



Getting Started with XMF Remote

blp.

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Introduction

XMF Remote provides powerful, internet-based, job submission, previewing and approval tools to streamline your interaction with the printing company . Access is via a web browser using a PC, Mac, tablet or mobile device .

XMF Remote allows you to access your print jobs 24/7 by uploading pages, checking preflight reports, then completing the on-screen proofing and page approval process . It is also possible to see a 3-dimensional virtual proof of the final printed product . Use the simple, easy-to-understand and intuitive interface to upload single or multiple files from your own computer . These will be processed by the printer's production system and presented to you for proofing and approval . Pages are easy to navigate and can be examined in more detail .

On screen page proofs show a view of pages which have been processed (RIPped) by the production system at the printing site, ensuring that what you see is exactly what will be printed . The online job status display is complemented by email reports and alerts keeping you up-to-date at all times .

HTML5

HTML5 is the latest way of presenting content for the world wide web . It has many new features designed for delivering multimedia and graphical content . This version of the XMF Remote software has been developed using HTML5; this negates issues related to security, and reliance on 3rd party software such as Java, meaning that access to the internet via your browser is all that is needed .

How to Login

To use XMF Remote with HTML5 you will need a web browser . You may need to update your browser software to the latest version . We recommend that the following browsers are used:

PC: Chrome or Firefox

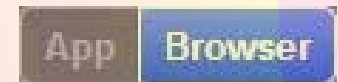
Mac: Safari, Chrome or Firefox

iPad: Safari

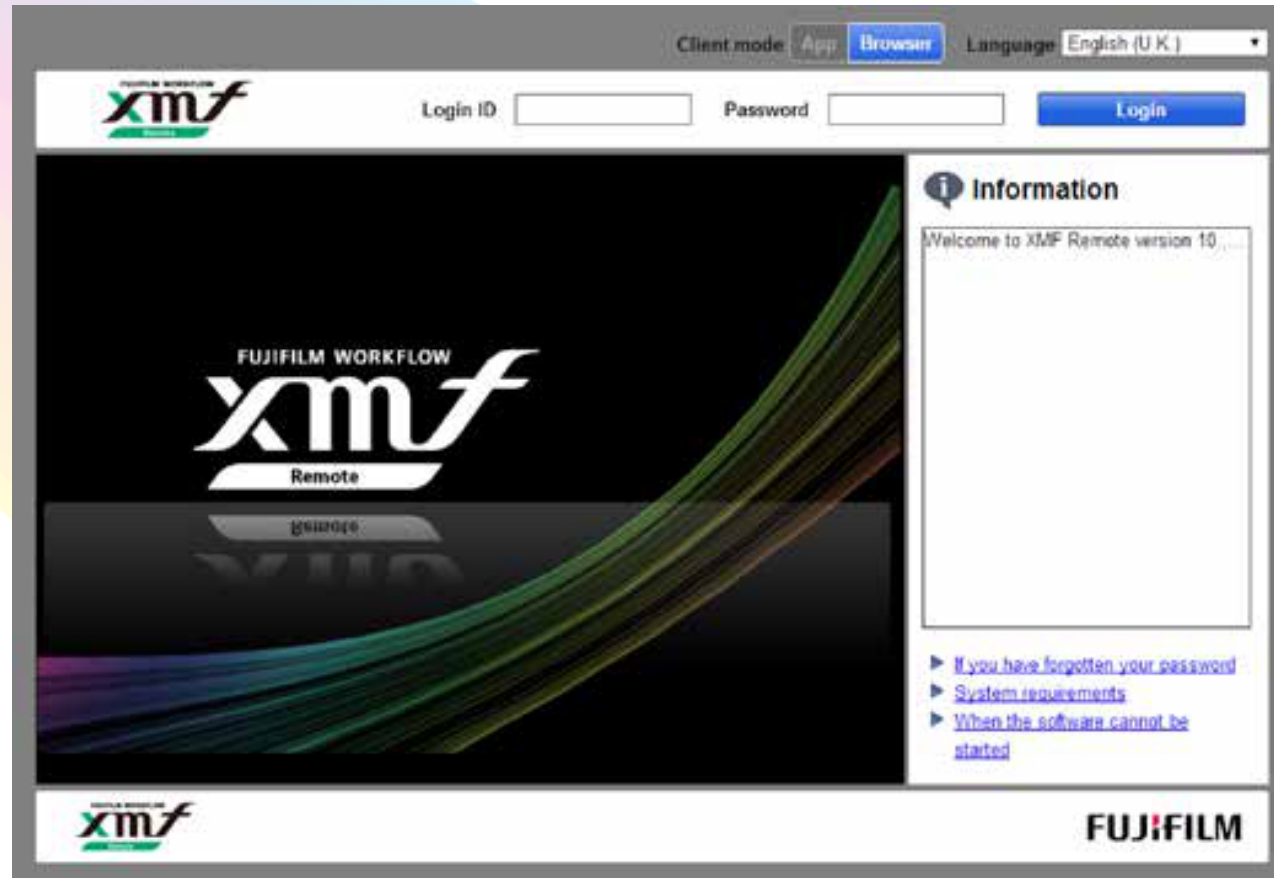
Accessing the system can be done in a number of ways . You may have received an email informing you that a new job is available for you to access (for example you may need to upload some pages to the job) . In this case you can simply click on the link in the email, and this will open and display the login page in your web browser .

