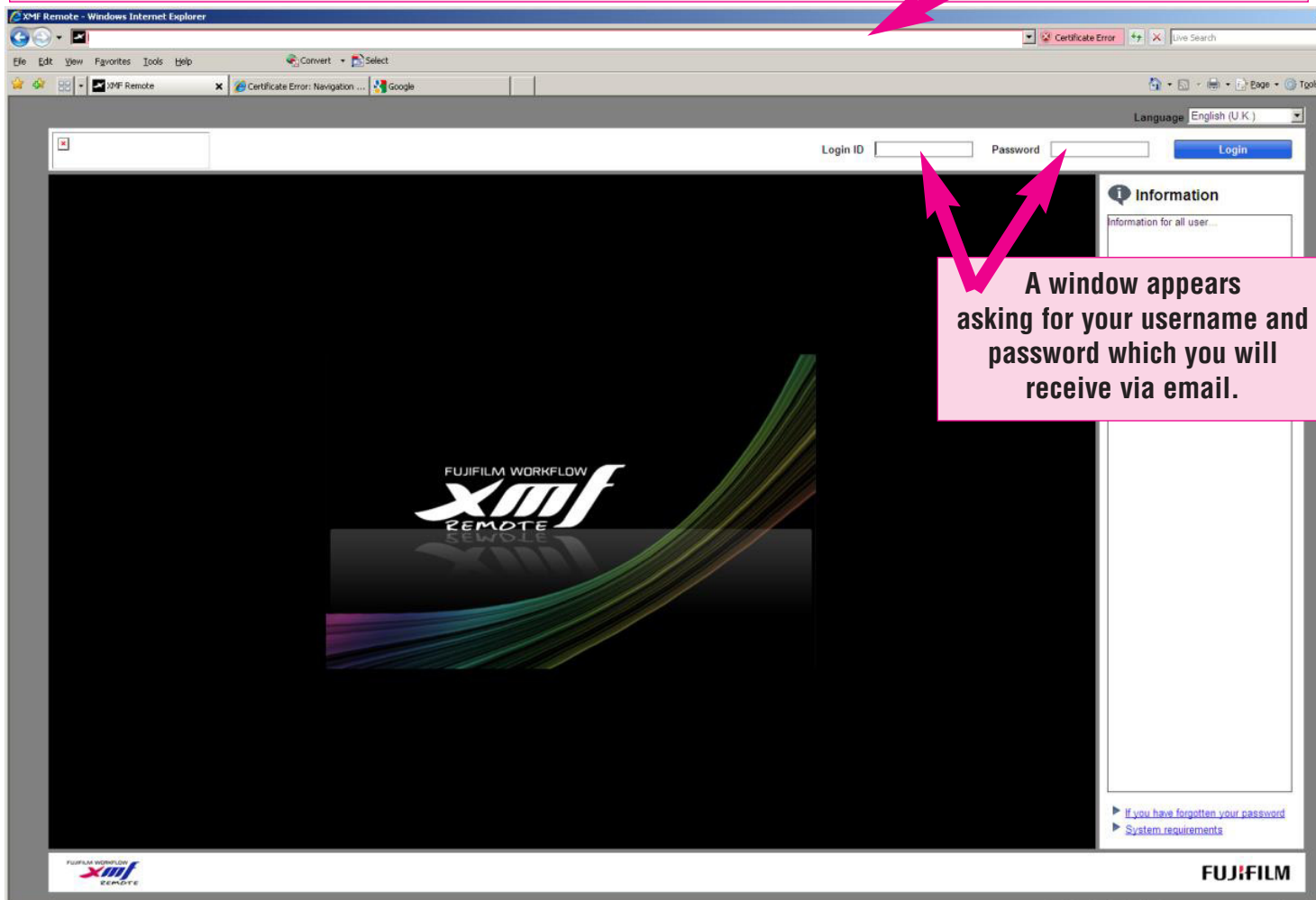
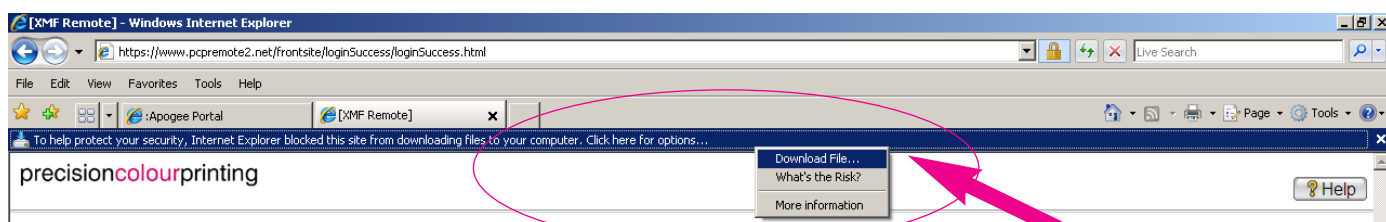


