

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 hope you find these instructions helpful.

We are unable to accept files using We Transfer, Dropbox or any other file hosting service.

If you have any queries please contact your CSR in the first instance, who will direct your query to the relevant person for assistance.

XMF Remote HTML Instructions

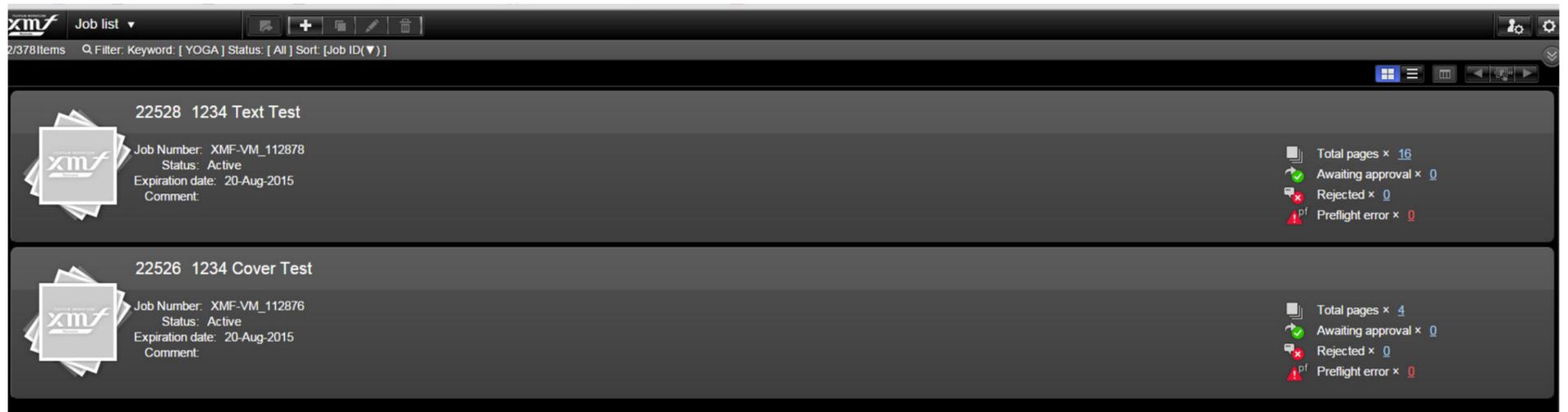
Preferred Browser for use:- Chrome

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 user-name and password that you were given with the link and press 'Login'

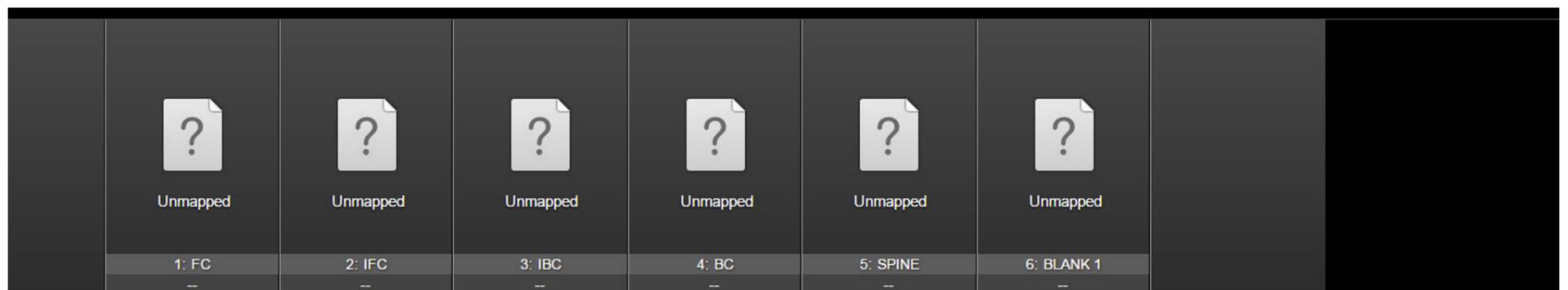
The next screen you see will contain your jobs that you need to upload your pdf's to. To access each element you need to double click on it to open.