Of course, you can access the login page at any time by typing <https://www.buxpress.co.uk/frontsite> into the address bar of your browser, or by using a favourite, or bookmark This location that you previously stored . Whatever method you use you arrive there, you will see a simple login screen similar to the one shown opposite .

To use the HTML5 version, described in this guide, make sure that you have the Browser option selected (highlighted in blue) towards the top right hand corner of the window .



If you accidentally select App then the Java-based version of XMF Remote is launched . The Java version is not covered by this guide but is described in a separate document .



Enter the Login ID and Password given to you by the administrator, then click the Login button .

You can logout at any time by using the logout button that is displayed on subsequent web pages .



Note for users of mobile devices:

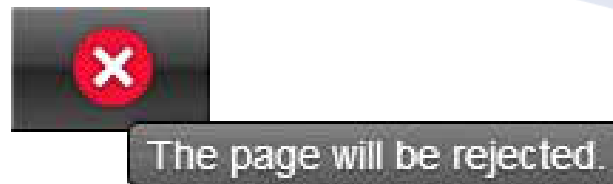
Since the App version is not available for mobile devices there is no need to select the Browser option at this stage; the Browser (HTML5) version will be used automatically .

To use XMF Remote ensure that you have Private Browsing turned off in your Safari preferences . This is accessible via Settings .

Note that this guide describes the use of XMF Remote from the point of view of a PC user, using terms such as click, double-click etc . XMF Remote has also been designed with mobile users in mind and you will find the buttons and icons clear and simple to use . Where the guide describes such operations as clicking, simply press the icon on your tablet instead . You will also find that functions such as pinching (for example when proofing a page) also work as you would expect .

The Help System

XMF Remote includes a useful help system . If you are unsure of the function of any tool or icon simply point at it and a helpful tip will be displayed .



The Job list

Once you have logged in, the job list will be displayed .

As its name suggests, this is a list of all current, and recently completed jobs .

Use the scroll bar to navigate the list of jobs; notice that, if available, the first page of the job is displayed as a small thumbnail . You will also see some simple information that tells you the status of each job .

Note that you may see a padlock icon next to a job . This indicates that the job is currently being worked on by the printing company . You can still view the job, but should avoid making changes to it until the job locked symbol has gone . This includes actions such as uploading and approving pages .



Avoid making changes to a job if you see the job locked icon.

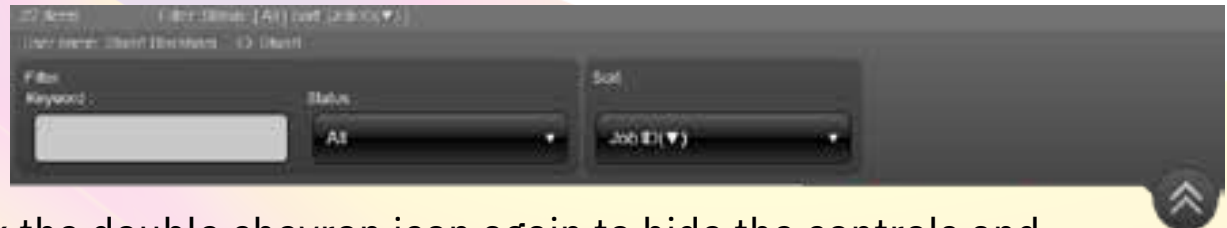


Filtering and Sorting the Job list

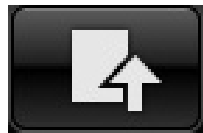
Initially, the job list will display all of your jobs . It is possible to filter the job list, or sort jobs into a different order, by using the controls revealed when you click the double chevron icon .



Using these controls you can search for a keyword e.g. part of the job name, filter by job status, or change the sorting order.



When you have set your choices, click the double chevron icon again to hide the controls and apply your settings .



Uploading Your Pages

From the job list identify the job that you wish to work with and either double-click it, or click the arrow button to open the job .



Once the job is open you will see the page list, with a page icon, or placeholder, representing each page of the job . In this view you can upload your pages into the job . Normally this should be done so that the page sequence is the normal order in which you would read the pages of the printed job .

There are two simple methods that you can use to upload your pages . Note that pages must be in the PDF file format .