Remote Software Instructions

Insert logon information into the Internet Explorer bar for Remote 1: <https://www.pcremote1.net>
or Remote 2: <https://www.pcremote2.net>

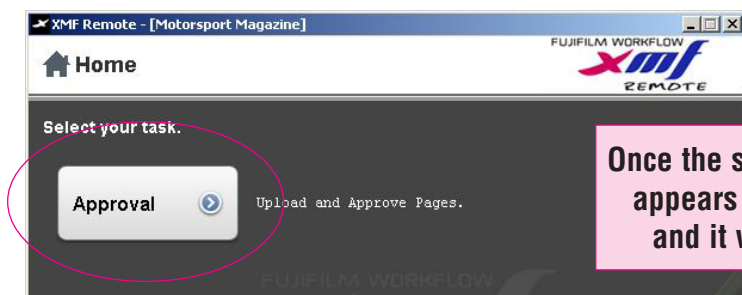


A window appears asking for your username and password which you will receive via email.



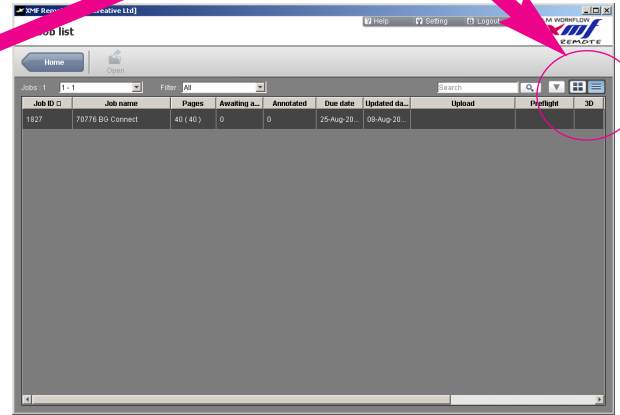
You may be asked to Download File if working on a PC
Similarly on a Mac it will download the software in the background.

With a Mac you will be asked to run and trust certificates which are ok before the software then begins to download.
The initial download takes a little longer than subsequent downloads during the day because more information will be downloaded initially.

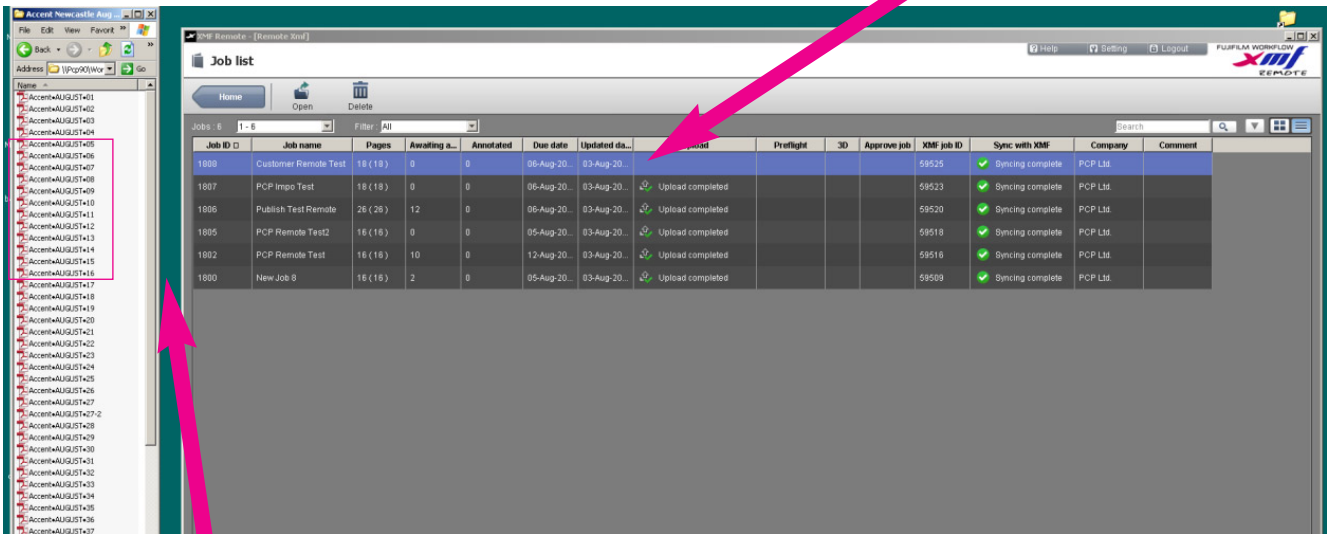


Once the software has done its downloads this box appears and you will need to click on Approval and it will take you to the Remote software.

