


# Downloading files and pages

## Downloading files

1. In the **Jobs** area, click the name of the job that you want to work with.  
The job pages and job related actions are displayed.
2. To download files, click the **Downloads** button,  at the top-right corner of the screen.
3. In the Downloads window that appears, select the check box next to the files that you want to download and click **Download Selected**.  
A Download message with information about the download process, appears.
4. When the selected files are downloaded, click **Close**.

## Downloading pages

**Requirements:** Depending on which type of proof you want to download, you must have a job role that includes the applicable right: Download Hi Res, Download JPEG Proof, or Download PDF Proof.

1. Locate the job, and click the job name.  
The job pages and job related actions are displayed.
2. Perform one of the following steps:
  - a. To download proofs of all pages, click **Select All**.
  - b. To download proofs of specific pages, select each page that you want.
3. Right-click the required page(s) and from the menu that appears, select one of the following options:

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