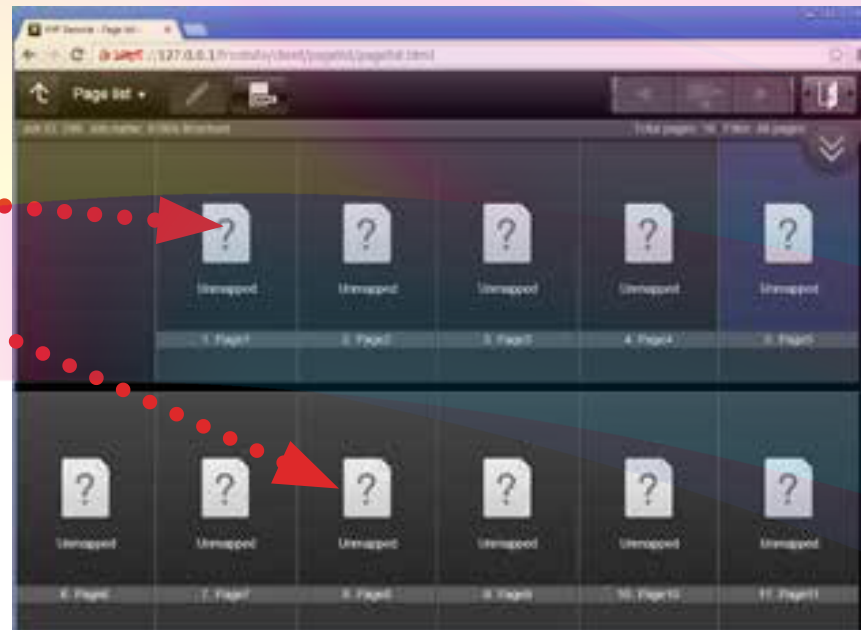
1. Upload with drag-and-drop

Move the page list window to one side of your screen, if necessary, so that you can see your desktop . Browse to the file(s) that contain the pages for this job . You can then drag these onto the page list window, dropping the file onto the page position that represents the first page in the file . For example, if you have a file for page 1, drop it onto the placeholder for position 1 . If you have a file for pages 3 to 6, drop it onto position 3 .

Note: it is not possible to upload pages using a mobile device



Drag-and-drop files onto pages



2. Upload by Selecting a Page and Clicking “Upload”

Simply click on a page placeholder to select it . The page position will be highlighted in blue . . .



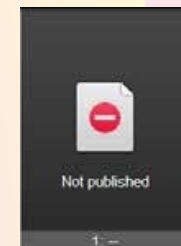
Page 1 is selected

. . .click the upload button . .



. . .then browse to the file containing that page . Ideally that page should be the first page in the file . For example, if you have a file for page 1, select page 1 as shown on the above, then click the upload button and browse to your file . If you have a file for pages 3 to 6, select page 3, click upload and browse to the file .

Don't worry if you see some pages which show as “Not published” (shown right) . The job may contain page positions that are not available for you to upload . For example they may represent pages of a cover that is being done separately, or be a part of the job that is already printed .



Assign Pages

Whichever method you use, once you have selected the file to upload you will see the Assign page window shown below .

The Assign page window allows you to choose a selection of pages from the file that are actually needed for the job . Often, you will want to upload all the pages in the file, so you can just click OK when this window is displayed .

If you don't need all the pages from the file, for example you selected a 4 page file but only need to upload the first page, modify the page range under "Page of document" .