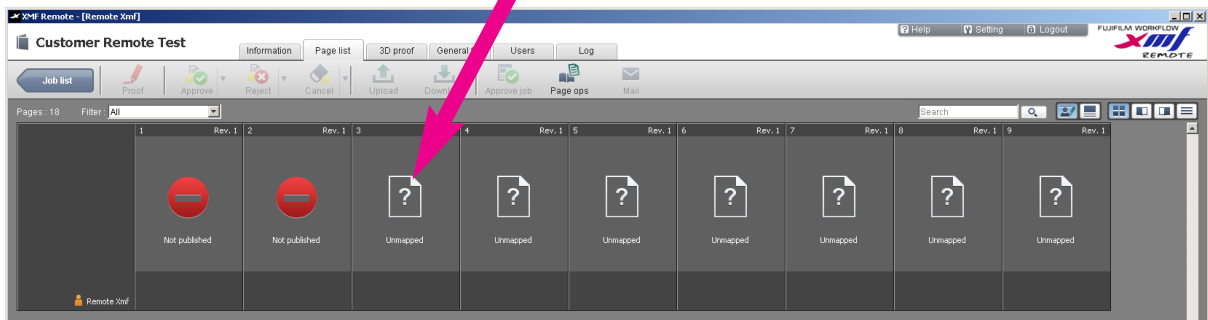
Remote can open in two different displays (as below) to choose how you want to view jobs you have to click on the buttons as shown for the different views.



Double click on the element of the job you are about to upload.



Select your files for upload and drag them over the first page slot. eg. if your first page for upload is page 3 then drag it over page 3, if it is page 7, then drag it to the page 7 slot.

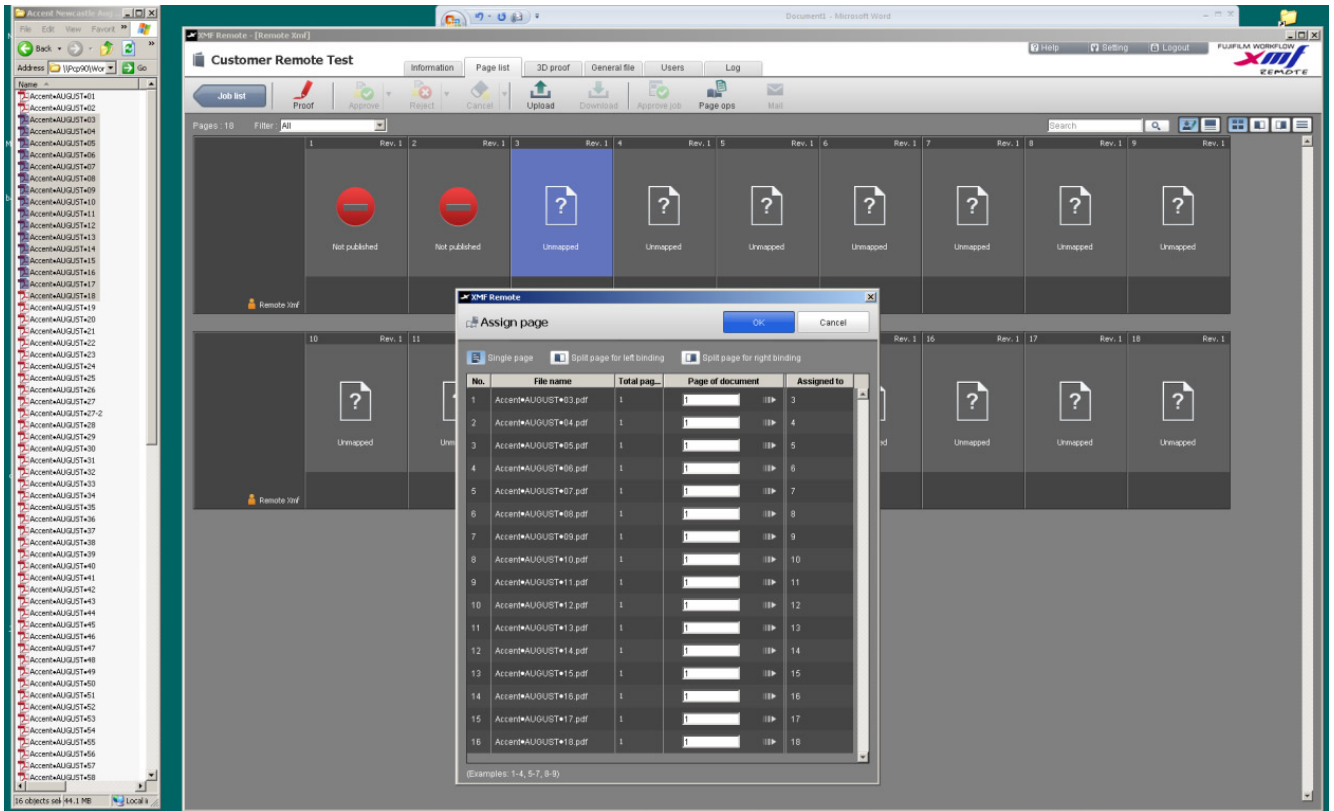


You will see the number of page slots that the publication is expecting.

