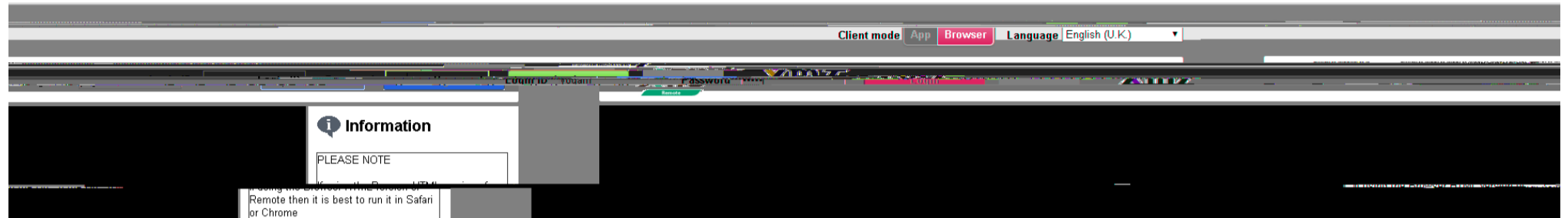


This step by step guide is designed to help you upload your files successfully using our Fujifilm XMF Remote system. We understand not everyone will be familiar with this software so we have put together this guide to help you get started.

## XMF Remote HTML Instructions

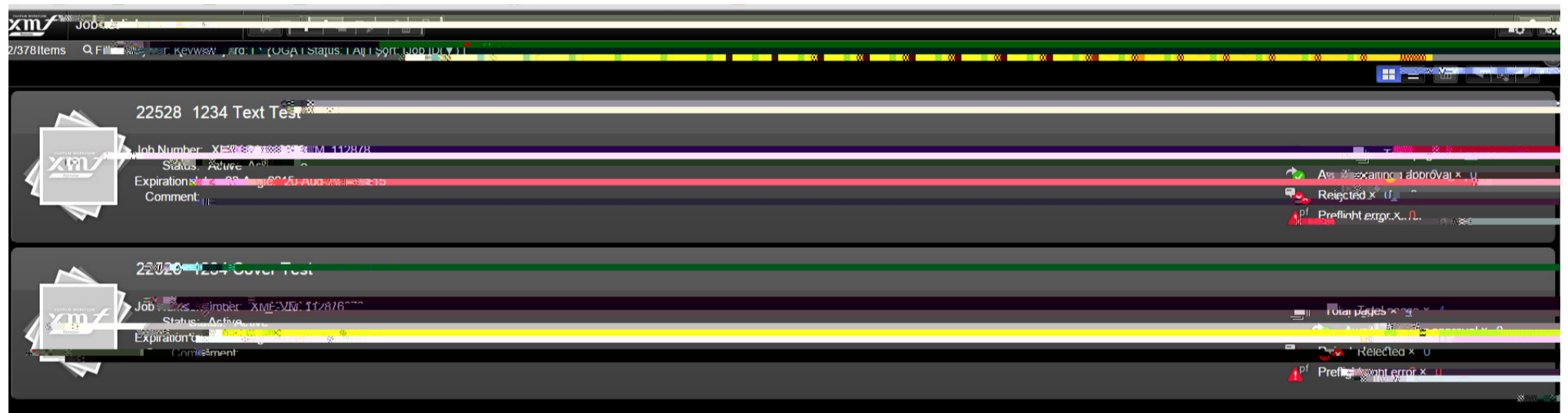
Preferred Browser for use:- Chrome

Type the Remote address that has been sent to you into the website address bar at the top of your screen. Alternatively, you can click on that link but you need to make sure you end up in Chrome for it to work correctly.



Ensure that the Client Mode at the top right of the above screen is set with Browser highlighted in blue and then type in the username and password that you were given with the link and press 'Login'

