REMOTE
3 STEP
USER GUIDE

TO THE POWER OF PRINT

STEP 1. Uploading files

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GPS
TO THE POWER OF PRINT

Welcome to **REMOTE**

## Our web based file upload and proofing portal.

Remote uses the very latest technology to reduce the time taken to upload, proof and approve your print ready PDF files.

As soon as the first page is uploaded you can begin proofing it. No need to wait until the entire job is ready.

Which web browser should you use: for PC use latest version of Google Chrome, for Mac use latest version of Google Chrome or Safari version 7 and above.

To access REMOTE simply enter the web address as follows:
https://remote.gpscolour.com   We recommend you save this to your favourites.


make sure **Browser** is selected
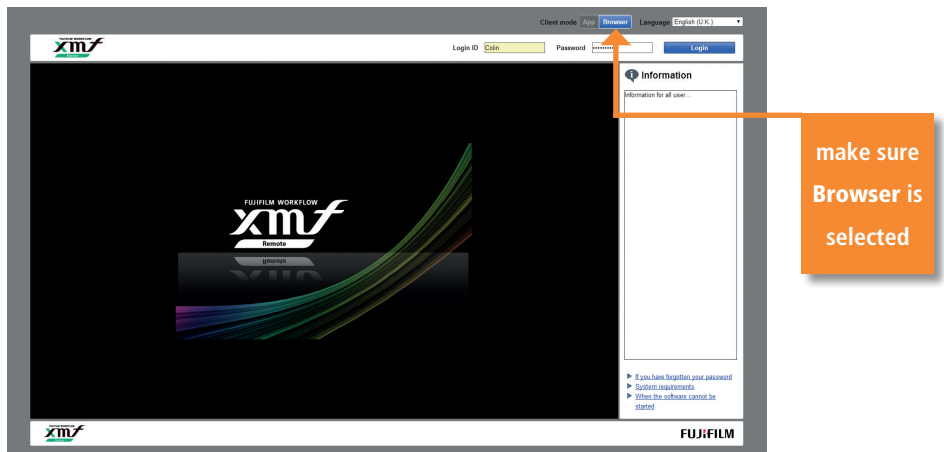
Next enter your unique Login ID and Password (supplied to you by email) this will allow you access to REMOTE.

If you have any issues finding your details then please contact your dedicated Account Executive and they will be only too happy to email them to you.

After logging into REMOTE

You will be directed to the Job List where you will see all your currently active jobs (as seen below).
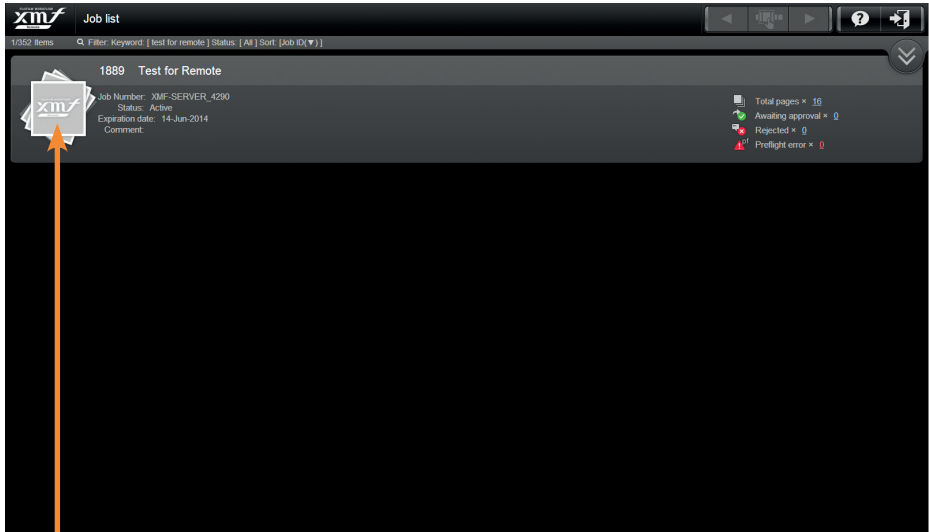
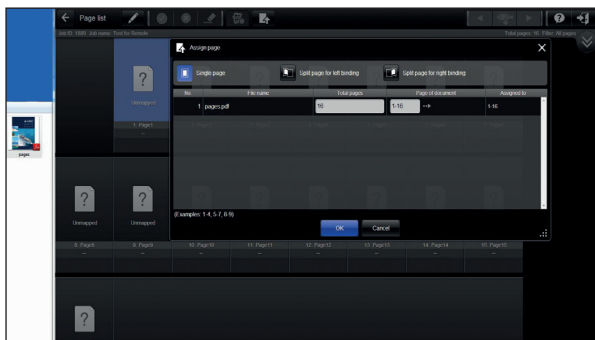**double click on the icon to open page list**