The Assign Page window

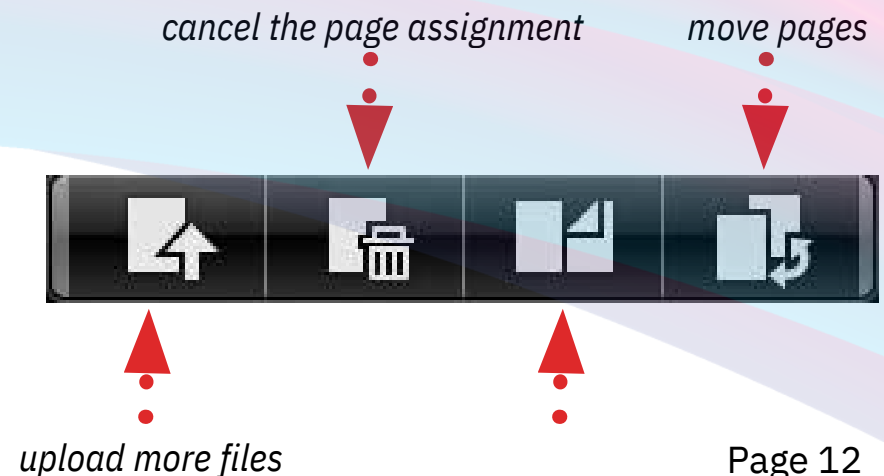
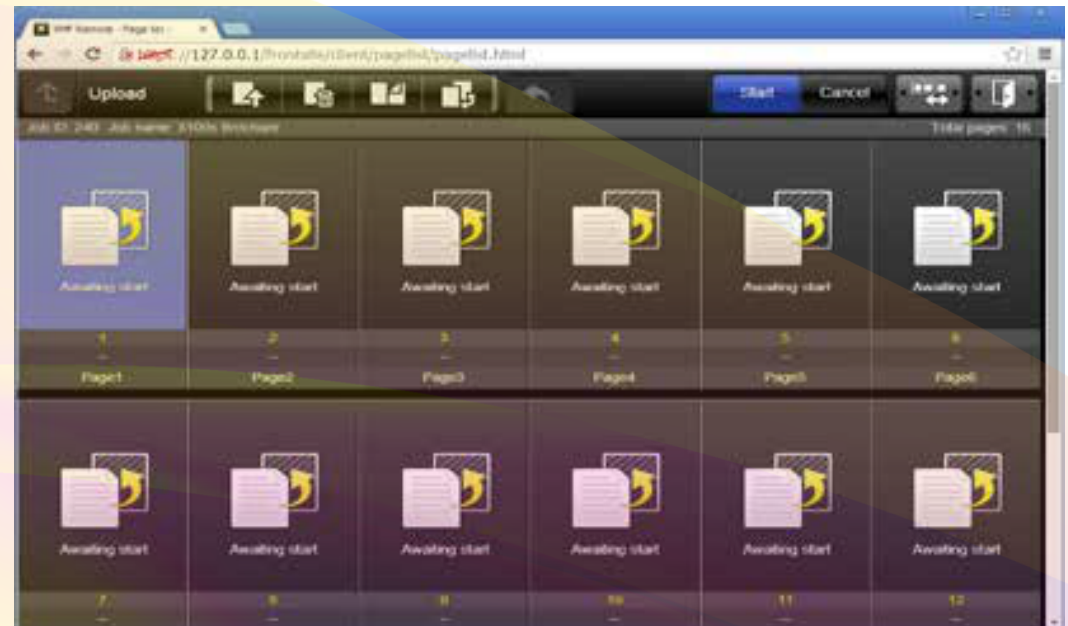
In this example a 14 page PDF has been selected for upload. Pages 1-14 of the PDF will be placed into page positions 1-14 of the job



Now that you have assigned the pages you will see the Upload screen displayed . This presents an overview of your documents and page assignments . If you are happy with the way the pages are assigned then simply click “Start” .

What if I need to change page positions?

If, at this stage, the pages are not all assigned to the correct places, you can correct this before starting the upload process . Each page ready for upload is represented by an icon with a yellow “up” arrow and is labelled “Awaiting start” . You can move the positions of these simply by dragging them to other locations, or by using the “Move page” button . You can also stop individual pages from being uploaded using the “Unassign” button . You can add more documents, containing other pages for this job by clicking the “Add pages” button . When you are happy with the changes just click “Start”



The Final Step

Once you have clicked “Start”, a final upload window is displayed . This gives you the chance to add a comment to the upload process . The comment is added to emails, which are sent to anyone subscribing to upload reports for this job .

Enter your comment in the central box, or if you are happy to upload the files without any comment, just click OK . A separate upload window will be displayed, showing the progress of your file(s) being uploaded .



*This window displays the progress of your files being uploaded to the printing company. You can minimise this window or move other windows in front of it to continue working. **Do not close the window or quit your internet browser before the upload is complete or your files will not be correctly transferred.***

Since the upload is performed in a separate window, you can click the main browser window to continue working . You can even start further uploads before the first one has finished .

Once uploaded, pages will be processed and page proofs will be delivered back to XMF Remote .

There are 4 steps to the upload process, although you don't need to watch the stages in progress:

Sending File	your pages are being transferred across the internet
Registering File	the pages are being added to the printer's production system
Rendering	the pages are being processed by the printer's production system
Processing Preview	page proofs and thumbnails are being prepared for you

You will know when the upload process is complete as page thumbnails will appear in the page list .
If you have a very large file, or the printer's system is very busy then it may be a few minutes before these are available . Checking and approving the pages is described in the next section .

