

# Adding files to a layout

## Basic procedure

1. Either [create a new layout or open an existing layout](#).
2. From the **Inventory** palette, on the **Files** tab, click .
3. In the Open dialog box, browse to the TIFF or LEN files that you want to add to the layout, select them, and click **Add**.  
If you are adding a LEN file to the layout, it is automatically translated to a TIFF file.  
Note: TIFF Files with .ZIP compression are not currently supported in TAP.
4. If any separations that you drag are not recognized by TIFF Assembler Plus, the Separation Name dialog box opens (unless you have cleared the **Show Separation Name dialog box in layout mode** check box in [Preferences > Layout](#)). Perform the following actions:
  - a. From the separation name list, select the name of the separation that corresponds to the unrecognized file or click **Other**.  
The list of separation names is taken from the Separation Handling dialog box. For more information, see [Adding or editing information for spot color separations](#).
  - b. If you clicked **Other**, in the Select Color dialog box, type a name for the new spot color in the **Separation name box**, and then define the color values under one of the three tabs: **CMYK**, **HSB**, or **Swatches**.
  - c. Click **OK** or click **Save** to save the new spot color in the separation name list.  
The values are displayed in the **Cyan**, **Magenta**, **Yellow**, and **Black** boxes of the **CMYK equivalent values** section of the Separation Name dialog box.
  - d. In the Separation Name dialog box, click **OK**.
5. From the **Inventory** palette, drag the file or files from the **Unassigned Files** box to the layout window.

## Other options

### To switch between open layouts when adding files

When adding files, you may need to switch between multiple open layouts to decide which layout is the best for adding specific unassigned files. To display any unassigned files in any layout that you switch to, select the **Unassigned Files** Preferences option to [Share Unassigned Files between all open layouts](#).

### To determine whether you can fit an unassigned file in a remaining area on an open layout

Move the mouse cursor to the open area and click and hold while dragging a rectangle to fill the open area. As you do this, you will get a reading beside the mouse that shows you the X,Y position of the first point you clicked to start the rectangle, and the X and Y dimensions of the rectangle you just created. You can move the cursor over any of the files listed in the **Unassigned Files** list in the **Inventory** palette to get a pop-up text box with the size of the file displayed in the second line of the box, or you can right-click on the file or click to display the size of the file. This will allow you to easily determine whether a specific file will fit into a given space on the layout.

### To quickly determine the orientation of unassigned files

If you want a visual aid to determine whether unassigned files have a vertical or horizontal orientation that may fit a particular open space in a layout, select **Preferences > Unassigned Files > Show thumbnails in Unassigned Files**. All files in the **Unassigned Files** list in the **Inventory** palette will display a thumbnail beside the name.

#### **To place duplicate copies of a file on a layout**

Select the file and then select **Copy** from the **Edit** menu or the right-click context menu. Click a blank area of the layout and select **Paste** from the right-click context menu. A copy of the file will be placed with the top left-hand corner of the file positioned at the cursor location. (If you just select **Copy** and **Paste** from the **Edit** menu, a copy of the selected file will be placed exactly over the top of the selected file.)

#### **To arrange the files automatically**

Use the procedure in [Arranging files on a layout automatically](#).

#### **To add multiple separation files of the same job to be displayed on the layout as a composite job**

Before you start adding files, select **File > Layout Setup** and then select the **Proof Mode** check box.

**Important:** If the TIFF files you want to add to the layout have a resolution different than the resolution of the layout (defined in the Layout Setup dialog box), you can choose to automatically resample the resolution of the TIFF files to the layout resolution. This is done in the [Layout preferences](#) by selecting the **Resample file to layout resolution automatically** check box. If you want to maintain the resolution of the TIFF files, change the resolution of the layout in the Layout Setup dialog box (**File > Layout > Setup**) or first open the TIFF files and then switch to layout mode (**Modify > Switch to Layout**).