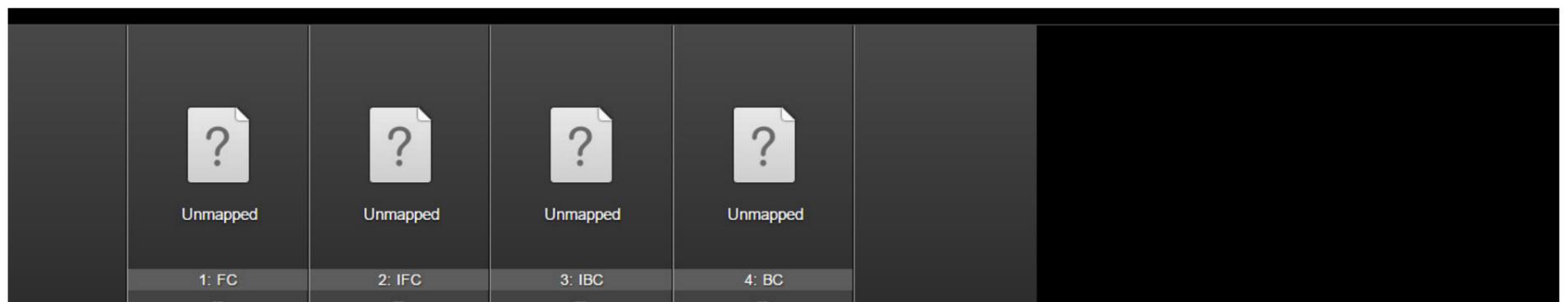
You will probably see that your cover and text are set up as two separate elements on the system. This is normally because of the way your publication is printing. In some cases your publication will be set up as one complete job on Remote.

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

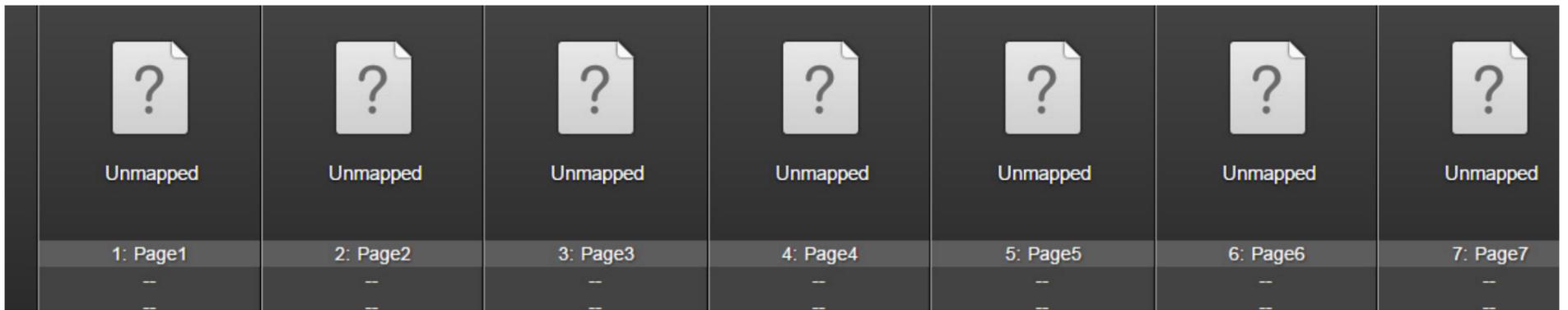


Saddle Stitched - Contains 4 page slots for Slot 1=FC, Slot 2=IFC, Slot 3=IBC and Slot 4=OBC

