

How to Edit Job Names and Copy Quantity using the Thumbnail Window

GP Controller for ApeosPro
C810/C750/C650

Version 1.0

Overview

This exercise will demonstrate the ability to edit job names and the number of copies, using the [Thumbnail Window on GP Controller](#). The user can easily apply changes without needing to open a job's properties.

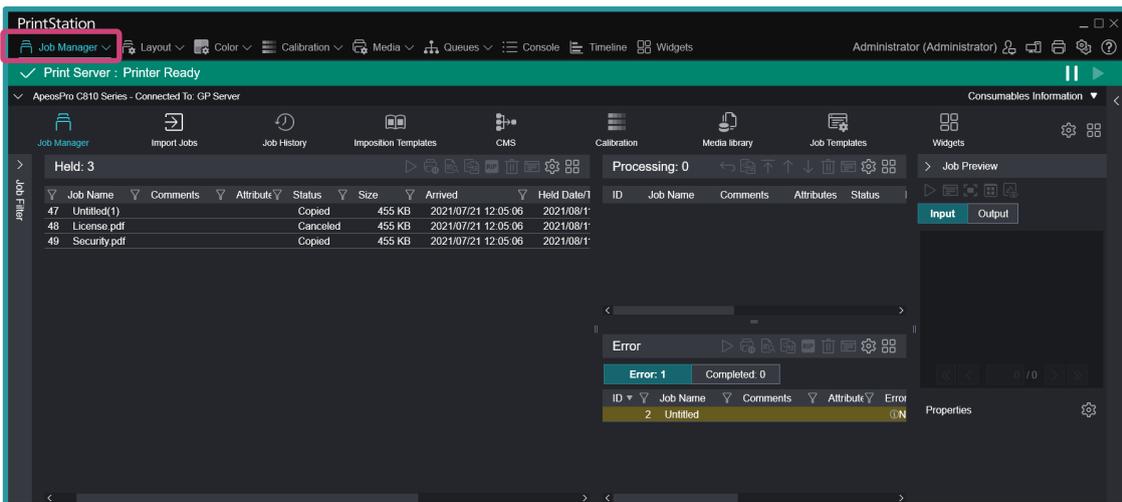
Objective

By the end of this exercise users will be able to:

- Navigate the feature on the GP Controller
- Quickly edit [Job Name](#) and [Copies](#) from the [Thumbnail Window](#)

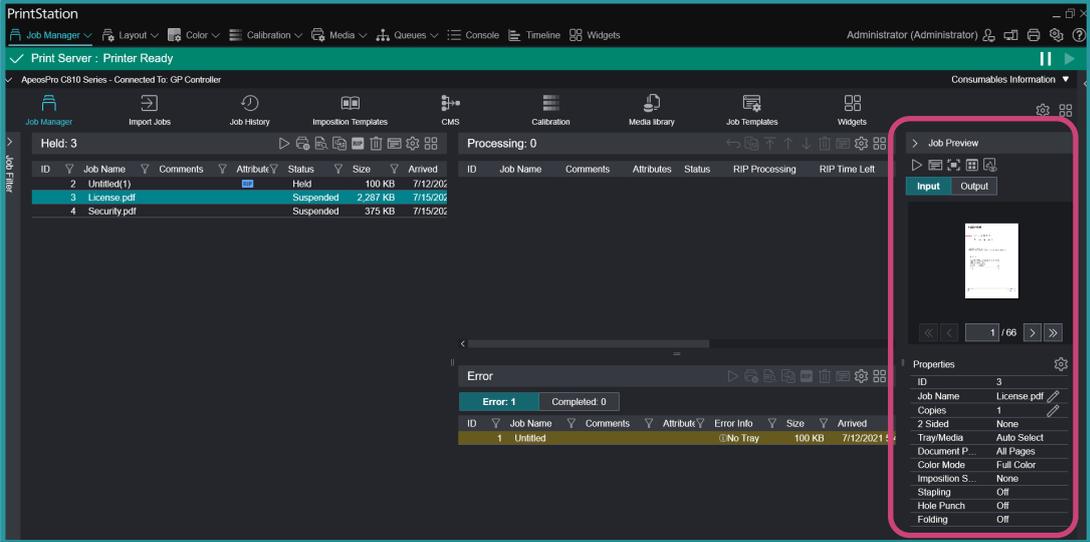
Edit Job Preview and Copy Quantity – Thumbnail Window

1. Open PrintStation and select [Job Manager](#).



2. Select the job you want to edit from the [Held](#) list.

- Once the job is selected, the Job Preview with job properties is displayed. It is on the right side of the PrintStation screen.

