



**RAMPAGE**

**User's Guide**

**Remote**

**Version 2.1**

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# Rampage Remote Proof User

## Before You Begin

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There are a few things that you need to check prior to using Rampage Remote internet proofing.

- 1. Make sure you have internet access.
- 2. System Requirements for your computer. These can be found on page 2.
- 3. The URL or IP address of the Rampage Remote server. This information will be supplied from your printing facility's Rampage Remote Administrator.
- 4. Have your User name and Password for login information. This information will be supplied from your printing facility's Rampage Remote Administrator.

## Steps to Using Rampage Remote

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Below are a few steps to get you started in using Rampage Remote. For more detailed information on all of the features, please refer to the rest of this document.

1. Open your web browser (Firefox, Internet Explorer, Safari). See system requirements on page 2.
2. Type the URL or IP Address of the Rampage Remote server.
3. When the login window appears, type in your username and password, then click **Login**.
4. When the Main menu appears, click **Proof** or the magnify glass icon.
4. The Page Browser window will open. Select a Job from the Customers & Jobs list on the left.
5. From the area on the right, select pages to proof.

Once you have a page open, you have the ability to make annotations, approve, reject, compare revisions, etc.

## Rampage Remote

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Rampage Remote allows you to view, annotate, approve/reject and download Rampage soft proofs over the Internet. This documentation explains how to use Rampage Remote.

### System Requirements

There are some basic system requirements. Pay close attention to memory and Java requirements. See “Checking Java Version” later in this document for more information.

#### Apple Macintosh OS X 10.3.9 or later

Macintosh Runtime for Java 1.4.x or later (OS X 10.3.9 only supports Java 1.4.x)

RAM: 512 MB

Internet Browser Applications supported:

- Firefox 2.0 or later
- Safari 2.x or later

#### Microsoft Windows

Windows NT / 2000 / XP / Vista

RAM: 512 MB

Java Runtime Environment 1.5.x or later

Internet Browser Applications supported:

- Firefox 2.0 or later
- Internet Explorer 6.0 or later

### Checking Java Version / Obtaining Java

#### *Windows NT / 2000 / XP / Vista*

On most Windows systems, you can determine the version of Java you have. Go to Start -> Run type **cmd** to bring up the command prompt and type *java -version*. If you are unsure of the version, it does not hurt to install the latest version from Sun.

If you do not have Java installed on your computer, you will need to obtain the latest Java Runtime Engine or library. Go to [www.java.com](http://www.java.com) to obtain the latest Java installation for your system.

**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.

## Apple Macintosh OS X 10.3.9

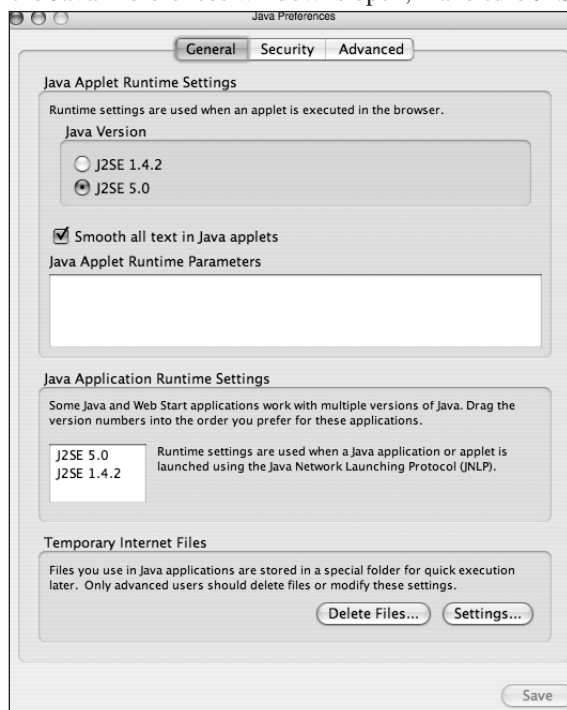
All versions of Mac OS X come with Java pre-installed. Make sure you have the version Java 1.4.x. You can determine the version of Java by going to the Utilities folder -> Java folder. If you do not have a Java folder or at least Java 1.4.x, use Software Update in the System Preferences to obtain the latest Java for your version of Mac OS X.

**Important!** Mac OS X 10.3.9 does not support the Upload module of Rampage Remote. You will need to update to at least Mac OS X 10.4.x with Java 1.5.x.

## Apple Macintosh OS X 10.4.x and above

All versions of Mac OS X come with Java pre-installed. Make sure you have the version Java 1.5.x or later. You can determine the version of Java by going to the Utilities folder -> Java -> J2SE 5.0 folder and launch the Java Prefs application. If you do not have a J2SE 5.0 folder, use Software Update in the System Preferences to obtain the latest Java for your version of Mac OS X

Once the Java Preferences window is open, make sure J2SE 5.0 is selected.