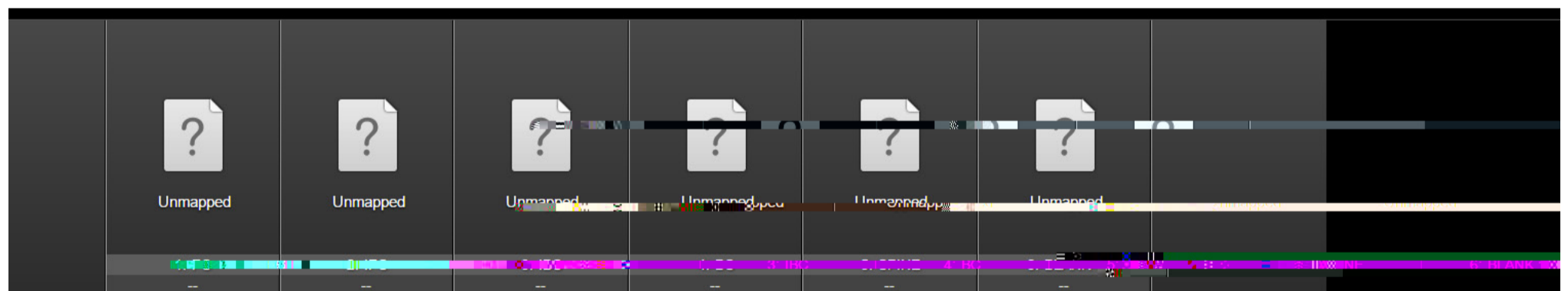
The next screen you see will contain your jobs that you need to upload your pdf's to. To access each element you need to double click on it to open.



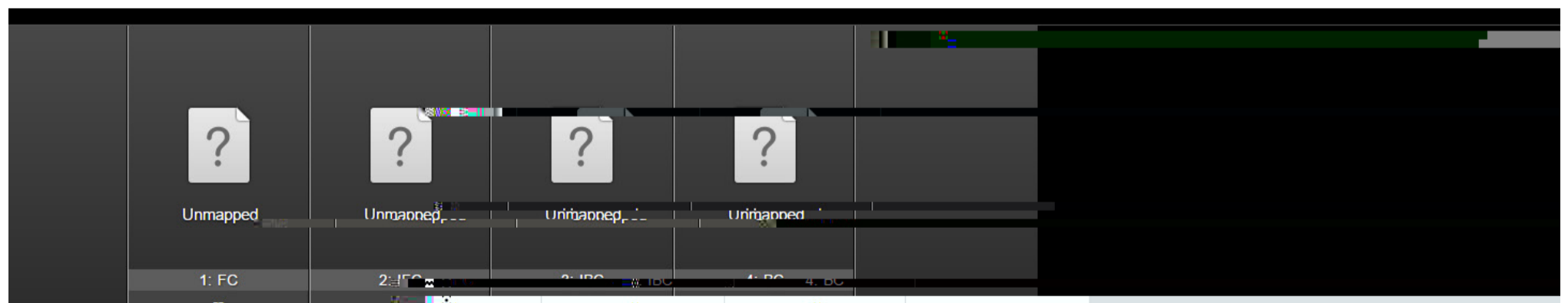
You will probably see that your cover and text are set up as two separate elements on the system. This is normally because of the way your publication is printing. In some cases your publication will be set up as one complete job on Remote.

Depending on whether you are printing Perfect Bound or Saddle Stitched then your covers will look like the below images.

Perfect Bound - Contains 5 page slots for Slot 1=FC, Slot 2=IFC, Slot 3=IBC, Slot 4=OBC, Slot 5= spine and Slot 6 N/A