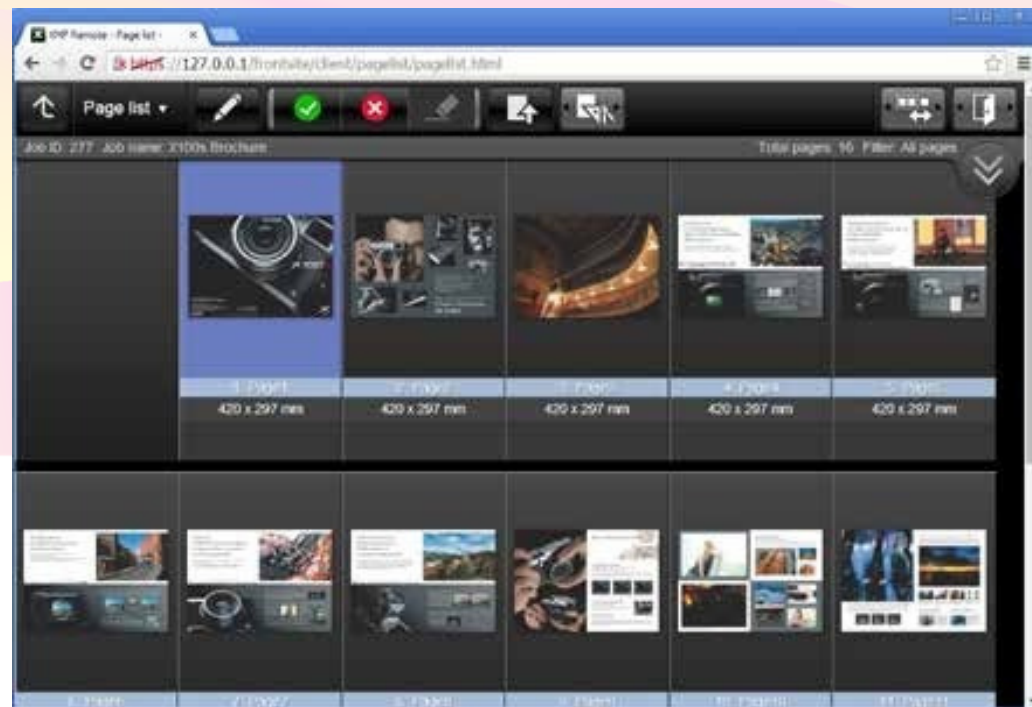
Previewing Your Processed Pages

Once pages have been uploaded, they will become available to preview (proof) . Pages which are available to proof are immediately identifiable because a thumbnail of the page will be shown in the page list . Any pages not yet uploaded will have an “Unmapped” icon .

Sometimes you may be responsible for both uploading, and approving pages . At other times different people may be responsible for the upload and approval parts of the process . If you did not upload the pages yourself make sure that you are familiar with the login process described on page 6 .

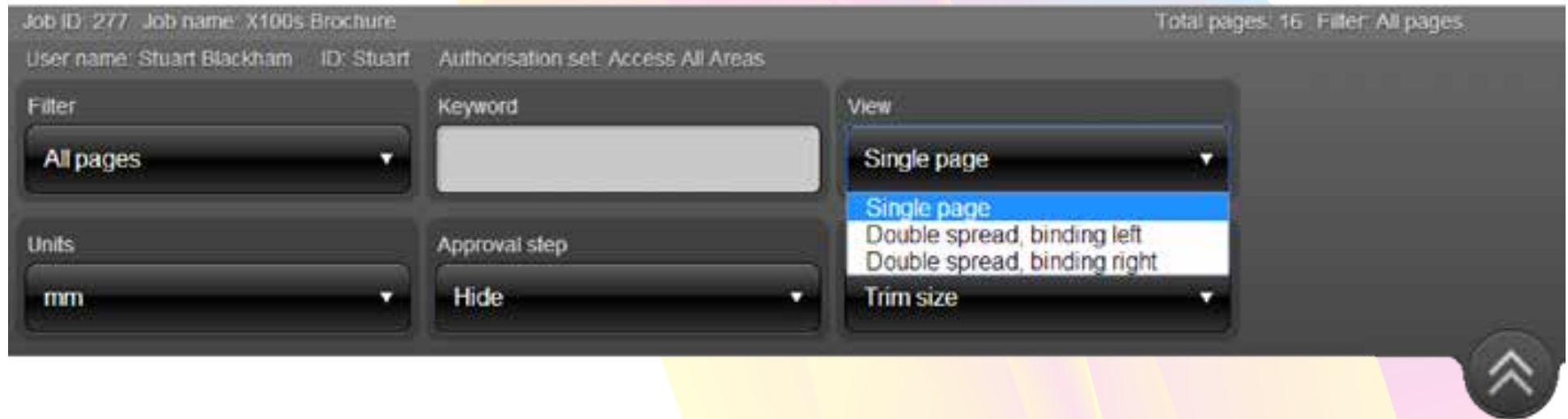
Page Proofing

The aim of checking the pages at this stage is to ensure everything is correct, whether it be the layout, pictures, text content, spelling or anything else that you might spot that you are not happy with . This proofing stage gives you a chance to check what you see, and reject, upload a replacement, or approve any particular page . Remember that the printer will not print your page until you have approved it .



Page Thumbnails & Page Filtering

The page list displays a thumbnail for each uploaded page . You can change the way the pages are presented - as single pages or spreads, by using the controls that are revealed when clicking the double chevron icon .



