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Value from Innovation

How To Edit Names and Copies Using the Thumbnail Window

GX Print Server for PrimeLink™

Version 1.0

FUJIFILM Business Innovation Corp.

Overview

This exercise will demonstrate the ability to edit job names and the number of copies, using the Thumbnail window on GX Print Server. The user can easily apply these changes without opening the Job Properties.
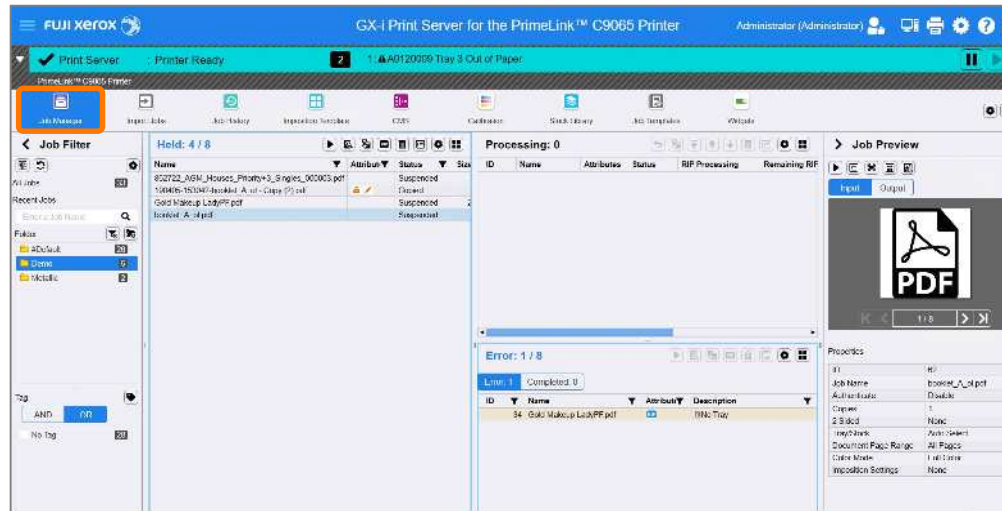
Objective

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

- Find the location of the setting on the GX Print Server
- Quickly edit Job Name and Copies from the Thumbnail window