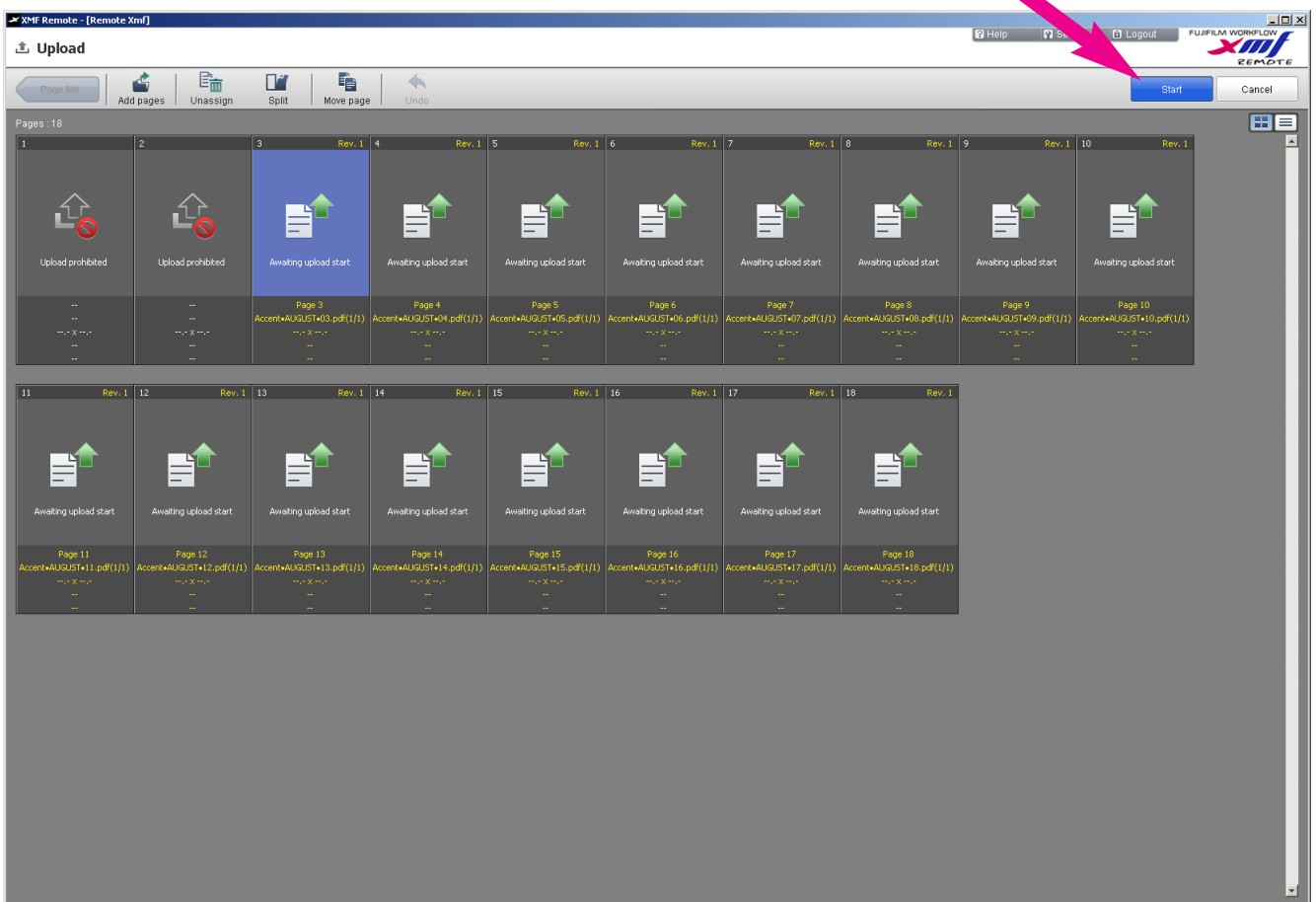
Please do not worry if you encounter prohibited page slots as above as there are various reasons for this.

The first two page slots above are prohibited from upload because the first text page folio is page 3. If your first text page is 1 then the page slots will be available as the others. If you discover your publication is created incorrectly for upload please call us and we will amend accordingly prior to upload. There may also be an instance when multiple pages are prohibited from upload due to the way in which your publication is printing for example a section change to create a second version.