The screenshot shows a control panel for page filtering. At the top, it displays 'Job ID: 277', 'Job name: X100s Brochure', 'Total pages: 16', and 'Filter: All pages'. Below this, there are several input fields: 'User name: Stuart Blackham', 'ID: Stuart', and 'Authorisation set: Access All Areas'. The main control area includes a 'Filter' dropdown set to 'All pages', a 'Keyword' text input, a 'View' dropdown menu, a 'Units' dropdown set to 'mm', and an 'Approval step' dropdown set to 'Hide'. The 'View' dropdown menu is open, showing options: 'Single page' (selected), 'Single page', 'Double spread, binding left', 'Double spread, binding right', and 'Trim size'. A double chevron icon is located at the bottom right of the control panel.

In the example above, the view menu is used to select single, or double-page spreads . Notice that you can also use this section to filter the page display, or show additional information about each page position, such as the trim size of the uploaded page . Remember to use the double chevron icon again to hide the controls and apply your settings .

Proofing



To carefully check each page you will want to see it in more detail . To do this simply double- click a page, or click once to select it, then press the “Proof” button . The page is opened in the Proof window .

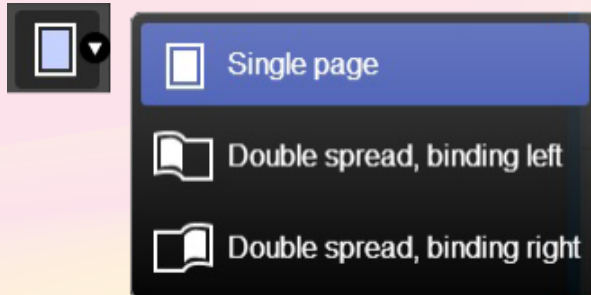
Buttons on the left allow you to pan, zoom, annotate , and change the way the pages are displayed.



Reveals extra controls to filter and change the page display e.g. show the trimmed page without bleed.

Show/hide extra information. In this case the thumbnails (with scroll bar) of adjacent pages are displayed. These can be used to navigate through the job.

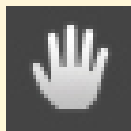
Use the proof window to carefully check your page . Some of the more commonly used tools are explained here .



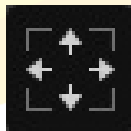
Select whether you wish to display the pages singly, or as double-page spreads .



You can zoom in to get a closer look using the zoom tool . Zoom in by clicking on a part of the page, or dragging a box around an area .



If you have zoomed in, and cannot see the whole page, you can move around the page using the pan tool .



Fit in Window



Show the current trimbox



Previous page /
Next page

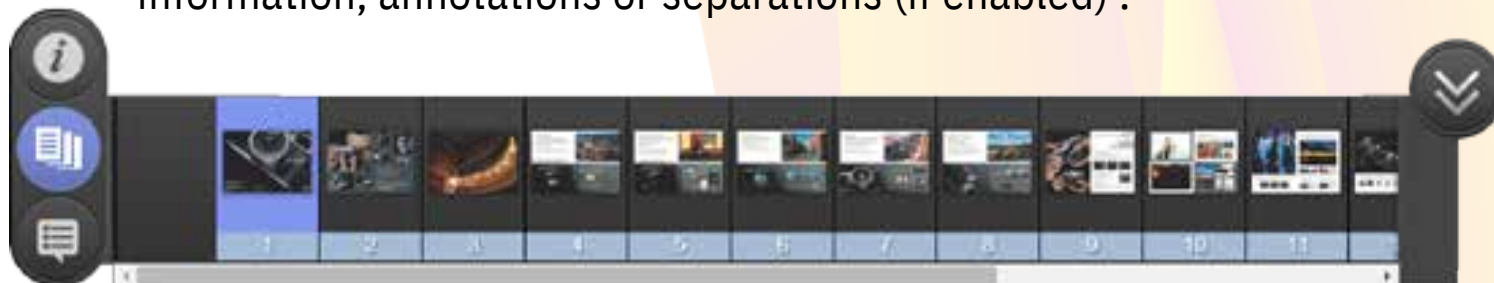


Show the original trimbox of
the uploaded page

The following controls are revealed using the double chevron icon towards the top right of the display . Several options are available, including the ability to show the trim box of the page or display the page with the bleed area removed . Hide the controls, by clicking the double-chevron again, in order to activate your selected choices .



The panel towards the bottom of the screen can also be shown or hidden using its own double chevron icon . The typical display shows thumbnails of the pages adjacent to the one currently being viewed . You can use this panel to move to another page (double-click) . Icons to the left change the display to show page information, annotations or separations (if enabled) .



What if the page contains a mistake?



If the page is not correct, you can mark it by clicking the Reject button . Doing this visually marks the page as being rejected, and acts as a helpful reminder, but remember that, whether rejected or not, the printer will not print your page until you have approved it .