**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.

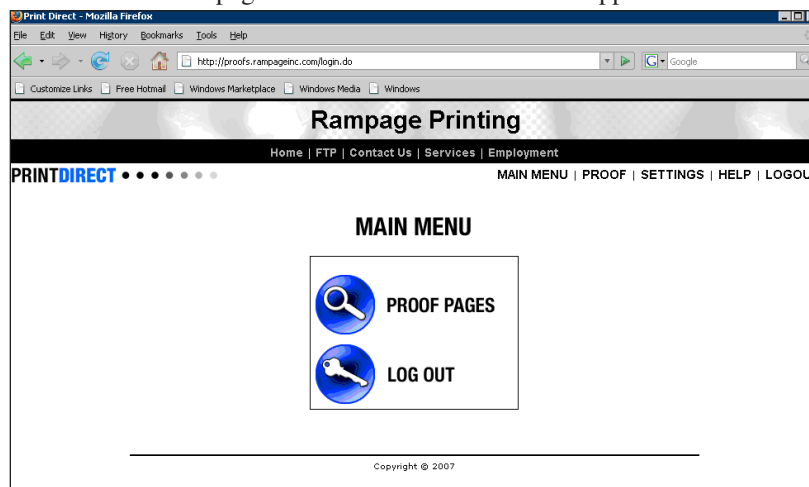
## Log in to Rampage Remote

Users can launch Rampage Remote with a single click within your Internet Browser. Java 1.4 or above is required.

1. Launch your internet browsing application
2. Type the IP address or URL of the Rampage Remote Server, a web page similar to the one below appears. This is the home page of the Rampage Remote Server.

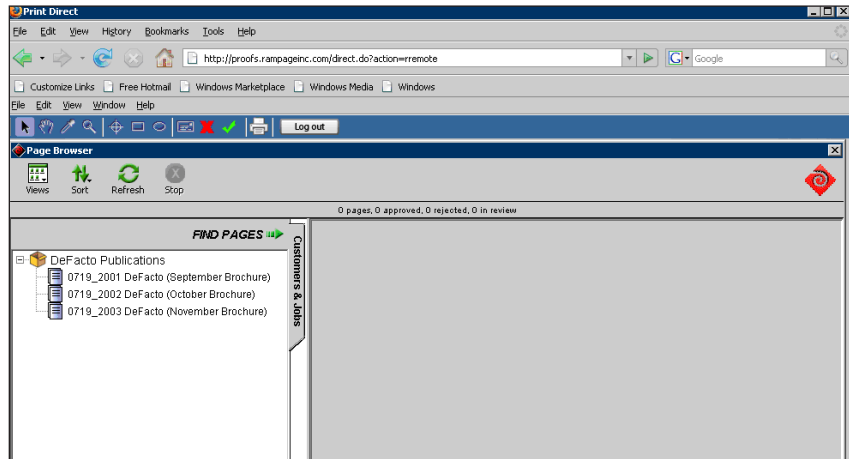


3. Type in your Username and Password set up by the Rampage Remote Administrator. Click the Login button to log you into the Rampage Remote Server.
4. The Rampage Remote Main Menu window appears.

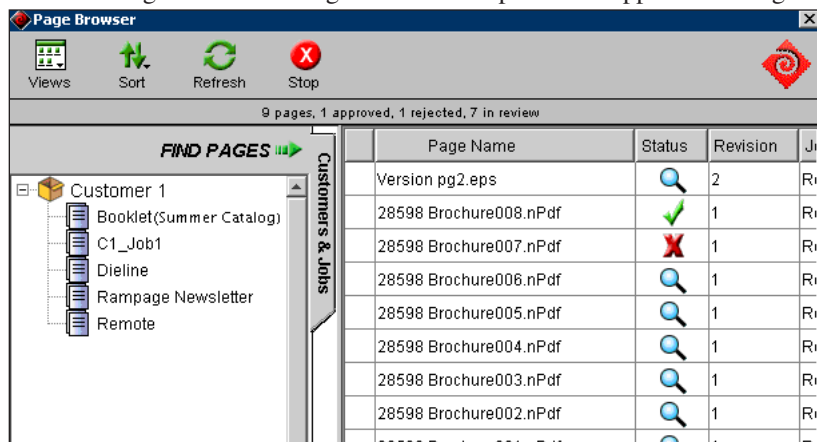


## Using Rampage Remote

1. From the Main Menu, click **Proof Pages**.
2. You are now presented with the main Rampage Remote Proof screen along with a Page Browser.



