

Downloading job files

Requirements: You must have a job role that includes the Download Files right.

- For staff users: The Prepress Portal system enables your customers to download files from the job server.
Each job on the job server has a downloads folder called **WebDownLoads**. You can place any file in the WebDownLoads folder, and the customer can download the file from there. If the **Allow Download of Uploaded Files** setting is enabled in the InSite Administration software, customers can download their own uploaded files.
- For customer users: The Prepress Portal system enables you to download files from your printer.
If your printer has enabled it, the Prepress Portal system also allows you to download the files that you uploaded to the printer.

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:

To download a	Do this
Low-resolution PDF proof	Select Download Proof .
High-resolution PDF proof	Select Download HiRes .

Low-resolution
JPEG proof

Select **Download JPEG**.

In the Download message that appears, select the desired resolution, and click **Download**.