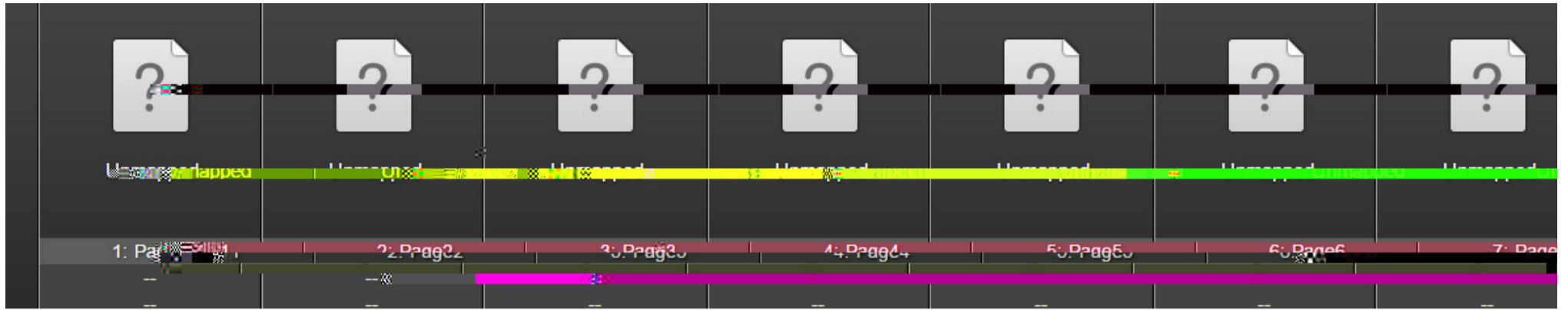


Saddle Stitched - Contains 4 page slots for Slot 1=FC, Slot 2=IFC, Slot 3=IBC and Slot 4=OBC

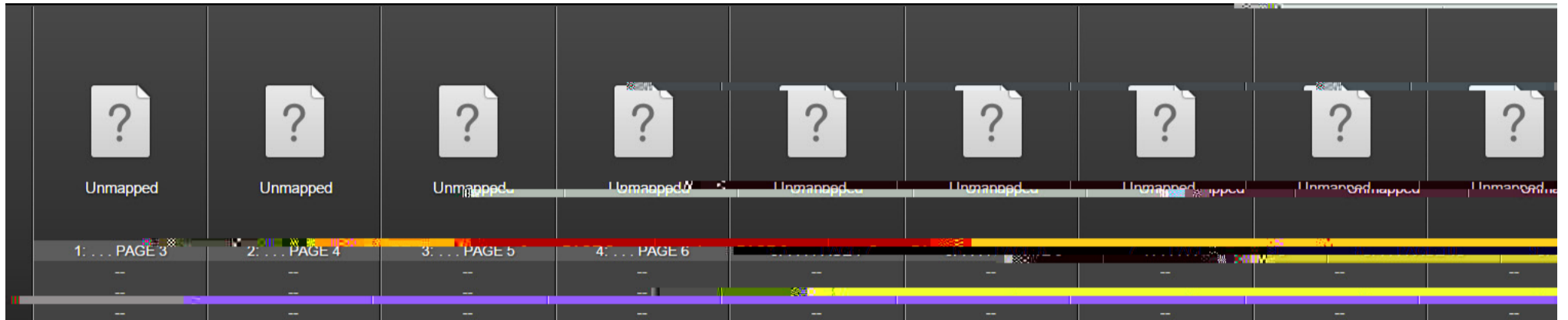


In some cases you may have a multi version cover that will print together on the same sheet. This will be shown similarly as the above cover elements but with extra pages for the other versions. Each set of cover pages will be named with the version they are relevant to. Eg:- 1: V1 OFC, 2: V1 IFC, 3: V1 IBC, 4: V1 OBC, 5: V2 OFC, 6: V2 IFC, 7: V2 IBC, 8: V2 OBC, 9: V3 OFC, 10: V3 IFC, 11: V3 IBC, 12: V3 OBC, 13: V4 OFC, 14: V4 IFC, 15: V4 IBC, 16: V4 OBC

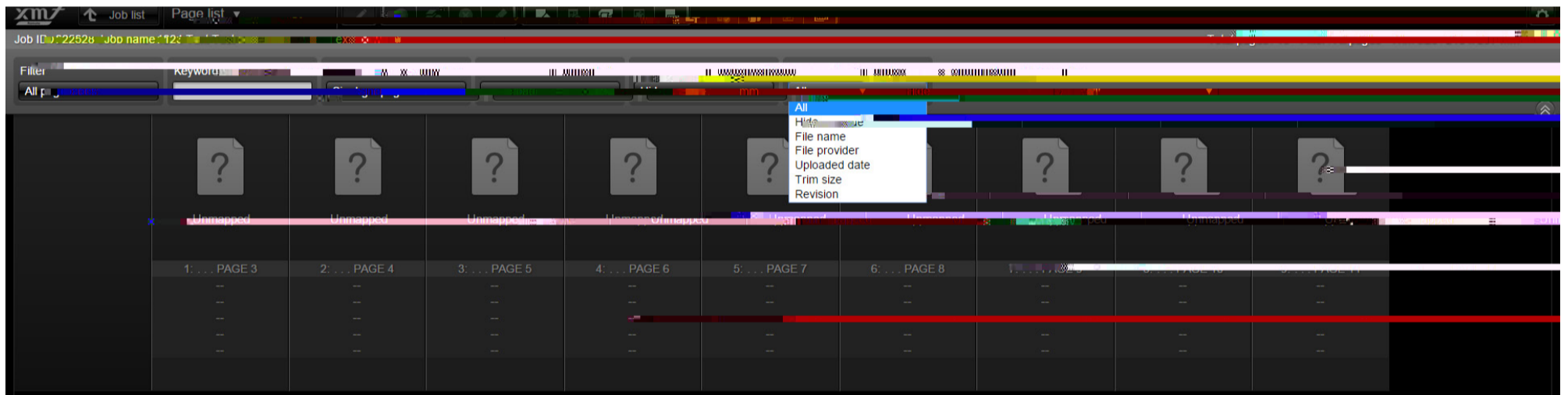
TEXT - Y e eci a a iha agef li 1 i a d ill ee age l a bel - ca l ad age