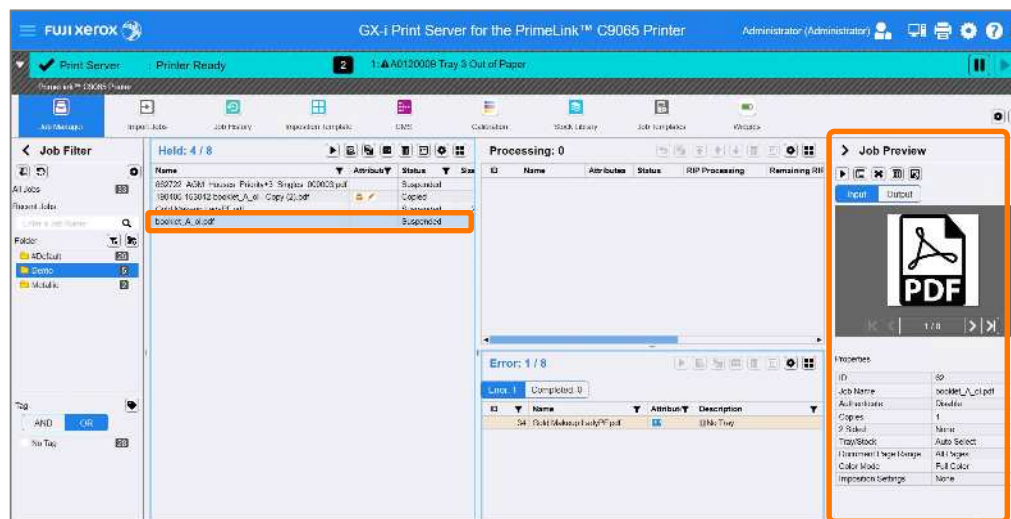| BEFORE	AFTER
Edit by opening Job Properties	Edit in the Job Preview window
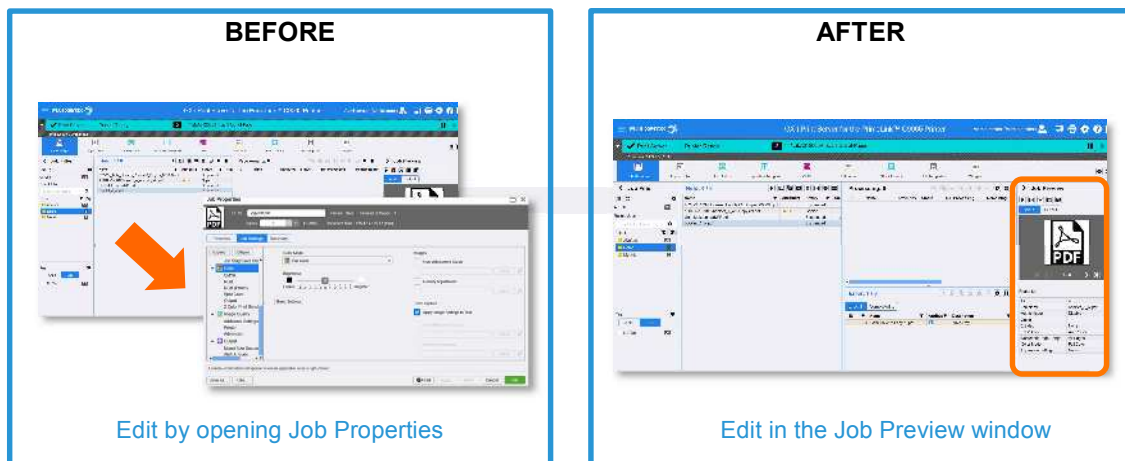
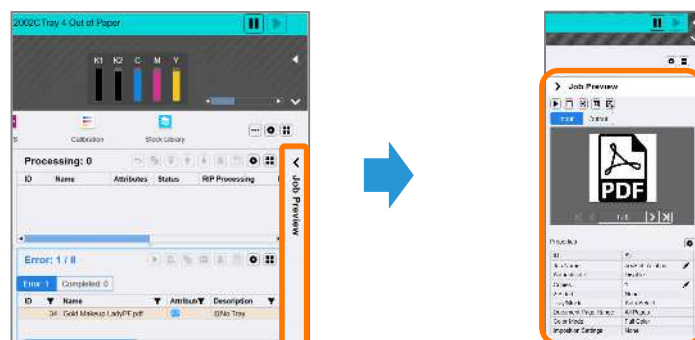# Edit Job Preview and Copies Using the Thumbnail Window
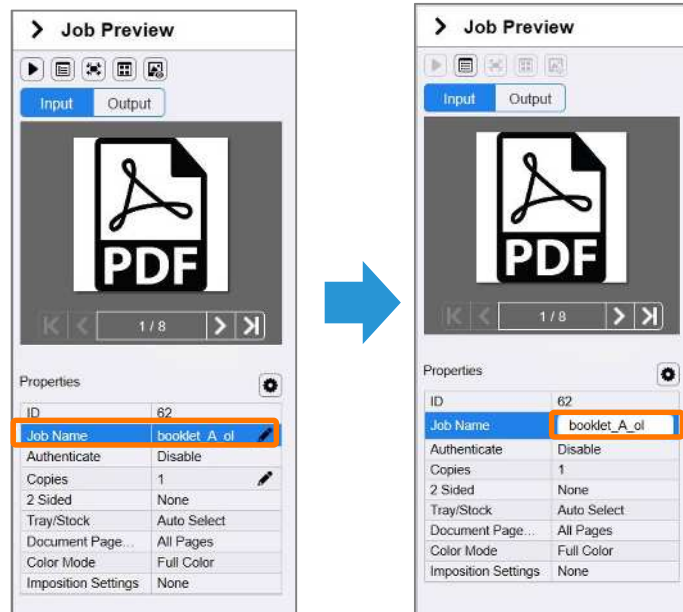
1. Select **[Job Manager]**.