STEP 1.

Uploading files to REMOTE.

The first action you will perform after accessing REMOTE will be to upload your pdf files into the page list.
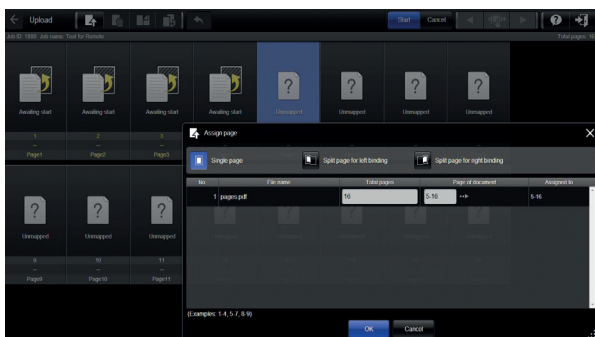
Easy as 1 - 2 - 3

1

Drag your pdf file onto it's relevant page slot. Page slots are named so there is no confusion. If your job is perfect bound the covers will be the first pages in the list.
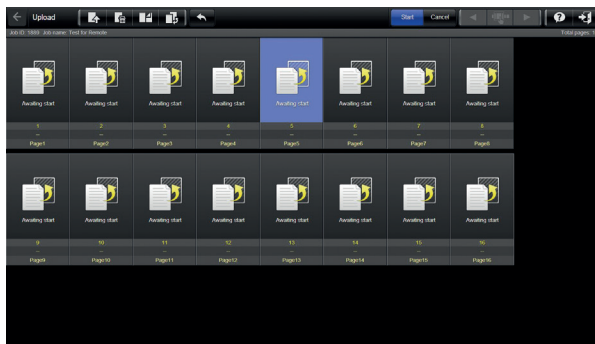

2

You can add multiple pdf's, just drag them to their correct page slots and click OK.

3

When you are happy that all pages are in the correct page running order click the start button. The pdf files will automatically upload, register and render, ready for proofing.

STEP 2.

Proof and Check through REMOTE.
Everything at your fingertips.

You will get a preflight report, warning you of any problems. Click on the left icon and this will download a report taking you to the problem area, if there is one. Once you are happy to proof just double click on the 1st page slot this will bring you into proof mode.

When in proof mode we strongly recommend that you have trim box selected. Click on chevron button top right to access this, it will show as a blue dotted line around the page. Anything within this line will print on your page and anything outside will be trimmed off. If you see trim marks within this area the geometry on your pdf is incorrect.
Give us a call and we will advise you how to fix this problem.
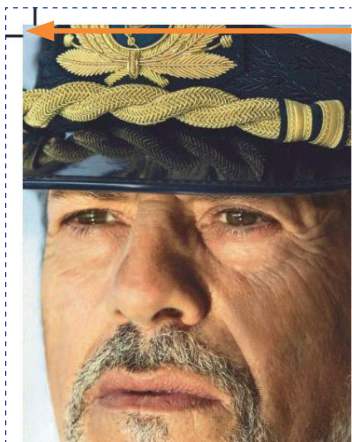
In this example, the crop marks on this page are inside the blue dotted trim line and will print on your job!