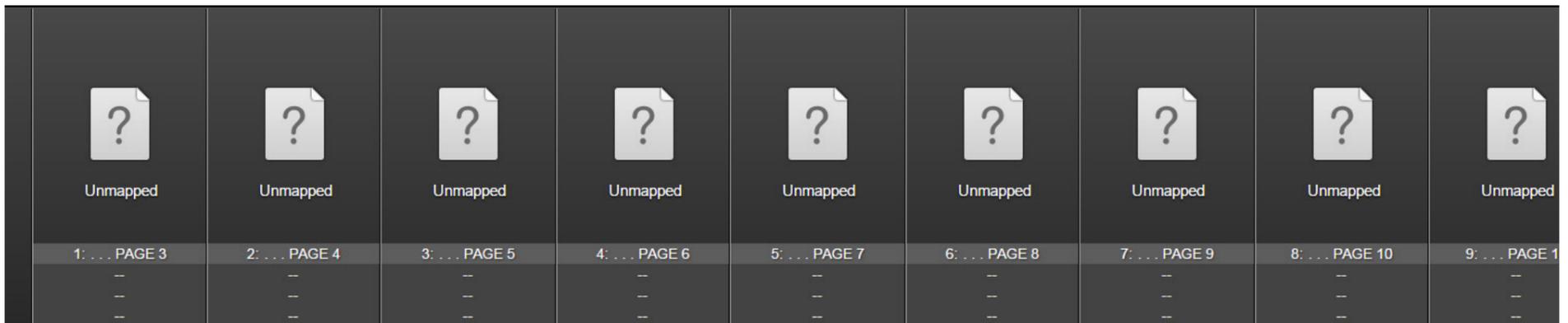


In some cases you may have a multi version cover that will print together on the same sheet. This will be shown similarly as the above cover elements but with extra pages for the other versions. Each set of cover pages will be named with the version they are relevant to. Eg:- 1: V1 OFC, 2: V1 IFC, 3: 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 - Your text section may start with a page folio 1 on it and you will see your page slots as below - you can now upload your pages

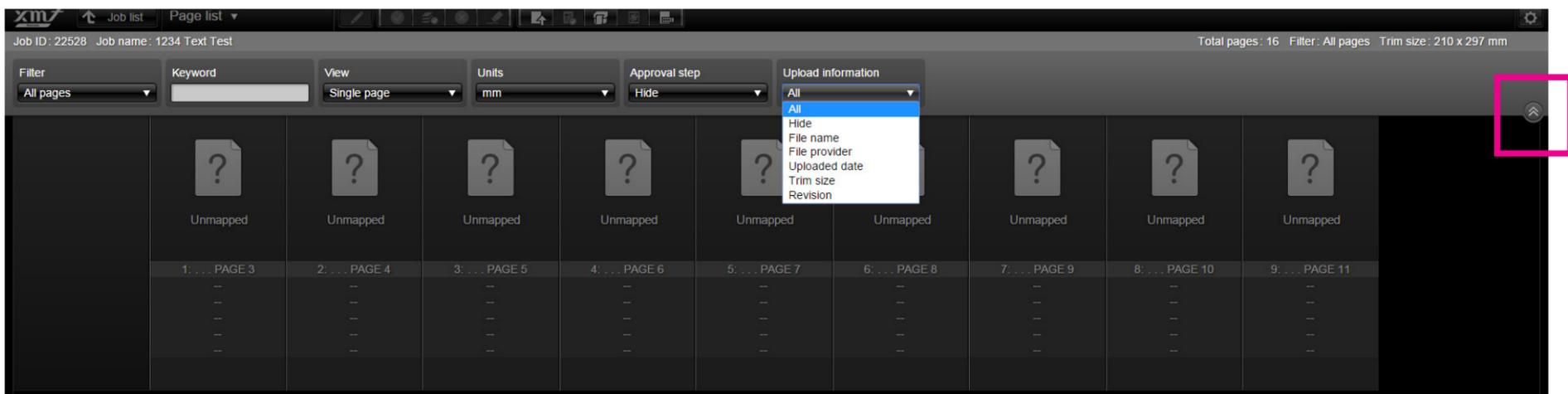


ALTERNATIVELY - Your text section may start with a page folio 3, therefore you will see your job set up as the next screenshot.



The naming convention above refers to the name of the slot within the job and the page it is expecting to be uploaded to that slot.

HELPFUL TIPS



Clicking on the downward pointing chevrons (highlighted above) will drop down various menus that can be adjusted to suit various needs.

Filter Menu - Allows you to view all pages or to display various options of pages

Keyword - Is a search bar that will search for pdf names or numbers

View - is for viewing as single pages on screen or as spreads with different bindings

Units - allows you to change measurements displayed from mm to cm to inches.

Approval Step - should be set to hide. This will only need changing if a customer is set up with multiple approvers.

