

# **Adding Files and Documents to a Job Ticket**

Before you begin adding images to your print job, it is important to note the difference between adding files and adding documents.

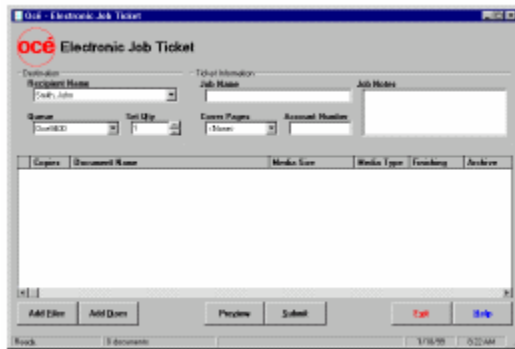
Files are sets of document images located in directories on your local or network accessible drives. To add files to a print job, you must select them from these directories.

**Note:** *that adding files to a print job does not remove them from their original location.*

Documents on the other hand, are specific document images that your organization has chosen to archive in the document vault. These documents are not located in directories on your local or network PC and therefore cannot be added to a print job in the same manner as adding files.

## **To add files to a print job**

- 1 Click 'Add Files' in the 'Electronic Job Ticket' dialog box. The 'Add Files' dialog box is displayed.
- 2 Locate the desired files.
- 3 Follow the procedure outlined in this chapter for adding single or multiple files to a print job.
- 4 Click 'OK'. You are returned to the 'Electronic Job Ticket' dialog box.



[3] Electronic Job Ticket dialog box

## **Locating Files**

You can select files from any local hard drive and network accessible drive. To locate files, select the type of file you want to search for from the 'Files of type' drop-down list and then navigate to the directory that contains the files you want to add to your print job.

## **Selecting Single Files**

Single files can be added to your print job by selecting them from the files list and then clicking (>) or by double-clicking a file with your left mouse button. These procedures can be repeated as needed until you have added all desired files to the print job.

## **Selecting Multiple Files**

Multiple files from the files list can be added to your print job by holding down the ctrl key while selecting individual files. If you want to add a group of consecutive files from the selected directory, select the first file in the group and while holding down the shift key, select the last file in the group. After your files have been highlighted using one of the described methods, click (>) to add the files to the selected files list. All files in the files list can be added to your print job by clicking (>>). Every file will be added to the selected files list without exception.



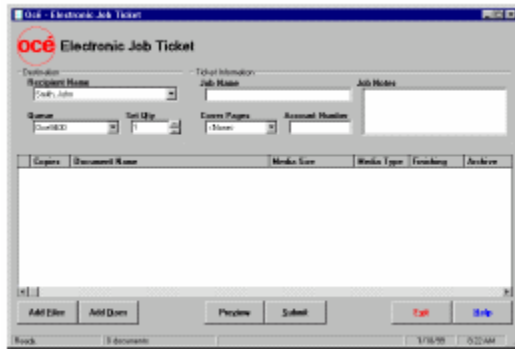
[4] Add Files dialog box with three files selected

# **Adding Documents to a Print Job**

Any document that has been archived in the document vault can be added to your print job. Note that adding documents to a print job does not remove them from the document vault.

## **To locate and add documents to a print job**

- 1 Click 'Add Docs' in the 'Electronic Job Ticket' dialog box. The 'Add Documents' dialog box is displayed.
- 2 Enter search values in the 'Search Attributes' edit fields.
- 3 Click 'Search'.
- 4 Follow the procedure outlined for adding single or multiple documents to a print job.
- 5 Click 'OK'. You are returned to the 'Electronic Job Ticket' dialog box.

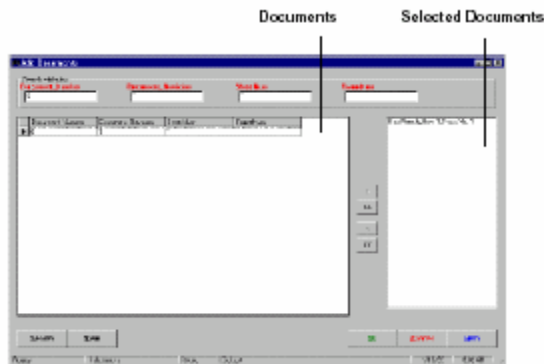


[3] Electronic Job Ticket dialog box

## **Searching for Documents**

Documents must be searched for and retrieved from the document vault before they can be displayed in the 'Documents' list. To search for documents, enter a value in at least one of the 'Search Attributes' edit fields. These edit fields will differ depending on the defaults that have been set. It is important to note that the more search attributes used to define your search, the more specific your search will become. Use one of the following methods to conduct a search:

- 1 Enter the exact value on which to search.
- 2 Enter the first few characters of a value. For example, entering DRA will find all values in the attribute that begin with the letters DRA.
- 3 Enter the wild-card character \*. Using \* by itself will return all values. Entering \*3 will find all values containing the number 3.
- 4 Enter the wild-card character?. Using? with a value will look for the value in a particular location in a value string. For example, to find all values that contain D in the fourth position, enter??? D. Once you have entered your desired search values in the 'Search Attributes' edit fields, click 'Search'. This will populate the 'Documents' list with all documents that match your search values. You can now add any of the retrieved documents to your print job.



[9] 'Add Documents' dialog box with one file selected

**Selecting Single Documents**

Single documents can be added to your print job by selecting them from the 'Documents' list and then clicking (>) or by double-clicking on a document with your left mouse button. These procedures can be repeated as needed until you have added all desired documents to the print job.

**Selecting Multiple Documents**

Multiple documents from the 'Documents' list can be added to your print job by holding down the CTRL key while selecting individual files. If you want to add a group of consecutive files from the 'Documents' list, select the first document in the list and while holding down the SHIFT key, select the last document in the list. After your documents have been selected using one of the described methods, click (>) to add the documents to the 'Selected Documents' list. All documents from the 'Documents' list can be added to your print job by clicking (>>). All files will be added to the 'Selected Documents' list without