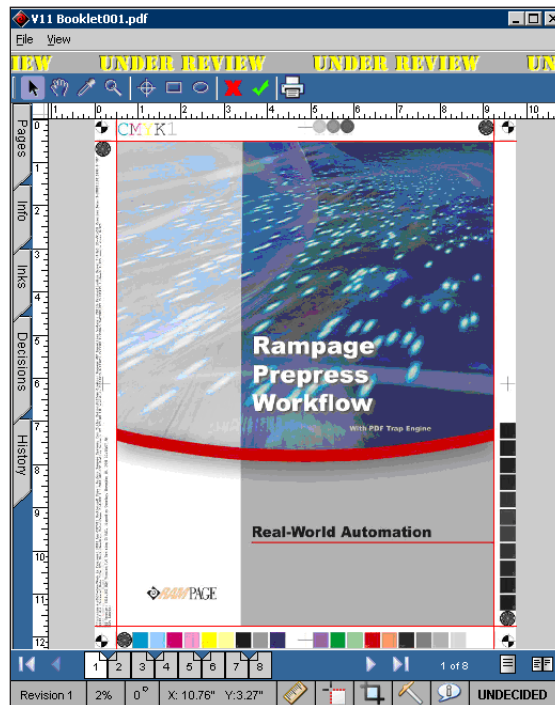
3. Open the Page Browser window to fill your screen. Click the Customers & Jobs tab to view the column.
4. The Customers and Jobs are listed in the left column of the Page Browser. See the section describing the *Page Browser* in detail later in this document.
5. Double-click on a Job or select multiple jobs and click Find Pages. All of the Pages available to proof will appear to the right.



## Opening a Proof

Double-click on a page to open the proof. In the proof window, you can zoom in or out, make annotations, check ink mixes, and approve/reject the page.

**Note:** The ability to approve, reject, download, compare and annotate are user privileges your Rampage Remote Administrator will set up.



## Understanding Rampage Remote

### File Menu (Mac left, PC right)

File	Edit	View	Window	Help
Print...	⌘P			Ctrl+P
Download Proof...	⌘L			Ctrl+L
Preferences...	⌘K			Ctrl+K
Profile...				
Change Password...				
Logout	⌘Q			Ctrl+Q

### Print

This will print the proof that is currently open. If the file is enlarged, has guides, annotations open, etc., that is what will print, basically it is a screen shot of the proof window. A Print icon is at the top of the proof window in the tools palette as well.

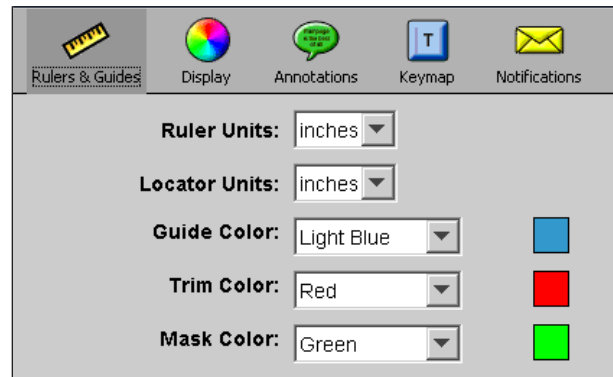
### Download Proof

When viewing a Proof, you can download a file that can be printed. See the section *Downloading Proofs* later in this document.

## Preferences

Selecting this pull-down will bring up the preferences window. There are five buttons described below.

### Rulers & Guides



#### Ruler Units

Change measurement units of the Proof window between inches and centimeters.

#### Locator Units

Change locator units between pixels, centimeters and inches. The Locator units are also displayed at the bottom of the Proof window. This X and Y coordinate indicates where the cursor is located on the proof being viewed.

#### Guides Color

Changes the color of the proof guides as they appear in the proof window. There are several preset colors as well as access to a color picker under the Custom Color option.

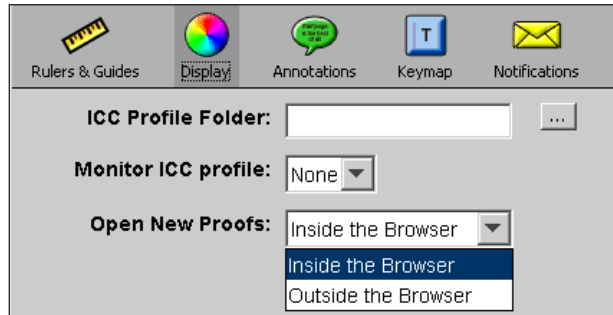
#### Trim Color

Changes the default color of the trim guides as they appear in the proof window. There are several preset colors as well as access to a color picker under the Custom Color option.

#### Mask Color

Changes the default color of the mask used when comparing revisions. There are several preset colors as well as access to a color picker under the Custom Color option.

## Display



If your monitor has been color calibrated, you can select an ICC profile to color correct a Proof when it is opened.

### ICC Profile Folder

Use the browse button to navigate to the ICC Profile folder on your system.

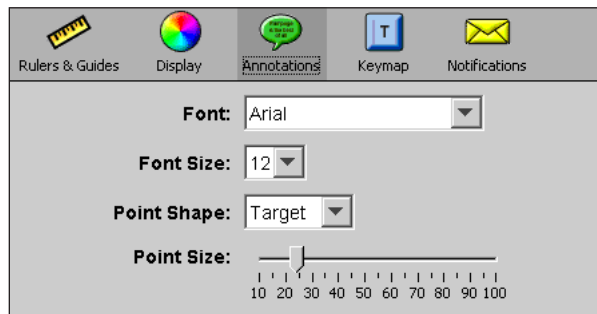
### Monitor ICC Profile

Select an ICC Profile from the pop-up menu that characterizes your Monitor.