While a page remains unapproved, it is always possible to upload a replacement page into that same position, and then check again once the new version has been uploaded . You can repeat this process as many times as you wish, until you are happy that the page is correct . To upload a revised page follow the upload procedure described on page 10 .

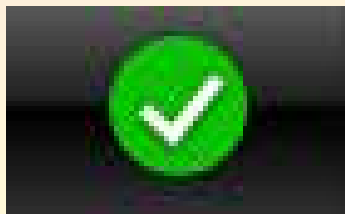


*A rejected page is clearly indicated.
Click the yellow page icon to read
any page comments*

Approving Pages

After checking your pages with the proofing tools, and uploading any new pages if corrections were necessary, you should reach a point where you are satisfied that page is ok . At this point you should approve the page . Continue until all pages in the job have been approved .

IMPORTANT:- only approve a page if you are sure that it is ok. Once approved, the page may be printed, since you have effectively told the printer that you are happy with it. You are approving not only the content, but also the position of the page. Check that the page is in the correct place e.g. the page in position 4 really is page 4 etc. You will no longer be able to upload any further corrections to that page once it has been approved. If you accidentally approve a page that is not OK, contact the printing company as soon as possible and let them know.

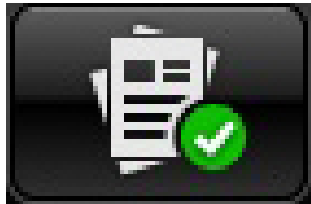


To approve a page simply click the Approve button . This can be found in both the Proof display and the page list . In the Proof display you will be approving the page(s) that you are currently viewing . In the page list it is possible to select more than one page by using the Shift or Ctrl keys (command key on an Apple Mac), and

then approve them all at the same time by clicking the Approve button . Each time you approve a page, or several pages at once, you can enter a comment related to the approval . This comment is added to the email which is sent to anyone else who subscribes to the approval emails related to this job . If you don't want to add a comment just click OK .



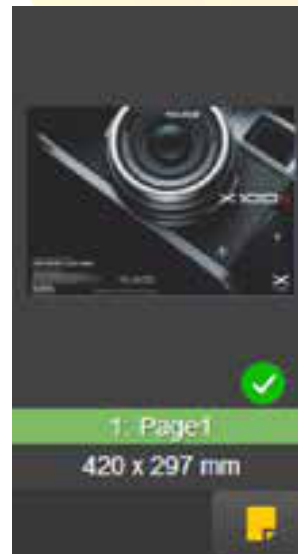
Using “Approve Job”



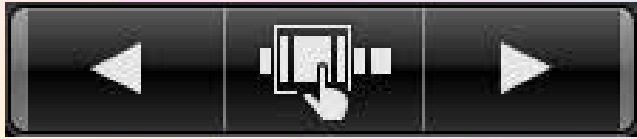
Depending on your access level to a particular job, you may see the Approve Job button available in the page list display . The Approve Job button allows approval of the whole job in a single step . Be aware that clicking this button will approve all pages in the job, even those that may still be marked as rejected . As such you will always receive a warning when using the option and, if any pages from the job have not yet been individually approved, a second warning will also be given .

The purpose of the Approve Job button is to act as a simple control for a person who needs to give a final sign-off to the job . In this scenario it is generally envisaged that other people have already proofed each page, and individually approved them . It is then up to the “Job Approver” to have the final say, before the pages are delivered, approved, to the printer . The Approve Job button should not be used as a shortcut to circumvent checking each page carefully .

Approved pages are indicated by a green band/icon.



Page Navigation



For jobs which contain many pages, the page navigation tool can be useful when proofing . This allows you to quickly move through a high pagination job without using the previous/next buttons or the page thumbnail scroll bar .

To display the page navigation slider, click the button . Move the slider to the left or right to quickly navigate to a different group of pages . The page numbers of the highlighted section are displayed above the slider . When you release the slider the window will close and the new page will be displayed .

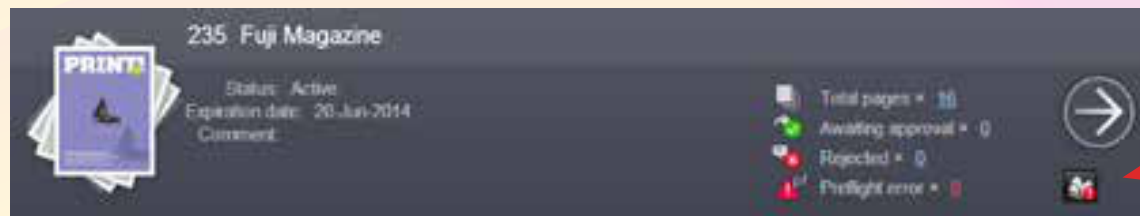


Note that a similar navigation slider is displayed in the Job List window and can be used for navigation when you have a large number of jobs available .