ALTERNATIVELY - Your text section may start with a page folio 3, therefore you will see your job set up as the next screenshot.



## HELPFUL TIPS



Clicking the header (highlighted above) will add a header to the page.

File Menu - All will show all pages in the job.

Keyboard - Each page has a keyboard shortcut.

View - If you are using a large screen, you can view multiple pages side-by-side.

User - All pages can be hidden or shown.

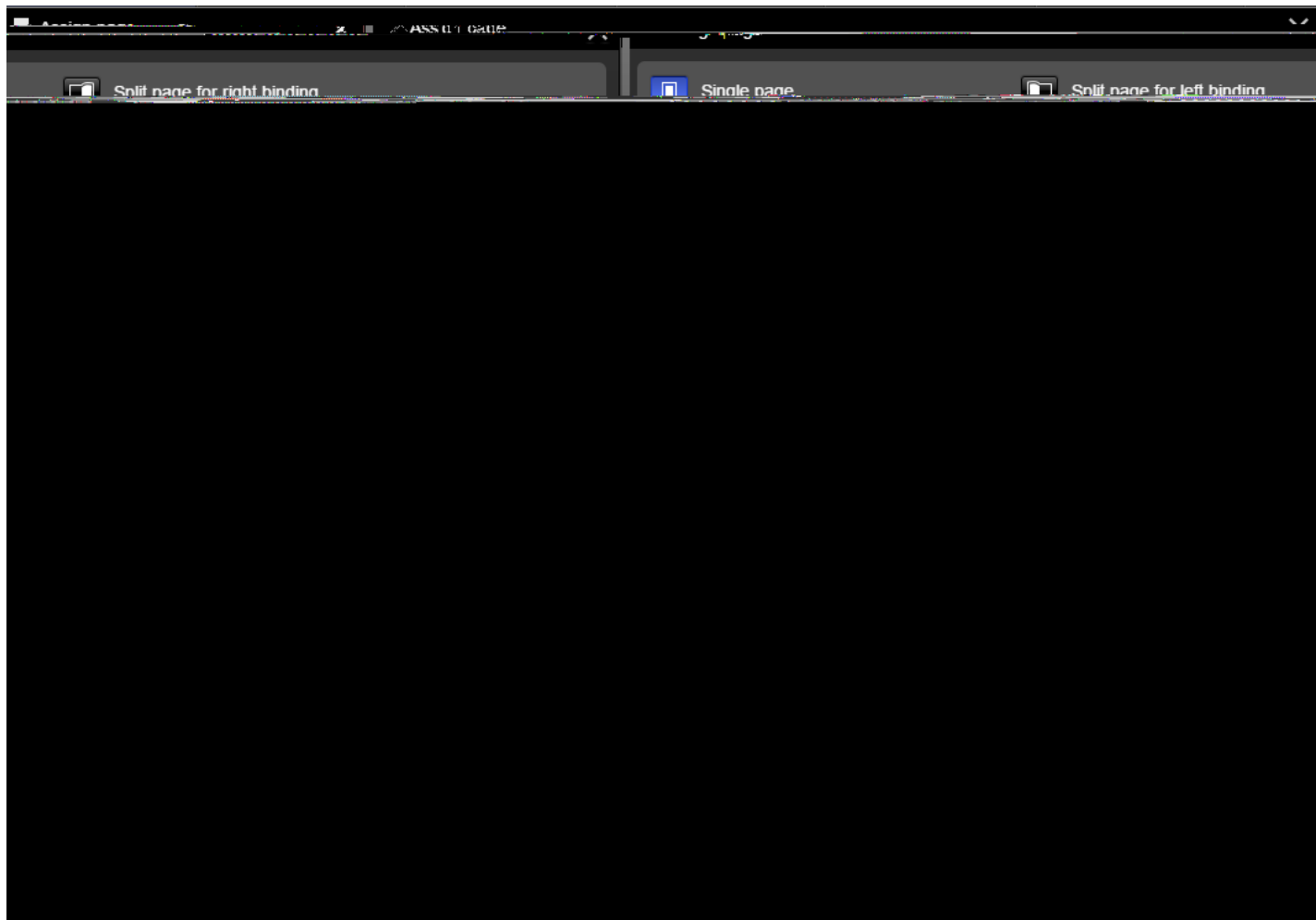
Also - The header can be hidden. This will hide the header from the page.