### Open New Proofs

Select either **Inside** or **Outside the Browser**. Inside will open the proof in the current browser window. Outside will open the proof in a new window.

## Annotation



### Font/Size

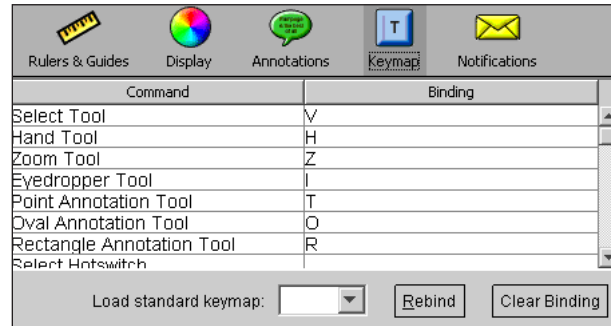
Choose the Annotation font and font size. This is the font that Annotations will use.

### Point Shape/Size

When creating a Point Annotation, you have the choice of what shape it will be. Select the default icon shape from the pop-up menu. The choices are Target, Circle, Box or Triangle.

With the Point Size slide bar, you can choose the size of the icon.

## Keymap



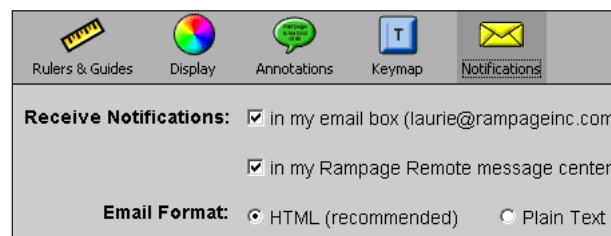
### Load standard keymap

The three choices for standard keymaps are Default, Photoshop and TrapIT. You can select a standard keymap and then customize.

### Rebind/Clear binding

If a command already has a binding assigned to it, you can *Clear Binding* to clear the command, then highlight the entry and press *Rebind* or double-click the entry to type in a new key combination for that command.

## Notifications



### Receive Notifications

If you have e-mail notifications enabled through your Rampage Remote user, you can select where to receive the notices. You can receive notices in two places. If *in my e-mail box* is selected, you must have a valid e-mail address in your profile. If *in my Rampage Remote message center* is selected, then notifications will be sent to your Message Center Inbox. For more information on the *Message Center*, see that section later in this chapter.

### E-mail Format

Select the format you want to see the notifications. Since most e-mail programs support HTML, that is the recommended format.

## Profile

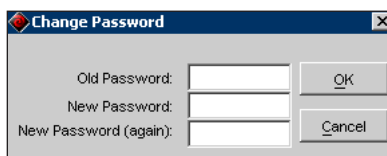
You can update any necessary User Profile information.

**Important!** The *E-mail* needs to be set up in order to receive e-mail notifications from the Rampage Remote Server.



## Change Password

Allows you to change your login password. Type in your Old Password, the New Password then confirm the New Password. The next time you login to the Rampage Remote Server you will need to use the New Password.



## Logout

Selecting Logout will log you out of the Rampage Remote server. A Logout button as been added to the Tool menu as well.

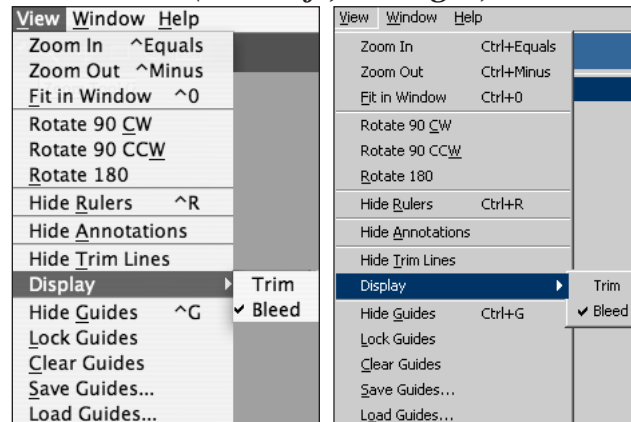
## Edit Menu (Mac left, PC right)



## Select All

When in the *Page Browser* you can use the **Select All** feature to select all of the pages in the different views to *Approve*, *Reject*, or *Download* a group of pages.

## View Menu (Mac left, PC right)



### Zoom, Rotate, Rulers, Annotations

There are many combinations of views that you are able to set in Rampage Remote. These views are available when viewing a proof.

### Hide/Show Trim Lines

Toggle this on and off to view the Trim lines.

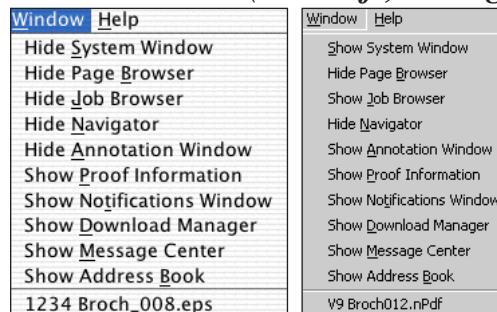
### Display Trim/Bleed

Select to display the page out to the Trim or Bleed size.