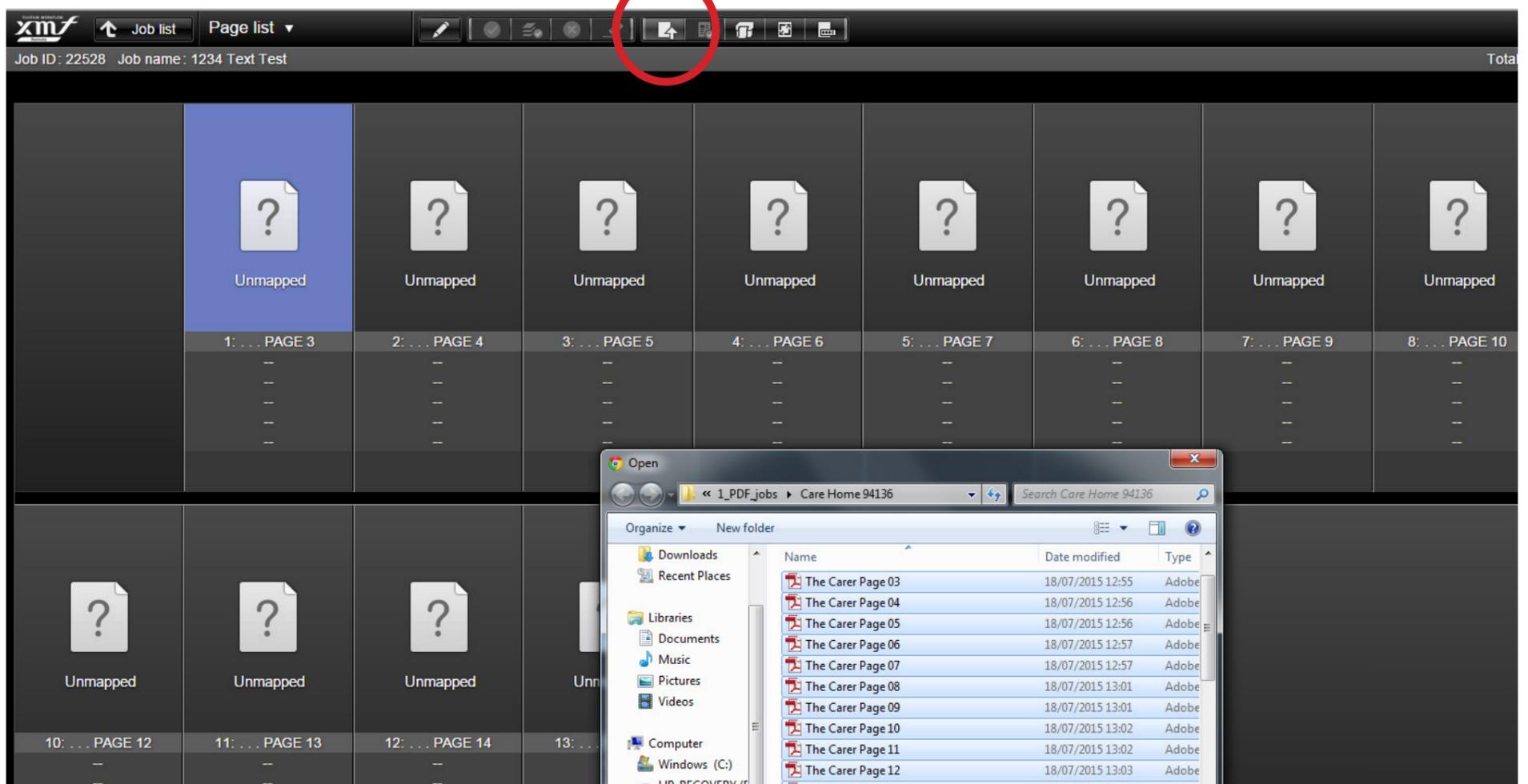
Upload Information - is best set to All, this will then show all information regarding pdf file names, revisions and other useful information.

Once you have selected your menu information then the window can be minimised by now clicking on the upward facing chevrons which are in the same place as the downward facing ones were.

It is preferred that pages are uploaded as single page pdfs as this will speed up the rendering to view process and allow customers to check preflights on affected pages only. If a multi-page pdf is uploaded and a problem occurs on one page, the preflight warning symbol will display under every page in the multipage file. The preflight software will list which page this is but this could be confusing if a large multipage pdf is uploaded and more than one page is affected.

