
3. From the list in the information pane on the left, select a surface.  
The surface displays in **Full Screen** mode.

## Switching surfaces

- While navigating in PressProof, you can change to a different surface in the same job, or you can open a new job and view its surfaces.

| To...                                         | Do this...                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Switch to a different surface in the same job | <ol style="list-style-type: none"><li>a. Press Spacebar to go to Window mode.</li><li>b. From the list in the information pane on the left, select a surface.</li></ol>                                                                                                                                                                                                |
| Switch to a surface in another job            | <ol style="list-style-type: none"><li>a. Press Spacebar to go to Window mode.</li><li>b. Click <b>Open Job</b> in the left pane, or under <b>File</b>, select <b>Open Job</b>.</li><li>c. Highlight a job name in the Select Job dialog box.</li><li>d. Click <b>Choose</b>.</li><li>e. From the list in the information pane on the left, select a surface.</li></ol> |