### Guides

Once page guides are created, you can Hide, Lock, Clear, and Save. After a set of guides has been saved and you want to use the same set of guides for another page, select Load Guides and navigate to the correct set of guides.

## Window Menu (Mac left, PC right)



### Hide/Show System Window

The System Messages window comes up when you first connect to the Rampage Remote Server. It shows system messages.

### Hide/Show Page Browser

The Page Browser window shows up when you connect to the Rampage Remote Server. For more information, see the section *Page Browser* later in this document.

## Hide/Show Job Browser

The Job Browser window will display stats for jobs like total pages, total pages ripped, etc. For more information, see the section *Job Browser* later in this document.

## Hide/Show Navigator

The Navigator window is a thumbnail view of the entire page. Using the Hand/Move tool while zoomed in on an area, click anywhere on the thumbnail and your page window will update.

## Hide/Show Annotation

The Annotation window will give you a numbered list of all the annotations on the page. For more information, see the section on *Annotations* later in this document.

## Hide/Show Proof Information

### Info

Shows the general information of the currently viewed proof. It contains the status, revision number, document size, inks, and dpi of the page.

### Decisions

Shows which users have decided whether the proof is approved or rejected. It also shows each user's decision.

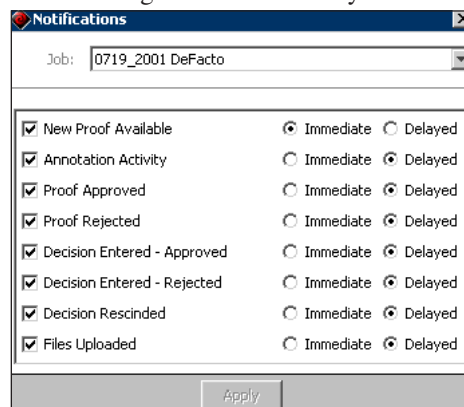
### History

Shows the history of each page. This tab can contain information relating to the date and time the page is published for review, annotated, revised, and approved/rejected.

## Hide/Show Notifications

The Rampage Remote Administrator has to set your User permission to have the ability to Request E-mail Notifications. Once this is set up, you have the option to change the Notification requests for each Job that is assigned to your User.

Choose a Job to change the receipt of notifications for that Job. Your User is set with the notifications checked allowed by the Rampage Remote Administrator. If the option is not available to be changed, it will be grayed out. You can also change the e-mail frequency of each notification. Each Job needs to be set up unless you want to leave the settings at the default. If you make any changes, click **Apply**.

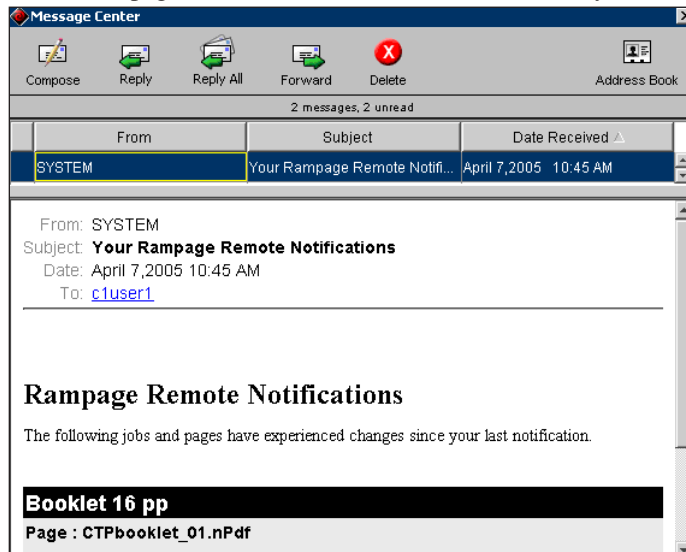


## Hide/Show Download Manager

Shows a list of pages that have been downloaded during this session with the Rampage Remote Server. For more information, see *Downloading Proofs* later in this document.

## Hide/Show Message Center

Show Message Center and select a message to view, a window similar to the one below appears. When letter icon at the top of the Rampage Remote window flashes red, it means you have a message.



## Compose

Click Compose to send a message to a user within the Rampage Remote. You cannot use the Message Center to send messages to anyone outside of **your** Customer's Users.

## Reply/Reply All/Forward/Delete

You can Reply, Forward, etc. messages received in the Message Center. You cannot reply to the System notifications.

## Delete

Click Delete to remove messages from the Message Center.

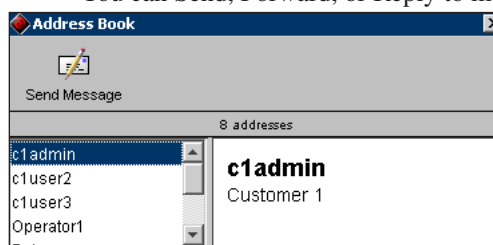
## Address Book

See below.

