

# EMERALD CITY GRAPHICS

## Rampage Remote How To Guide

welcome to

# RAMPAGE REMOTE ONLINE PROOFING



EMERALD CITY GRAPHICS

AN RR DONNELLEY COMPANY

# WELCOME!

This guide is provided to help you use our new Rampage Remote proofing system. This system is a secured web server which allows you to proof the ripped pages of your job from virtually anywhere. You will be able to review the files in your job and check color builds, trim, trapping, content, placement and approve or reject the pages. If corrections are needed, annotation tools are included so you can show us what those changes are.

Your salesperson or CSR will provide you with a login and password for your secured connection. You will only be able to view the files that are assigned to your user login.

Connect to us by using any web browser at <http://proof.emeraldcdg.com>.

**To test drive this system; login: guest password: guest**

**Important!** You must install Java before logging in to the Rampage Remote server.

The proof module will not work if tried before Java is installed.

## **Obtaining Java For Your Computer**

If you do not have Java installed on your computer, you will need to obtain the latest Java Runtime Engine or library. Use the following information to obtain the latest Java installation for your system.

**Apple Macintosh OS X:** Use Software Update in the System Preferences to obtain the latest Java for your version of Mac OS X.

**For Windows:** Go to: <http://www.java.com> to download the Java installer for your System.

## Notifications:

Your first contact with ECG Rampage Remote may be through an email notification. Rampage Remote sends an auto-generated email when your files are ready to be reviewed. The email will list the files ready to be reviewed and at the bottom provide a link directly to the server.

## Logging onto the ECG Rampage Remote server:

Your ECG salesperson or CSR will provide you with a login and password. Our URL is <http://proof.emeraldcg.com>



The image shows a login page for the ECG Rampage Remote online proofing system. The page is split into two main sections. The left section has a dark green background with white text and a logo. The right section has a light green background with black text and input fields.

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Please enter your login information below (you must have cookies enabled in order to proceed):

**LOGIN NAME:**

**PASSWORD:**

## Page Browser:

Now let's get down to viewing proofs. Once you are logged in, you will see the page browser window. On the left side is a gray "Customers & Jobs" tab. Click here to see the jobs that are ready to review. Click to highlight the job and click again on the "Find Pages" button to see the ripped pages in your job. Double-click the page to view it.

The screenshot shows the 'Page Browser' application window. The title bar reads 'Page Browser'. Below the title bar is a toolbar with four icons: 'Views' (a grid icon), 'Sort' (a double-headed arrow icon), 'Refresh' (a circular arrow icon), and 'Stop' (a circle with an 'X' icon). To the right of the toolbar is a red square icon with a white 'X'.

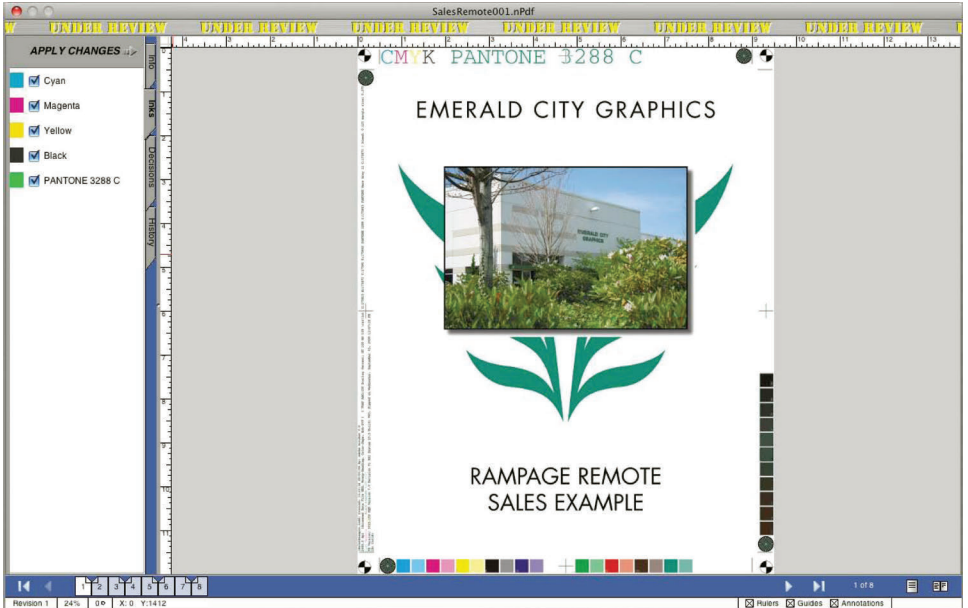
Below the toolbar, a status bar displays: '8 pages, 0 approved, 0 rejected, 8 in review'.