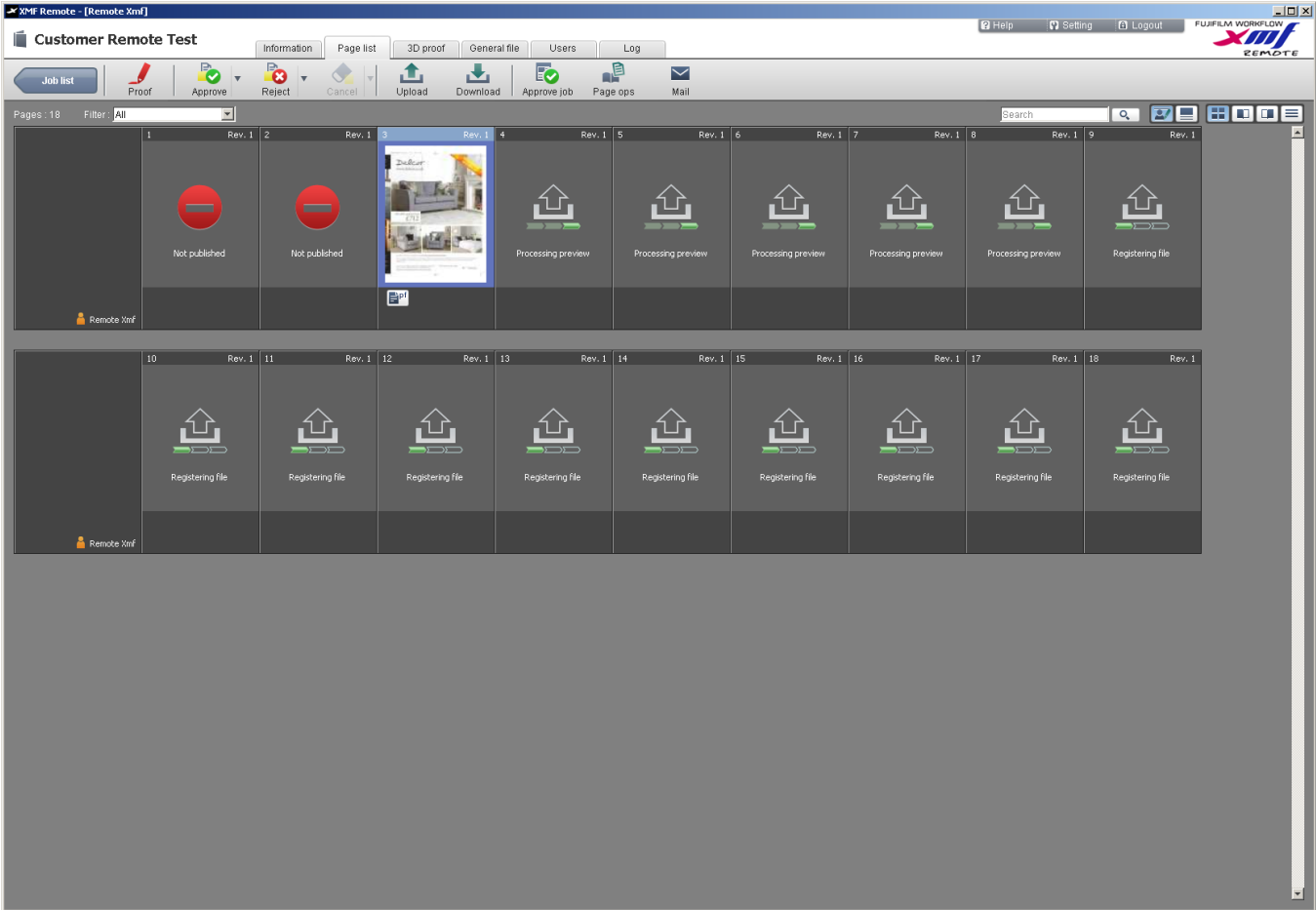
When you drag your pages over the first page slot another window appears confirming your positions. If you are happy then click on the OK button.