## Hide/Show Address Book

Shows a list of users within your Rampage Remote database. This list is comprised of Users that are located in your Customer only.

You can Send, Forward, or Reply to messages.



## Pages

The last section of the Window menu contains the name of any proofs open. You can select one at a time to make active. You can view more than one proof at a time by changing the size of the proofs window.

## Help Menu (Mac left, PC right)



## About

Shows the version of Rampage Remote currently running.

**Note:** To learn more about Rampage Remote, please refer to the Main Menu and select Help. There you will find documentation in PDF format and instructional videos to download.

## Rampage Remote Window

The Rampage Remote window contains several elements that help you find and navigate proofs. These consist of the **Tools** palette, the **Page Browser**, the **Navigator**, and, finally, the **Proof** window.

## Tools Palette



Each tool except Reject and Approve have keyboard shortcuts. The default shortcuts are shown in ( ) next to the tool name.

### **Selection Tool (v)**

The Selection Tool is used to expand, move, select and/or append annotations on the page, and also to create and move page guides.

### **Move Tool (Pan Tool) (h)**

When you are zoomed in to see part of a proof in a Proof Window, the Move Tool allows you to pan within the window.

### **Densitometer Tool (i)**

The Densitometer Tool allows you to check the ink densities and mix.

### **Zoom Tool (z)**

The Zoom Tool allows you to zoom in and out of a proof. To use it, either click-and-drag on the proof or Navigator thumbnail to select an area you wish you zoom into or away from. The default state of the Zoom Tool is to zoom in. If you want to Zoom out, hold down the CTRL key on both the Mac and PC.

### **Annotation Tools: Point (t), Rectangle (r), Oval (o)**

The three Annotation Tools are used to create annotations. An annotation is a text note that you create on a proof to alert your

printer about something that needs to be changed. For more information, see the *Annotations* section.

## **Message Center**

Select the icon to open the Message Center window. When the Message Center icon is flashing red, Notifications or Messages are waiting to be read.

## **X ✓** **Reject/Approve Tools**

The **X** is for rejecting the Proof. The **✓** is for Approving the Proof. When you select one of these tools, a window will pop up to type comments and either Reject or Approve.

## **Printer**

This will print the proof that is currently open. If the file is enlarged, has guides, annotations open, etc., that is what will print, basically a screen shot of the proof window. Print has been added to the File menu as well.

## **Logout**

Click Logout to log out of the Rampage Remote server. Logout has been added to the File menu as well.

## *Page Browser*

The Page Browser displays the list of pages that you can proof. There are four different views to choose from: *Book*, *Icon*, *List*, *Details*, the default view is *Details*. There are status markers to let you know when a page is approved, rejected, under review or needs **your** attention. Double-clicking on pages opens the proof. The top of the Page Browser has four icons.



### **Views**

This menu allows you to select the view of your Page Browser. The choices are *Book*, *Icon*, *List*, and *Details* all described below.

### **Sort**

This menu allows you to sort the pages in the Page Browser by the page status or needs your attention column.

### **Refresh**

Clicking Refresh will update Pages in the right panel of the Page Browser as well as update the left panel where all customers and jobs are located.

### **Stop**

Clicking Stop will stop updating Page thumbnails while in the Icon or List views. If stopped, the Page box will have a “?”

## Details View

9 pages, 1 approved, 1 rejected, 7 in review

FIND PAGES		Page Name	Status	Revision
Customer 1		Version pg2.eps		2
Booklet(Summer Catalog)		28598 Brochure008.nPdf		1
C1_Job1		28598 Brochure007.nPdf		1
Dieline		28598 Brochure006.nPdf		1
Rampage Newsletter				

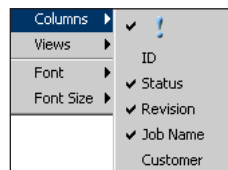
### Customers & Jobs Tab

This tab area shows a list of Customers and Jobs available. Typically you will only see one Customer, your own, but you could see many Jobs. Once you select a Job(s) to view in the Page Browser, either double-click the Job or click “FIND PAGES” at the top of the column. All of the Pages related to the Job(s) are displayed in the Page Browser.

### Customer Reference

The Customer Reference is in parentheses next to the Job name. This helps the customer determine which Job they are proofing as compared to an internal Job number. Customer Reference is shown only if it was added by your printer.

Column width can be resized by clicking on the line between columns and adjusting to the left or right. Each column can be sorted by clicking on the column header. Columns can be hidden by ctrl-click Mac, (right click PC) on column header to get the following contextual menu.



### Attention

The first column doesn't contain a header description. If an “!” appears in this column it states that this particular Page needs **your** attention. If it is blank, you have already looked at this Page and either approved or rejected it.

### ID

This is the number of the Page in the Rampage RIPing system. It identifies an internal Page ID number.

### Page Name

This is the name of the page to be proofed. This is the only column that cannot be hidden by the User with Rampage Remote.