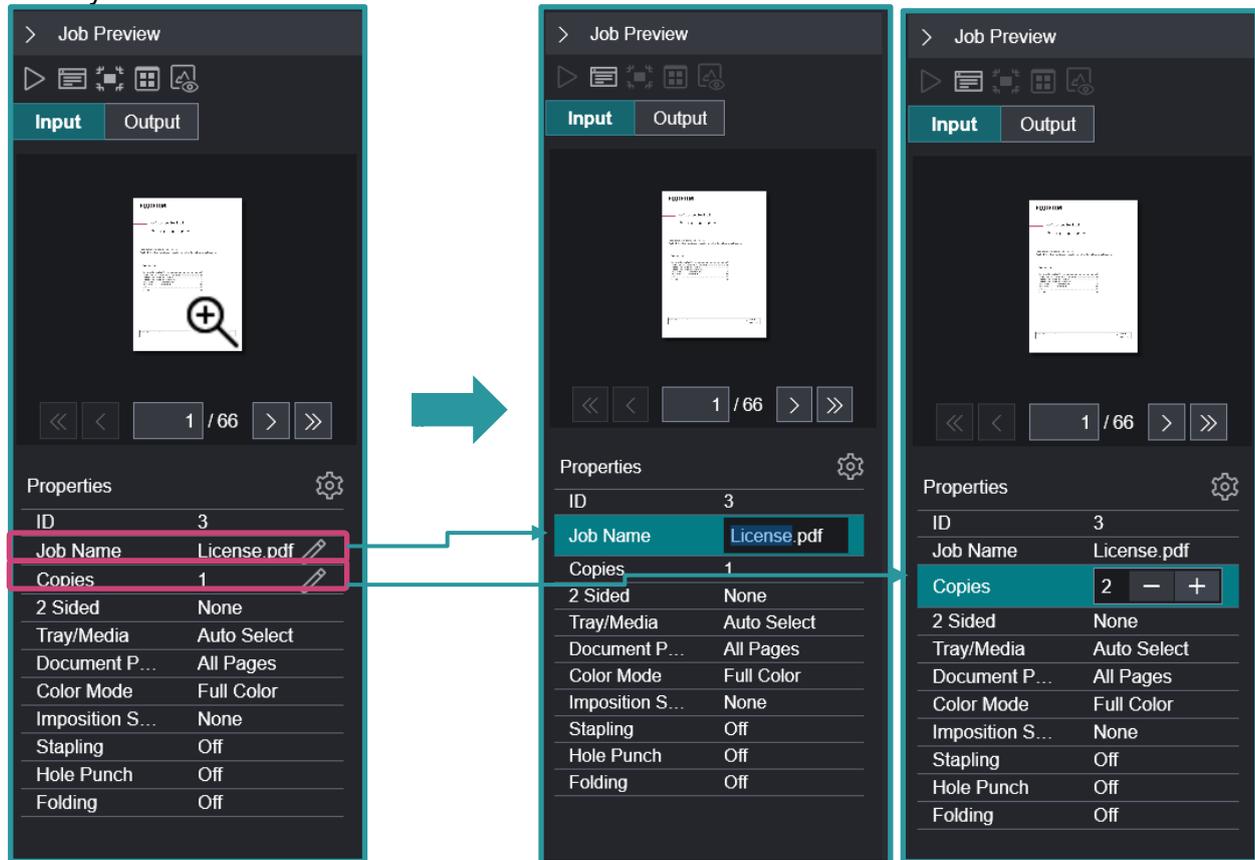


NOTE

If the Job Preview is not available on your PrintStation, please check if the window is collapsed. If it is collapsed, select the arrow to open the window for viewing.

The diagram illustrates the process of expanding the Job Preview window. On the left, the Job Preview window is collapsed into a narrow vertical bar. A blue arrow points to the right, where the Job Preview window is fully expanded, showing the document preview and properties panel.

- To make changes you can double-click or click the Pencil Icon on the **Job Name** or **Copies** fields. Type on the fields directly once it is in the edit mode. When editing the quantity of copies, you can use the – and + buttons to add or subtract copy count. Press **Enter** on your keyboard to set the new values for the fields.



- Once all the changes for Job Name and Copies are set and applied, you can proceed to print the job by selecting the Print button.

Congratulations you have now completed this exercise.

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