






# REMOTE PROOFING



## STEP 1 (LOGIN)

- Login to the Remote Proofing website using the link sent via email or go to **PROOFING.PROPRINTUS.COM**
- Your **LOGIN ID** and **PASSWORD** will be sent to you via email.



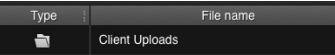
## STEP 2 (PAGE APPROVAL)

- Review the pages of your job and select   **APPROVE** or **REJECT** for each page.
- If you need to view the pages you have approved or rejected select the  **SCREEN DISPLAY BUTTON** in the upper right hand corner.
- Change the **FILTER** from **AWAITING APPROVAL** to **ALL PAGES** in the drop down menu and press the  **SCREEN DISPLAY BUTTON** again.
- Now you can view each page and select  **CANCEL APPROVE RESULTS** if needed.

## STEP 3 (CORRECTIONS)

- If you need to make a correction please  **REJECT** the page and use the  **ANNOTATION TOOLS** on the left hand side to explain the correction.

## STEP 4 (NEW FILE UPLOADS)

- To upload new files go to the  **PAGE LIST** view and then select the  **XMF SHARED FOLDER** tab at the top.
- Double Click on the  **CLIENT UPLOADS FOLDER** and then **DRAG & DROP** your new files onto the screen.

## NEED SOME HELP?

- Please email us at **PREPRESS@PROPRINTUS.COM**