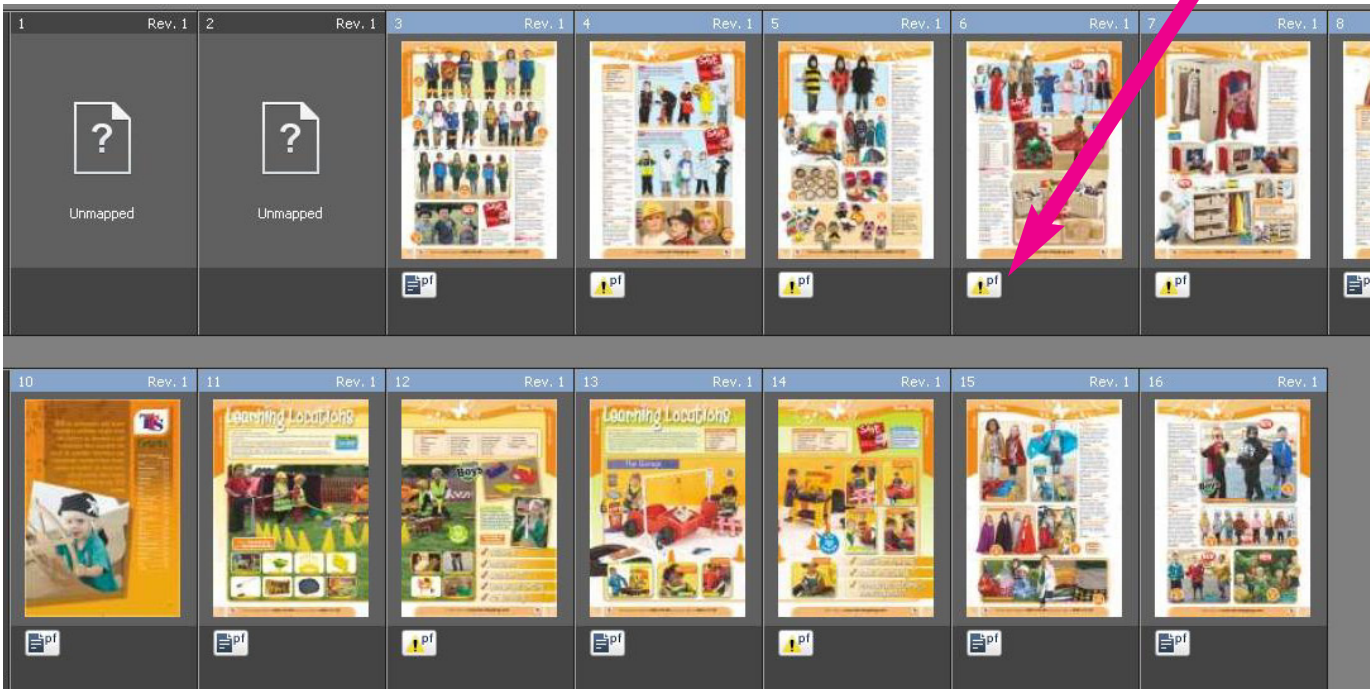
Once you have OK'd the above window you get a second chance to see that all the files are in the correct place before clicking on Start



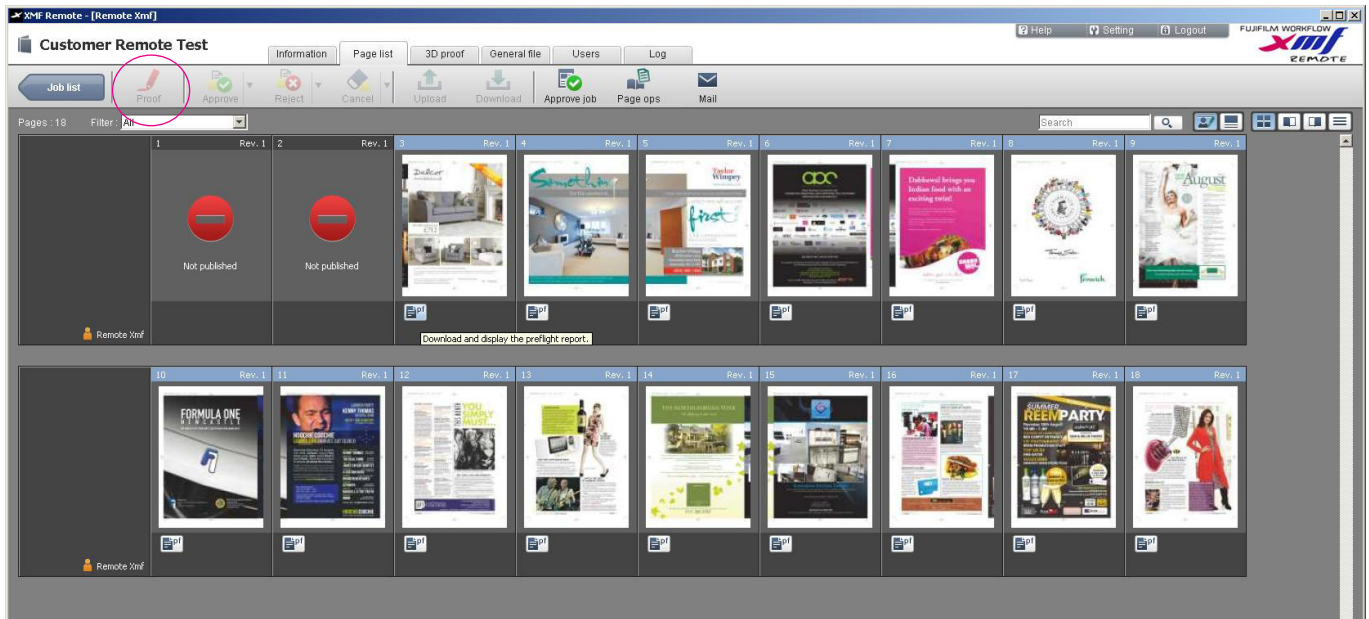
When your pages are uploading there is a progress bar below each page slot. The system is automatically set to refresh every 20 seconds but you can force your own refresh by pressing F5



