


Activity 3: Add a second product to an existing job

Jobs with multiple products

You can use the **Products** pane in the **Assembly** view to quickly add products and parts for new jobs or in-progress assembly jobs.

Adding a new product and part

1. In the **Products** list, right-click a product and select **New Product**.
2. In the **Product Properties** pane for the new product, define the following details:
 - a. In the **Product Name** box, type *Brochure*.
 - b. In the **Customer Name** box, type *The Company*.
 - c. In the **Binding Style** list, select **Perfect Bound**.
3. In the **Parts** area, click .
4. In the **Parts** section, double-click the new part, or select the new part that appears in the **Products** list.

The **Part Properties** pane displays the settings for this item.
5. In the **Part Properties** pane, define the following details:
 - a. In the **Part Type** list, select **Text**.
 - b. In the **Page Count** box, type 4.
 - c. In the **Largest Section** box, type 4.
 - d. In the **Stock** list, select **22 in x 28 in (A1)**.
 - e. In the **Media Size** list, select **Press Sheet Size**.

The part name in the **Products** pane is updated with these changes. The **Assembly** view workspace is also updated.