

Downloading files

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. 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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