Upload - If you are using the All, this will allow you to upload a new page.

Once you have uploaded a page, you can click the header to add a header to the page.

If you are using a large screen, you can view multiple pages side-by-side. Check the keyboard shortcuts for each page. If you are using a large screen, you can view multiple pages side-by-side. Check the keyboard shortcuts for each page. If you are using a large screen, you can view multiple pages side-by-side. Check the keyboard shortcuts for each page.





As previously mentioned regarding first page folio numbering, this image is showing a job that contains the first page folio 3 and is showing that the Assigned to column is 2 out as this is the Remote slot number that folio page 3 is assigned to.

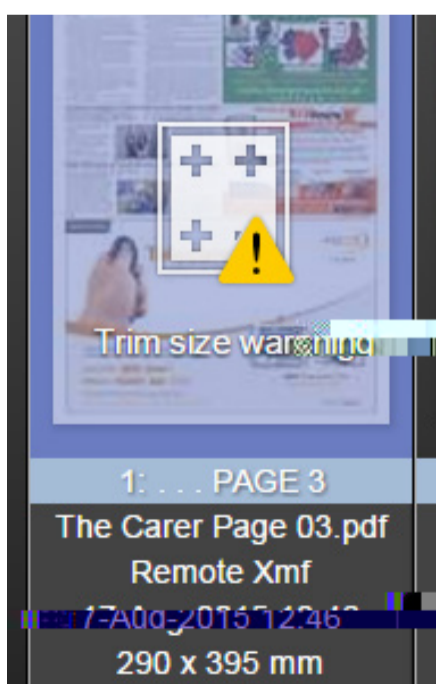
If your publication contains the first page folio 1 then all of your pdfs in the left file name column will tally with the Assigned to column.

Once you have started your upload by clicking on Start button in the top right corner, the next window is a processing window to show that the files are sending to Remote.

Your pages should soon start to populate the unmapped page slots.

Beneath the pages you will see a Preflight warning symbol or a clean Preflight symbol. To check your warning Preflight you need to click on the yellow triangle and it will open a preflight check in Acrobat.

If when uploading a page, it disappears and does not display then you have a missing font not embedded in the file. You will need to call your CSR who can check with Prepress what the font is if you are unable to locate it yourself.