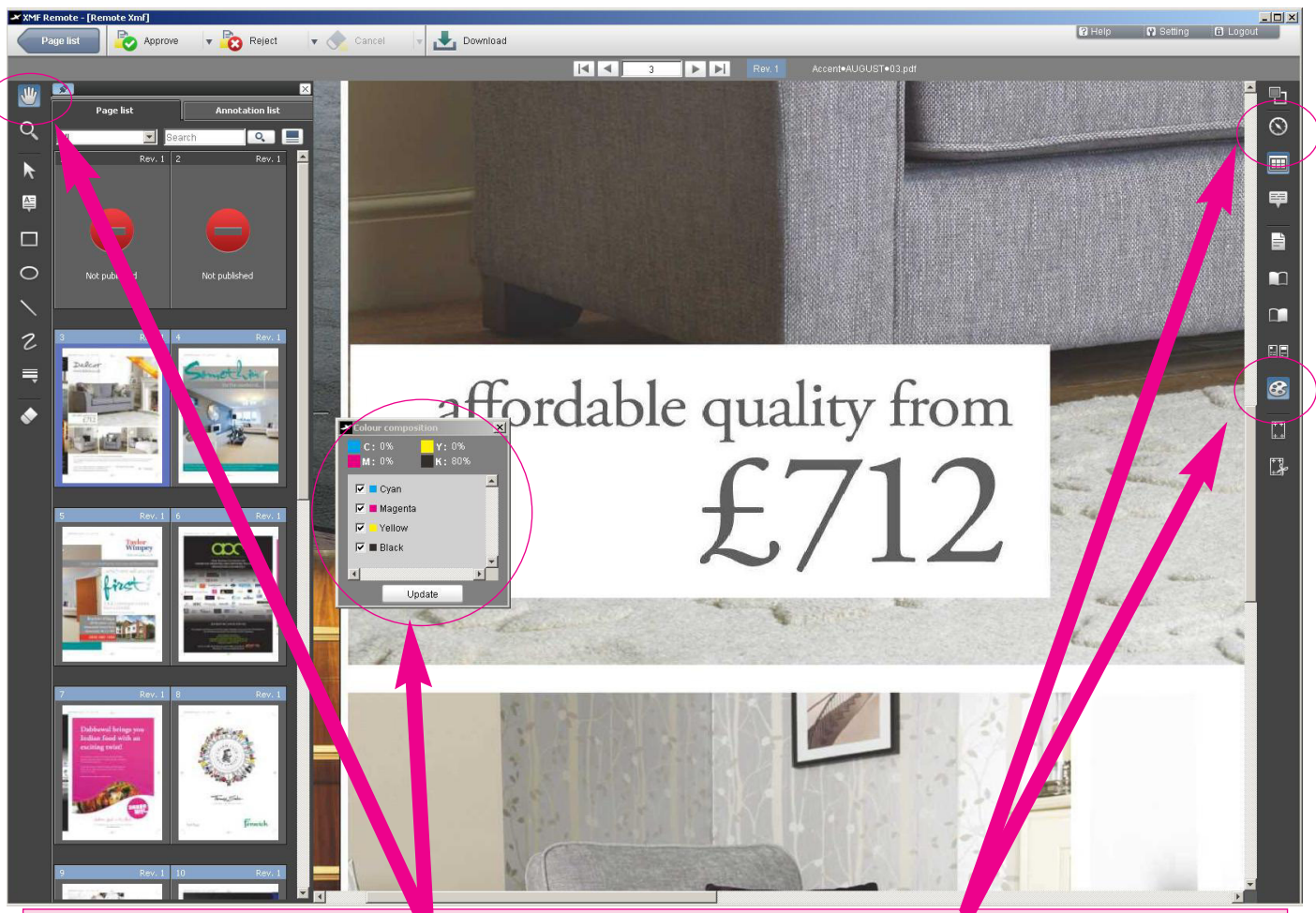
The files have processed through a Preflight check and this will be available as an icon below the page. To read the Preflight you need to click on the PF icon and this will open separately in Acrobat.



