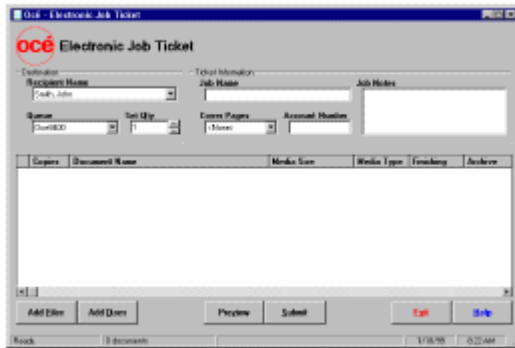


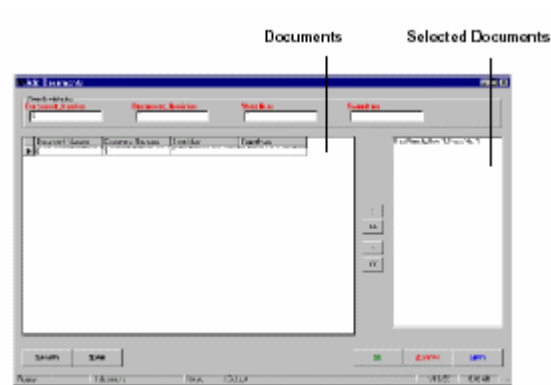
# Editing Job Ticket Search after Download

1. Open the Electronic Job Ticket so that the diagram below is shown.



[9] Electronic Job Ticket dialog box

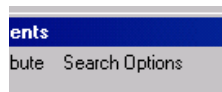
2. Select Add Documents in the bottom left side of the ticket. You should now see the “Add Documents” screen below



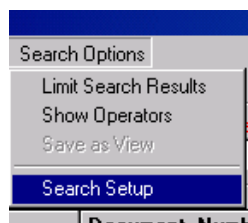
[9] 'Add Documents' dialog box with one file selected

## To edit a search

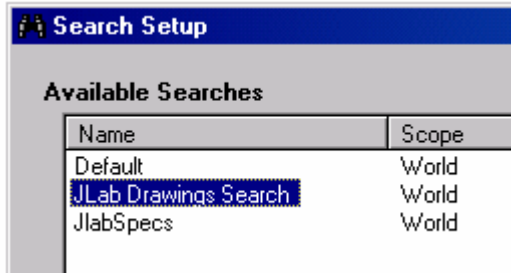
1. At the top of the page is a menu called Search Options.



2. Select “Search Setup” from the drop down menu. The “Search Setup” dialog box is displayed.



3. Highlight the Jlab Drawings Search in the “Available Searches” list box. This is the search you will use.



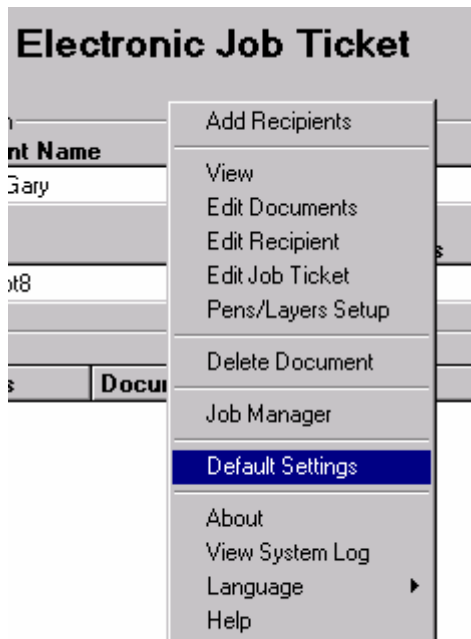
4. Click “OK”. You are now returned to the “Add Documents” dialog box.



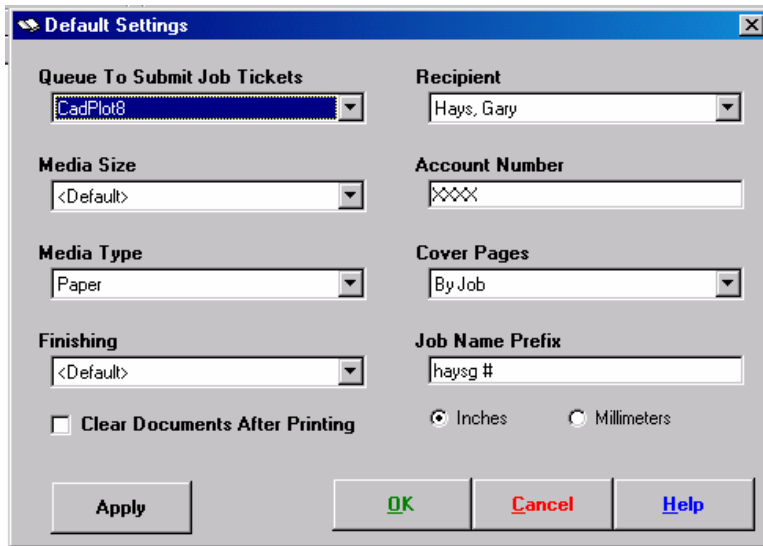
5. You can now add documents to your job ticket.

## Editing Job Ticket Layout

1. When the electronic Job Ticket is open, Right mouse click anywhere to show the menu below. Then select Default settings.

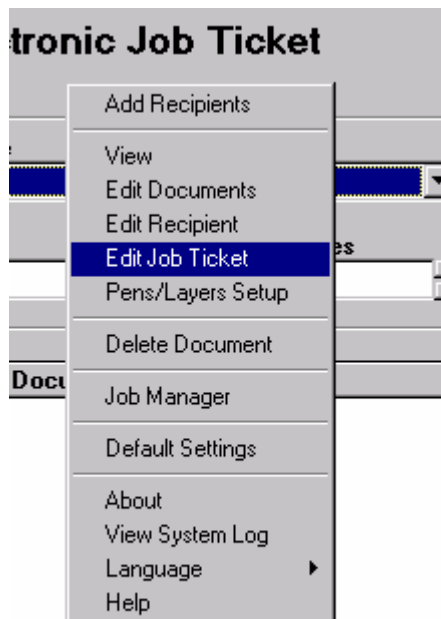


2. The Default Settings Window will appear. At the bottom Left of the screen there is a box with the title Clear Documents After Printing. Make sure this is not checked.



## Editing Job Ticket to print copies COLLATED FLAT

1. If you want to print your copies flat you need to do this setup so they are printed collated. Right mouse click anywhere to show the menu below. Then select Edit Job Ticket.



2. The Edit Job Ticket Window will appear. At the bottom Right of the screen there is a box with the title Output Location. Make sure select Front in the drop down menu. This will print your drawings Collated FLAT.

**Edit Job Ticket**

**Job Name**  
haysg #

**Job Notes**  
[Empty text area]

**Due Date**  
4 /22/2005

**Priority**  
<Default>

**Passthrough**  
<None>

**Due Time**  
8:55:08 AM

**Status**  
<Default>

**Output Location**  
<Default>  
<Default>  
Belt 1  
Belt 2  
Best Belt  
**Front**  
First Fold Tray  
Rear  
Stacker Continuous

**Sort**  
<Default>

**Cover Page**  
By Job

Save as Defaults

**OK**