2. Select a job which you want to edit. Once the job is selected, the preview and properties are displayed in the Thumbnail window.
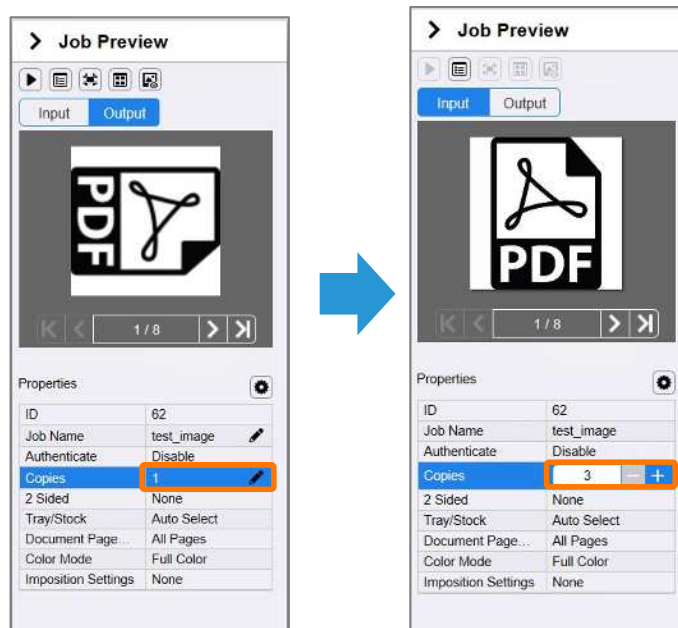

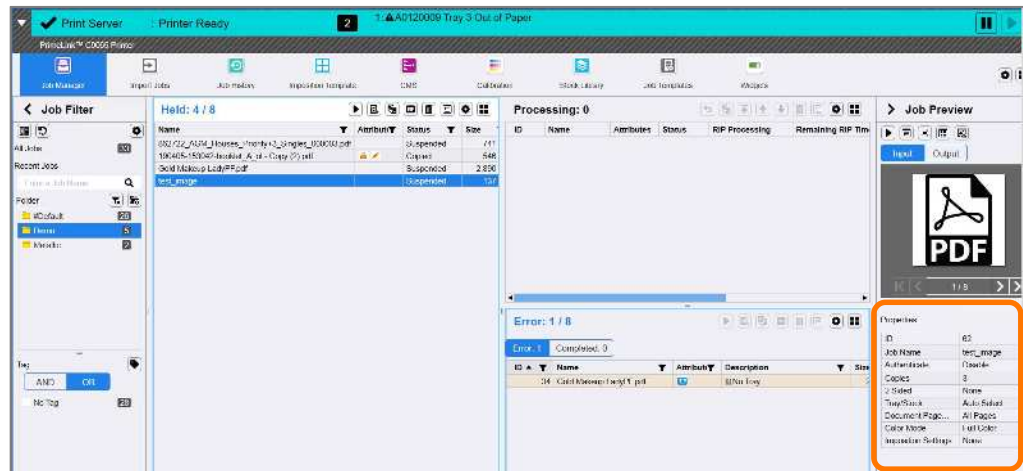ⓘ   If the window was closed, click the following area to open it.

3. Double-click the Job Name area to make it editable. You can edit the job name by typing directly in this area.
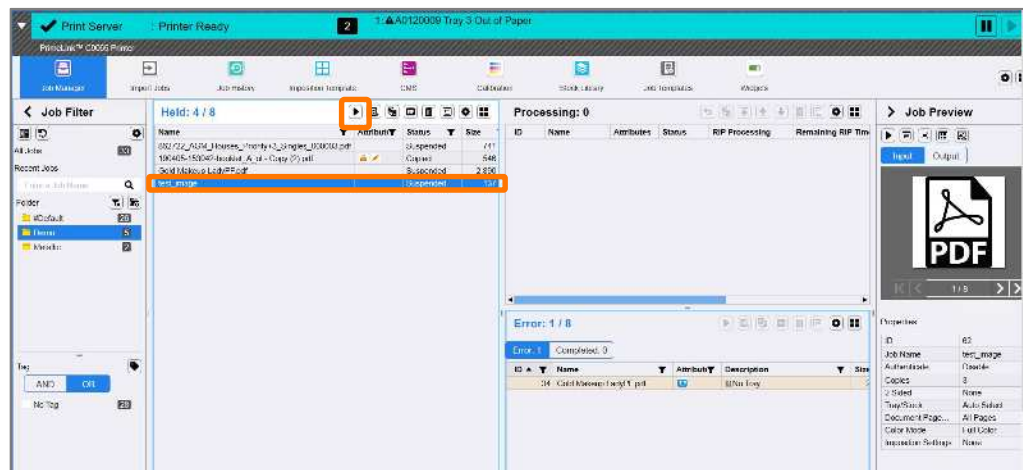

4. Double-click the Copies area to make it editable. You can edit the number of copies using the – and + buttons or by manually typing directly in this area.

5. The Job Name and Copies have now been changed.

6. Select the job and click the ▶(Print) button to submit the job to print.

Congratulations you have now completed this exercise.