-  This symbol suggests the files has been Preflight Checked and there are no errors
-  This symbol suggests that there are warnings for you to check on your page.
-  This symbol suggests that there are error for you to correct on your page.



To check the above pages in more detail you need to double click on one and it will open the proof window as below or click on the proof icon above.

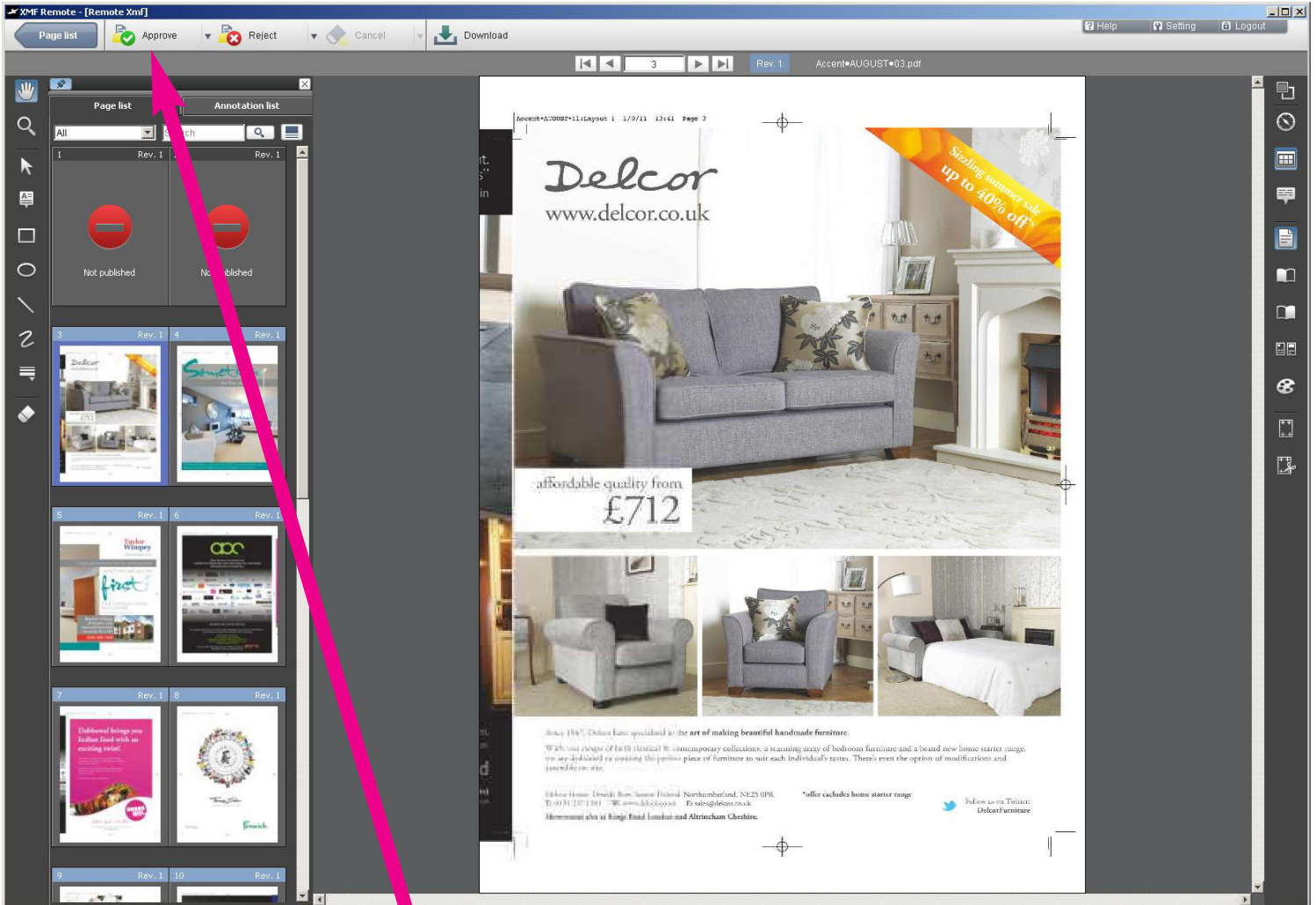


The above proof has been zoomed in on using the navigation tool on the right hand edge of the page and the Separation window is also open.

To use the separate window click on the colour palette on the right hand edge and hover over an area where you want to read the colour breakdown using the hand icon from the top of the left hand column and the breakdown will be measured on the colour palette.

You can also use the hand tool to move around the page.

To move on to the next page you double click on a page on the left hand side of the screen.



If once you are happy with your pages you want to approve a page, there are various ways of doing so.

One way is to click on the approve button above

Another way is to hold the shift button down and multiple select pages and then click on the approve button or alternatively if you want to approve the whole job in one go you can click on Approve Job.