Anything within the blue dotted line will print on your page

Tools to aid proofing

Does your pages line up? Did you convert all your images to greyscale? Is that corporate colour the correct cmyk breakdown? What was the difference between the original page and the corrected page?

We all come up against these problems every day. With **REMOTE** there is a range of tools to take the worry and guess work out for you.

You may want to view your job in spread mode to check for line ups, image spreads etc. simply switch on the double page display icon.

For Colour Separation click on the icon and move the cursor over an area to check on separation values, or switch colours on and off to see if you have the desired result from your pdf.
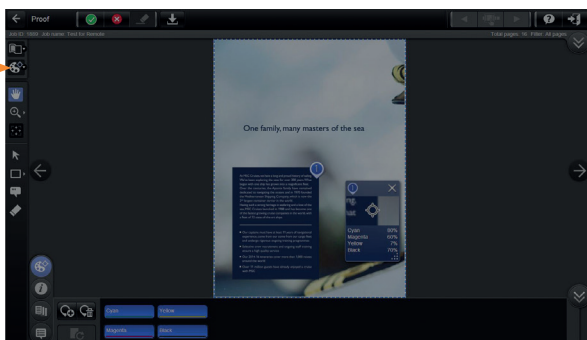
For comparison of old and new pages, click on the comparison icon. You have 3 options to choose from, which allow you to view the difference between pages.
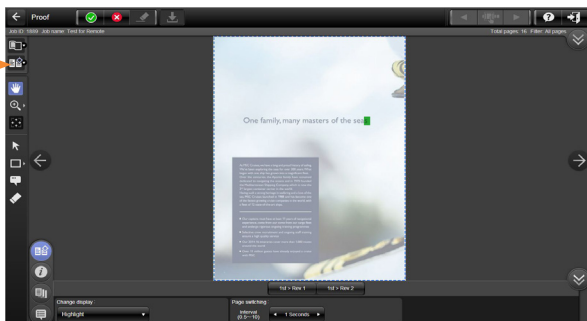
Uploading corrected pages

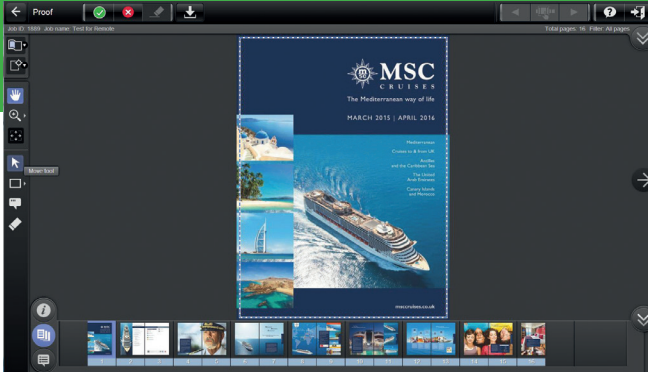**We can't get it right all the time, but no need to worry, uploading corrected pages couldn't be easier.**

When you have all your corrections pdf'd and ready to upload, simply drop your new pdf into the old slot, when you have all your corrected pages in place click the start button.

STEP 3.

APPROVAL

There are three ways to approve your job

Proof Mode
In proof mode you can approve individual pages with the green approve button located top left on screen.

Page List
In page list you can select the pages you want to approve as a group by clicking on the 1st page and holding down the shift key and selecting the last page in the group.

Approve Job
Once you have checked your job carefully click on the approve job icon and this will automatically release plates for the press.

WHEN YOU HAVE CHECKED YOUR JOB CAREFULLY CLICK THE APPROVE JOB ICON THIS WILL AUTOMATICALLY SEND THE JOB TO PLATE