Continue to uploading pdfs

Uploading PDFs

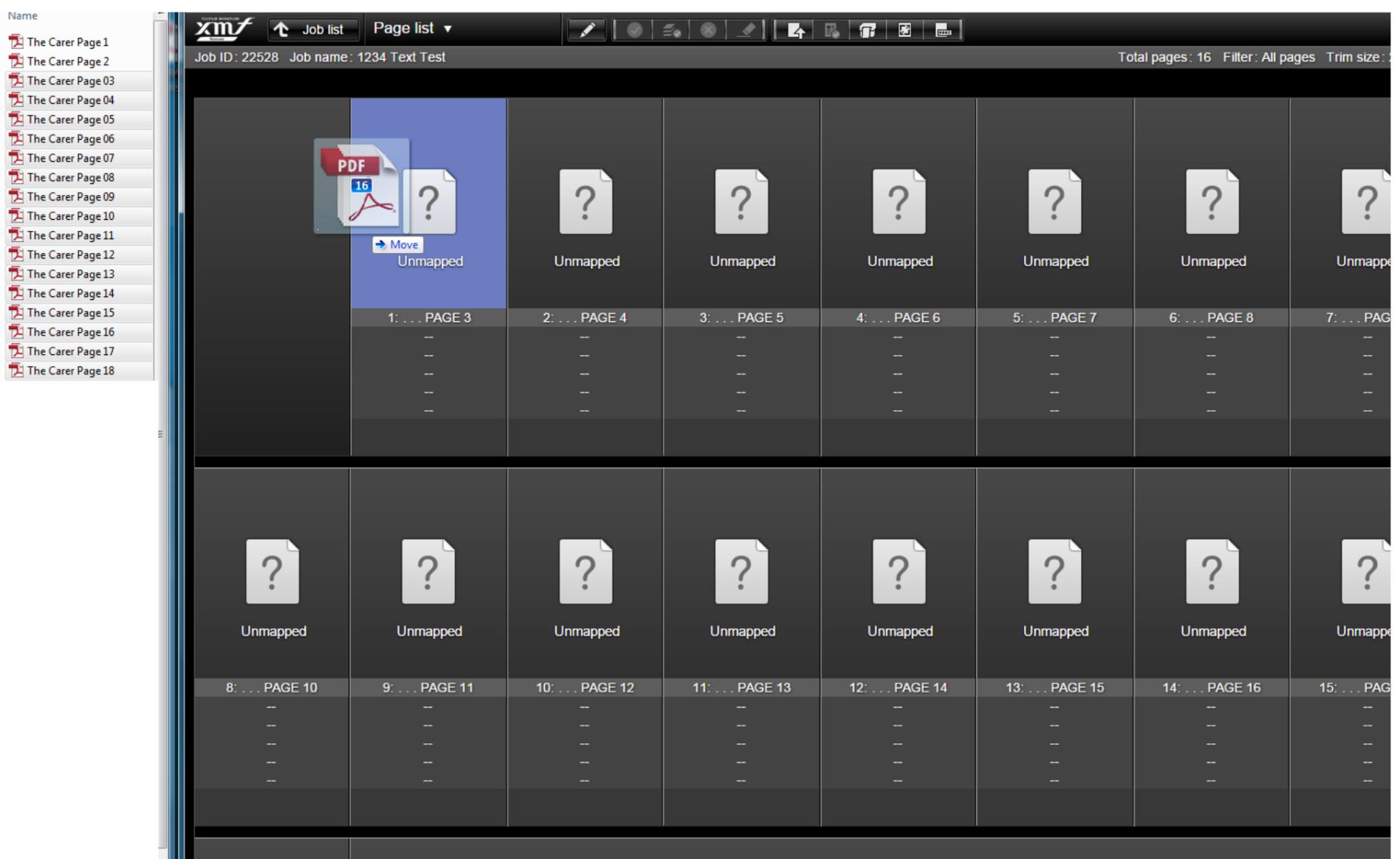


There are two ways to upload, one is by first clicking on the page slot of where you want to upload from for example if you have all your pdfs ready then you can click on the first page as above and then click on the upload button on the top bar (circled above) and a window appears allowing you to browse to your pdfs on your system. You then select all your pdfs or just one and click on Open.

The second upload option is a drag and drop system. So click on the page slot you want to start your upload from and open your pdf folder from your system and select the files and drag them over the highlighted page and let go. This will bring up the Assign a Page window.

PLEASE NOTE: BOTH SCREENSHOTS HERE SHOW AN UPLOAD STARTING WITH A PAGE FOLIO 3 - CUSTOMERS SUPPLYING PAGES WITH PAGE FOLIO 1 AS THE FIRST PAGE WOULD SEE THE SLOTS NUMBERED AS THE PREVIOUS PAGE BUT THE FUNCTION OF UPLOADING IS THE SAME.

The next window that appears is the assign a page window. Folio page 3 customers will appear 2 out in the assign column as this is referring to the slot number. Example: Page 35 will appear to assign to page 33 in the Assign window. Please see next 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.



ON THE LEFT IS A PAGE WITH A YELLOW PREFLIGHT WARNING AND ON THE RIGHT IS A CLEAN PREFLIGHT SYMBOL. TO ACCESS THE PREFLIGHT TO CHECK THE PAGE YOU NEED TO CLICK ON THE YELLOW WARNING SYMBOL AND THIS WILL THEN OPEN IN ADOBE READER FOR CHECKING.