### Status

This column will indicate the status of the page. A green “✓” states that the Page has been approved. A red “X” states that the Page has been rejected. A magnifying glass indicates that the Page is still under review.

## Revision

This column shows the revision or correction number of the Page. If a Page has been corrected and resubmitted for review, the number will change to “2”. The numbers will continue to change for as many revisions take place.

## Job Name

The Job Name column reflects which pages belong to which job.

## Customer

The name of the customer to which the pages of a job belong.

The following columns may or may not be viewable to your User.

## Operator

This column identifies the Rampage MacOS client that registered this page into the Rampage RIPing system.

## Workflow

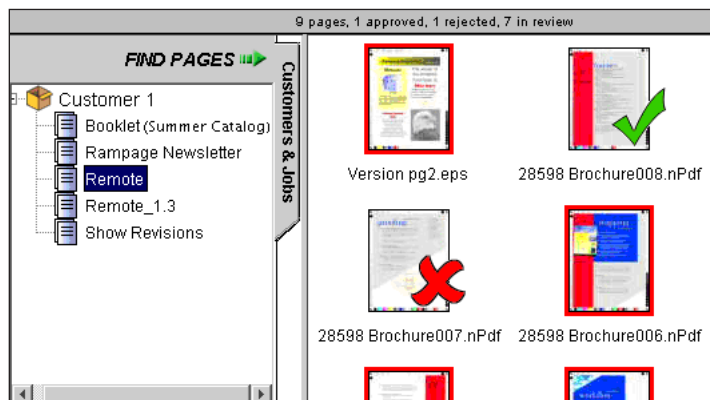
This column indicates whether the Page was RIPPed through the ROOM or NORM workflow.

## Prescan, Trap, Rip, FPO, Plot

The columns are the same columns as the ones you see in your Rampage MacOS client. They show the status of a page as it travels through the Rampage workflow. More information can be found in the main Rampage System documentation.

**Note:** The contextual menu (ctrl-click Mac, right click PC) is a shortcut for changing views, font, and font size for the Details view.

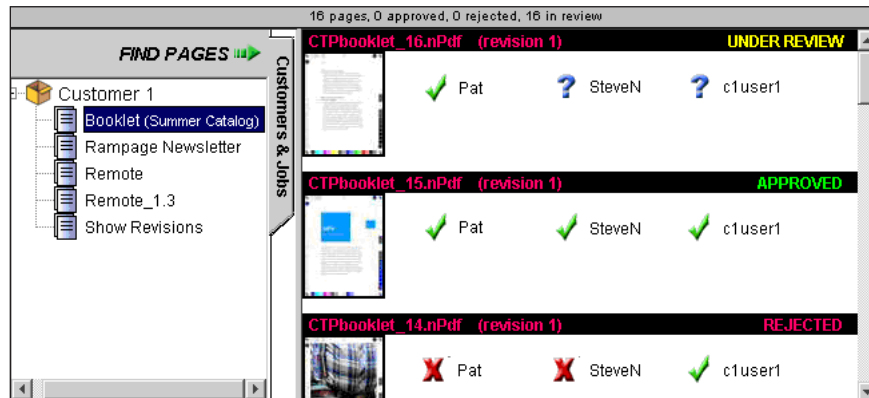
## Icon View



In Icon View you see a thumbnail picture of every Page. In this window, you can tell if a Page has been Approved (✓), Rejected (X) Under Review (no icon) or Needs **your** Attention (red box around Page).

**Note:** The contextual menu (ctrl-click Mac, right click PC) is a shortcut for changing views, icon size, font, and font size for the Icon view.

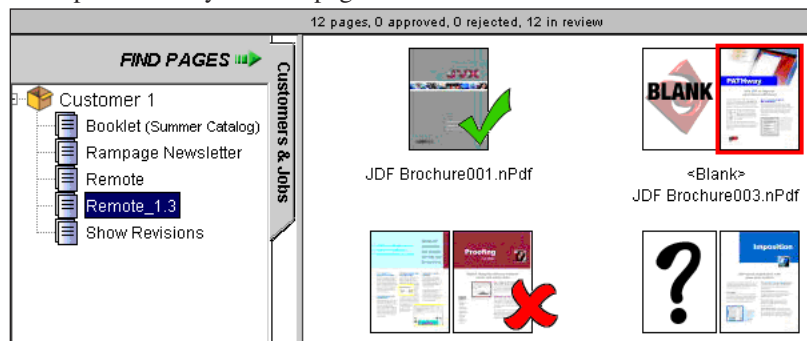
## List View



The List view gives you more information than the icon view. You see a thumbnail picture, revision number, whether the Page has been Approved, Rejected, or Under Review and a list of Users and their decision on the Page. If a file name is in red text, the Page needs **your** attention.

## Book View

The Book view may not be available for every Job. It is only available if implemented by the Rampage Remote site.