The main interface is divided into two panes. The left pane is a sidebar with a vertical tab labeled 'Customers & Jobs'. Below the tab is a list of items, each with a folder icon and a text label: 'ECG', '37004 Starbucks HO SE', 'FTSS Training', 'Sales\_Remote' (highlighted in blue), 'ECG Sales', 'Eddie Bauer', 'Halosource', 'National Geographic', 'Nintendo', 'Norm Work Flow', 'RUI', '37109 RUI', 'T-Marks', 'Virtuoso', 'WATG', and '36766 WATC'. At the top of this sidebar is a button labeled 'FIND PAGES' with a green arrow icon, which is circled in red.

The right pane displays a grid of page thumbnails. Each thumbnail is a small preview of a document page. Below each thumbnail is a label: 'SalesRemo...01.nPdf', 'SalesRemo...02.nPdf', 'SalesRemo...03.nPdf', 'SalesRemo...04.nPdf', 'SalesRemo...05.nPdf', 'SalesRemo...06.nPdf', 'SalesRemo...07.nPdf', and 'SalesRemo...08.nPdf'. The thumbnails show various document layouts, including text, images, and tables.

## Viewing proofs:

When viewing pages, you are looking at a ripped file, this is the same file that will be used for plating when the job is approved. You can check tint builds, see traps, number of inks and history of the file. See the next page for a description of the proofing and annotation tools. Use these tools to confirm the pages are built correct and communicate to ECG any corrections or alterations.



## Using the proofing tools:

There are a few tools available to help you inspect your pages. Look in the upper left of the menu bar. There are a variety of tools:



### Proofing Tools:

Select tool (click to select items)

Hand tool (to maneuver within the proof)

Eye Dropper (click to see tint build percentages)

Magnifying Glass (to zoom in for closer inspection of your pages).

### Annotation Tools:

These tools are provided to convey comments and messages. They function similarly to Acrobat's tools. Use these tools to specify changes or corrections to the file.

Point Annotation tool (to mark a point for a comment)

Rectangle Annotation tool (to mark a rectangular area for a comment)

Oval Annotation tool (to mark an oval area for a comment).

### Email, Reject and Approval tools:

Rampage Remote can send and receive email from within the proofing system. There is included an address book with e-mail addresses for the users with your job.

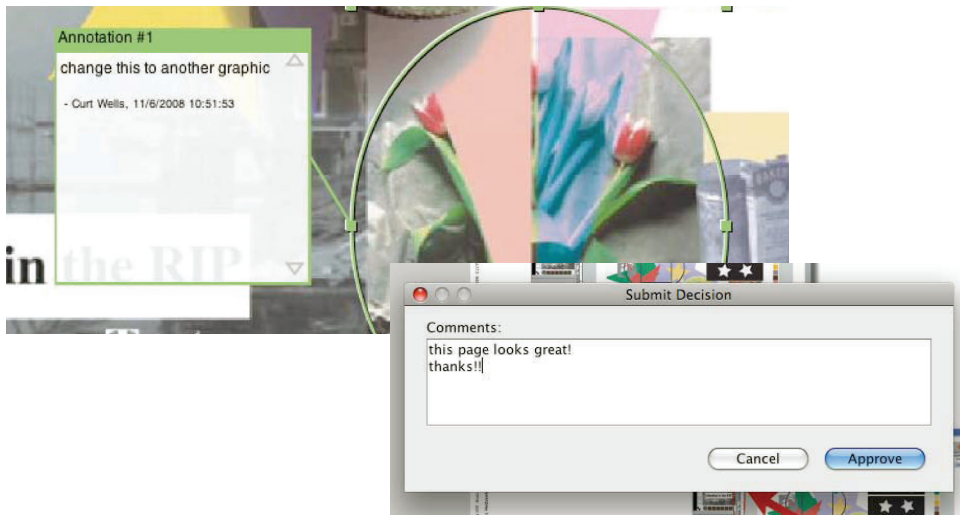
View and Edit Messages tool

Reject the Current Proof tool

Approve the Current Proof tool

## Communicating through Rampage Remote:

Using the annotation tools you can tell us exactly what needs to be changed and where. These tools may be familiar to you as they work like the mark-up tools in Acrobat. After reviewing the files the last step is to approve the file if it is all correct or reject the file if there are changes to be made.



Thank you for taking the time to review this guide. We at ECG see this proofing tool as an extremely useful tool that will save both time and money. If there are any questions or issues about using this web site please contact your salesperson.

