

## Backing up Templates

Did you finally get the booklet settings to your job perfect? Now what you want to do is save all the presets you created either as a back-up or to share them with your co-workers. Here is a handy guide to import and export job templates that work on either on your computers Fiery driver, or the driver for Command WorkStation.

### Importing Job Templates

1. Open up your Printers and Faxes list found either in your Start menu or located in your Control Panel.
2. Right click the printer of your choice, then click Properties.
3. Under the General tab, select Printing Preferences.  
You should be looking at something like this.

4. Select the icon in the Job templates section.
5. This should bring up the following screen;

6. Select import, and choose the .sav file(s) located in the folder given to you by your administrator. (Remember you can select more than one template by holding down the control button while clicking on each file with your mouse).

7. Click Open, which will bring you back to the previous screen, Then OK. You should now have those templates in the drop down box.

8. If you change anything in the settings i.e. don't save the job template or save it as something different, and name it accordingly so that you can differentiate it at a later date.

\*\* Very similar to Importing, Exporting can be done also. Use this in situations of backing up templates if you want to use them in the future, or if you will be getting a new computer. These template files can also be emailed to share with other users who use the same printer and need to perform the same task.