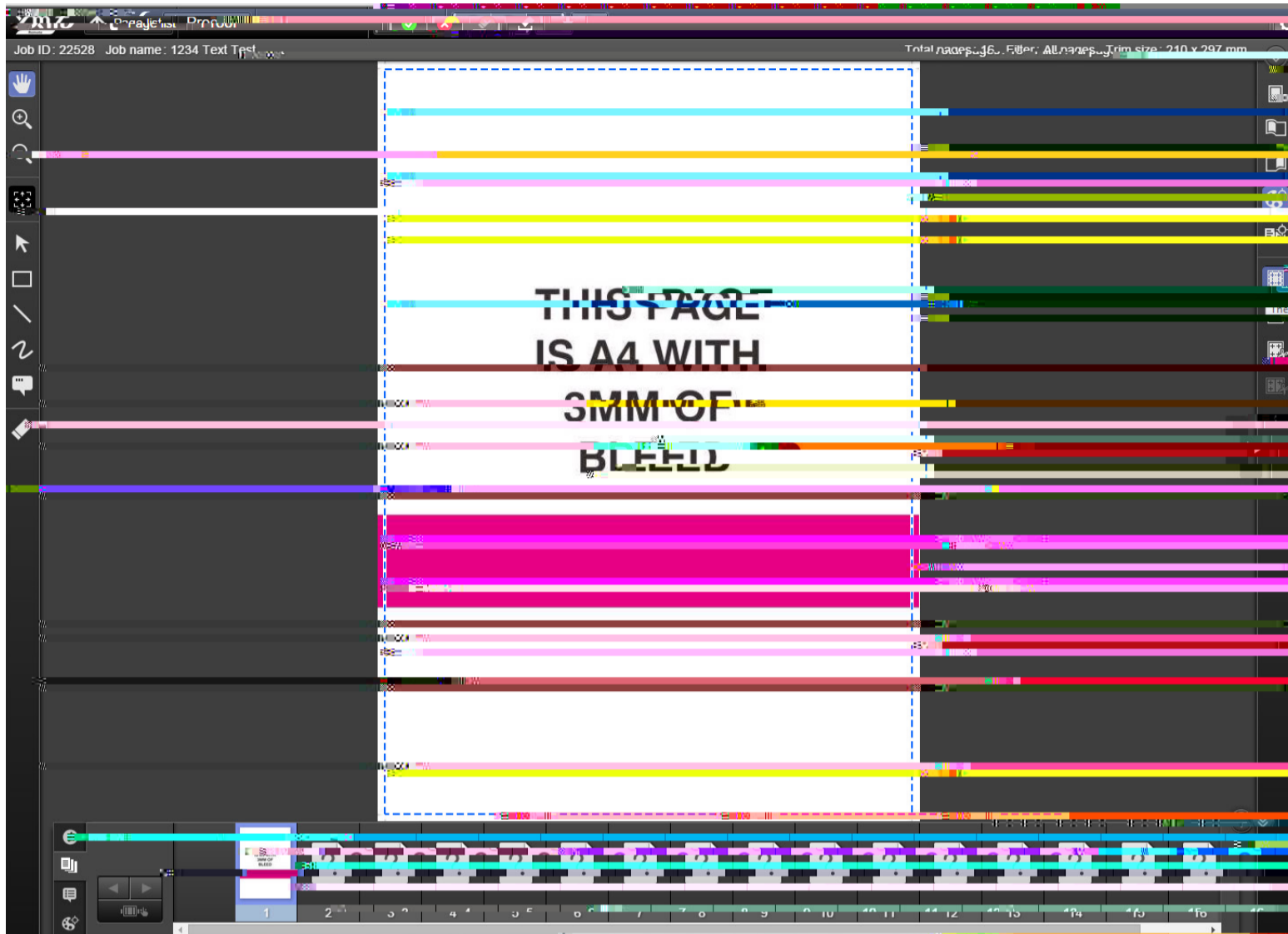
You may see this warning on your file after upload. This is because we now create jobs on Remote using the trim size of your finished product and on occasions depending on how the pdf is created, a trim box may be set differently. If you do get this warning please double check that you have supplied your publication the correct size as per your order confirmation or that your pdf is centred within the file supplied.

You can approve a page if this error occurs but you do need to check before hand. A spine on a perfect

**PLEASE NOTE:-** If you spot a page that needs replacing because of an error then all you need to do is drag and drop the replacement over the top by selecting the offending page and drag the new one over it and start the upload again. This will only replace the page you have copied over.

Once pages have uploaded you can now double click on a page to view it in the proof window as below.

The Trim Display is an important option and clicking on the icon circled on the right and selecting to show trim box will turn on the dotted blue line as below which is the trim box on the pdf. You can now check to see if bleed has been added to the pdf.



You can move around your publication by clicking on the thumbnails at the bottom of the screen. There is also a colour palette if you need to read the four colour breakdown of an area which is selected two icons above the trim box icon.

## APPROVE PDFS

You can approve the pages one by one in the above window, if you have checked and are happy with the content there is a green tick in the top bar of the page.

You can also return to the main thumbnail page by clicking on the arrow at the top left of the page that says Page list. In this window you can now select a page so it is highlighted blue and click on the green arrow again or if you want to select all the pages in your view you can use, on a mac, apple A or on a PC ctrl A and then click on the green arrow to approve the batch of pages.

This only approves the pages visible on screen, you will need to scroll to the next section of pages by clicking on the scrolling arrows in the top right area of the main thumbnail area to repeat the above approval process.