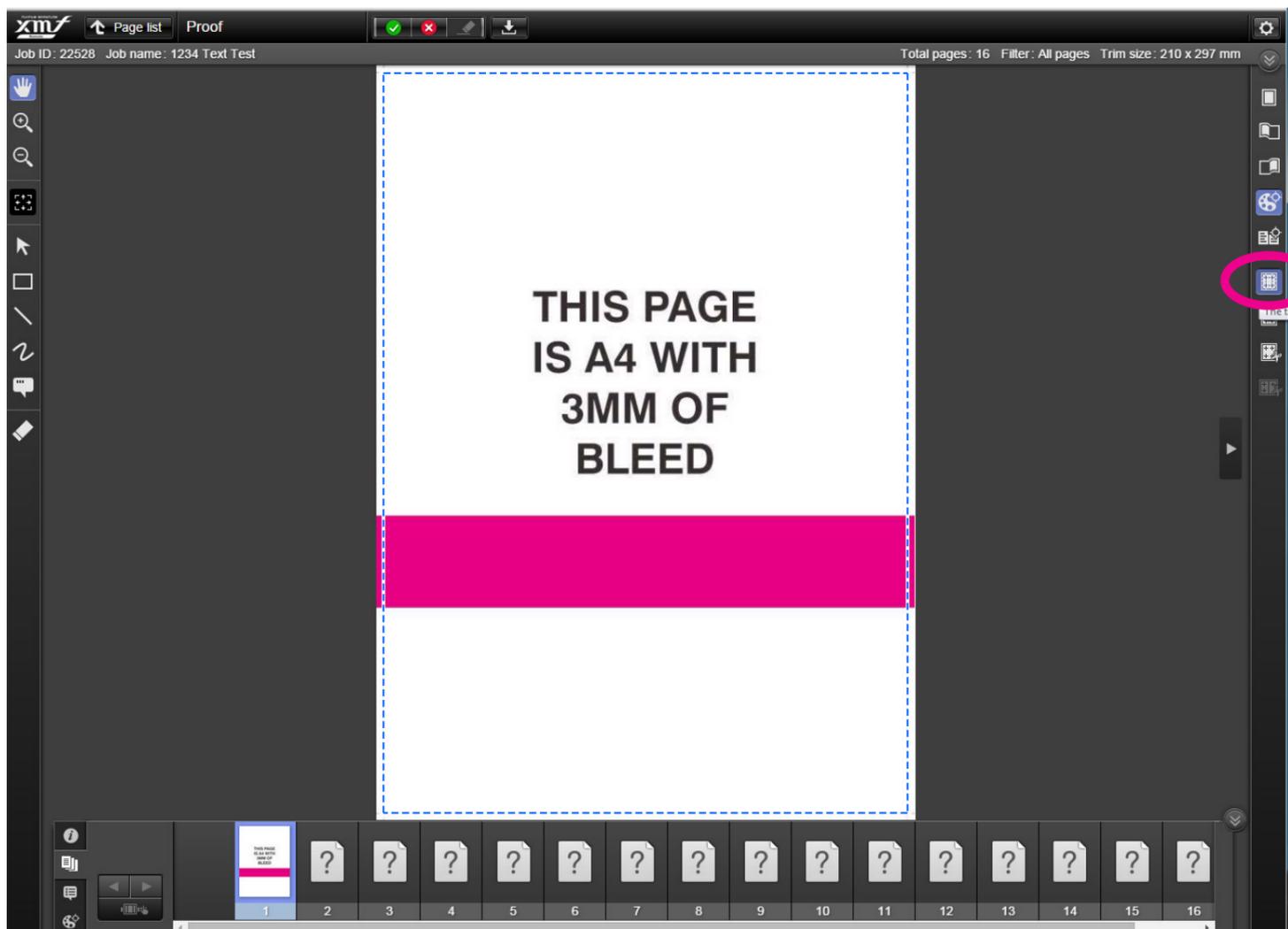
You may see this warning on your file after upload. This is because we now create jobs on Remote using the trim size of your finished product and on occasions depending on how the pdf is created, a trim box may be set differently. If you do get this warning please double check that you have supplied 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 bound publication is an obvious culprit as it will be supplied smaller in width to the cover pages.

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.

If you require further assistance please contact your CSR in the first instance, who, in the event of any technical questions can forward you to an appropriate person for help.