Viewing the 3-Dimensional Proof

To make a final check of your job you may be provided with a 3-dimensional proof that really gives you an accurate preview of the finished job that will be printed . It is a virtual version of the printed product in which the pages can be turned in the same way as a book, brochure or magazine . You may arrange with the printing company to see this 3D proof for every job, or it may be used for specific jobs only .

Since the 3D proof is designed to show you the finished result, it is normally used after you have checked and approved all of the pages . If a 3D proof is available for a particular job, this is indicated by an icon in the Job list .



This icon indicates that a 3D proof is available for this job

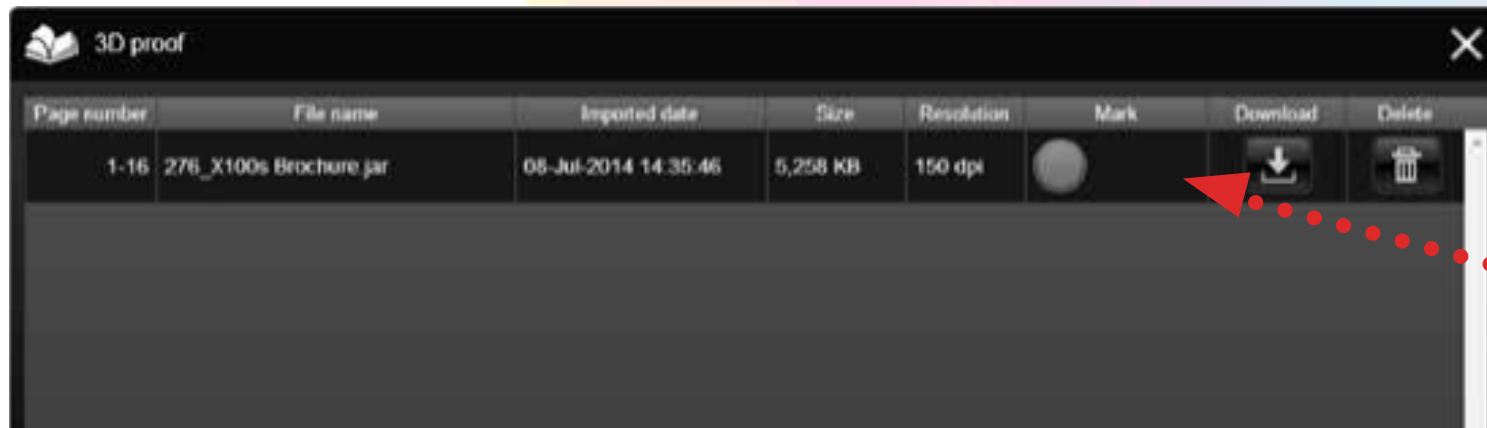
Open the job, then click the icon to expand the page tools



Once these are expanded, click the 3D proof icon .



Clicking the 3D icon will open the 3D window for that job .



You can Mark a 3D proof to indicate or remind you, or other approvers, that you have checked it

Depending on the type of job, there may be more than one 3D proof listed and available . The range of pages contained within each proof is shown in the Page number column .

To view the 3D proof click the download button . Once downloaded, the 3D proof file can be opened by simply double-clicking it . You can, of course, send a copy of the file to someone else . Note that viewing the 3D proof requires you to have Java installed on your computer . This feature is not available to tablet users .

The 3D Viewer

The 3D proof opens in its own viewer window . Hold down the Shift key and use the mouse pointer to turn the pages . Use the mouse/pointer without Shift to spin, twist and turn the virtual product just like holding it in your hands . There is also a set of useful controls across the top of the window allowing you to browse the 3-dimensional product .

When you have finished looking at the proof, just close the window and click the Quit button on the second window that is displayed .

A set of tools are displayed across the top of the preview window allowing you to browse the 3D virtual proof

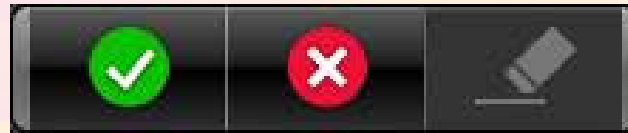


Collapsing / Expanding buttons

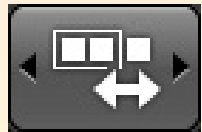
To maintain maximum ease of use across a range of devices, some of the buttons in the various pages of XMF Remote are designed to collapse, and can be expanded as required by simply clicking on the button that represents the collapsed group:



Approval



Page Tools



Navigation





For support or general enquiries, please contact our Studio Team.
We aim to respond to all enquiries within one business day.

Email: StudioSupport@blpprint.co.uk

Response Time: Monday to Friday, 8:00am–4:00pm (GMT)
(Excluding bank holidays)