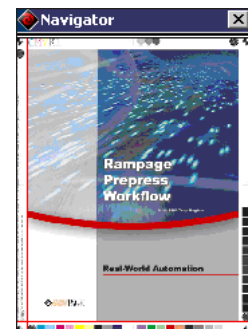


The Book view shows a thumbnail of every Page in book order. In this window, you can tell if a Page has been Approved (✓), Rejected (X), Under Review (just the thumbnail, no icon) or Needs **your** Attention (red box around Page).

In book view of the Page Browser, blank pages will display a page icon of a blank page. The name of the page will display as <Blank>. For pages that have not been assigned will display a page icon of a “?” and the name of the page will be <Unassigned> (See graphic above.).

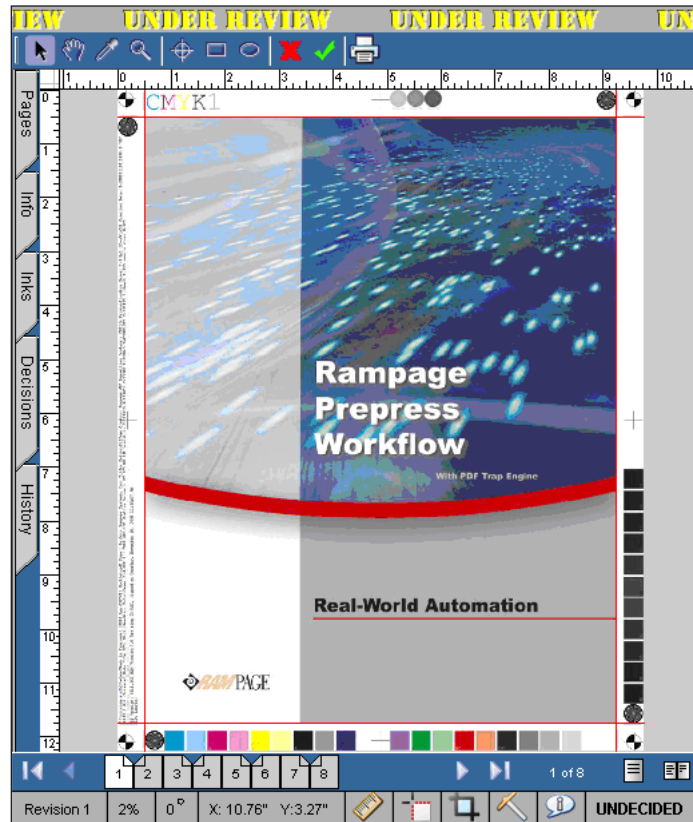
## Navigator

The Navigator shows a thumbnail of the entire proof. The Show/Hide Navigator is located under the **Window** menu. This is useful for when you’re zoomed into a particular area of a proof. A box will appear that shows you the area you’re viewing. You can then use the **Move** tool to move the box elsewhere on the thumbnail, thus changing your view inside the Proof window.



## Proof Window

The Proof window is where you view the page proof. Open a Proof window by double-clicking on a page. The Proof window elements are described below.



### Rulers: Horizontal and Vertical

Rulers allow you to measure distances. Rulers can be hidden by using Ctrl-R, clicking the View menu, then Hide Rulers or by the Ruler tool at the bottom of the page.

### Ruler Zero/Zero Tool

Located at the upper left of the Proof Window, where the two rulers meet, is the Zero/Zero tool. Clicking and dragging this area allows you to change where Zero (0) begins. This is useful for measuring between objects in a proof. In order to return Zero/Zero to the upper left of the entire page, double-click the Zero/Zero Tool.

### Guides

With the selection tool, you can pull guides out from each ruler. Guides are useful for checking object alignment or to measure distances between objects. Guides can be hidden by using Ctrl-G, clicking the View menu, then Hide Guides or by the Guide tool at the bottom of the page. To delete an individual guide, click-and-drag it off the Proof using the Selection tool.

**Note:** For more information on Guides, see the View menu -> Guides section earlier in this chapter.

# Rampage Remote Client

## Proof Status

A banner at the top of the Proof Window will state whether the Page has been Approved, Rejected, or Under Review.

**Note:** Annotations also show in the Proof Window. See *Annotations* for more information.

At the bottom of the Proof Window are short-cuts to some of the Views and Status of the Page.



## Revision

Shows the Revision or correction number of the Page. If there is more than one revision (the number is greater than 1), you can click on the Revision to view previous revisions.

## %

Shows the percentage size of the Page being viewed. If you click in that area, a pop-up window appears. Choose between Fit In Window, Zoom In, or Zoom Out.

o

Shows the degree the Page is rotated. Click in that area to rotate the Page to be at 0°, 90°, 180°, 270°. This area works differently than the View menu. The View menu rotates by changing the Page view rotation by the degree chosen, not setting it to a specific degree.

## X Y

Shows the X and Y coordinates of the cursor on the page. Click in the area to select the units of measure to view the coordinates. The choices are Pixels, Inches, Centimeters.

## Rulers, Trim Lines, Crop, Guides, Annotations

These icons toggle on/off the view of Rulers, Trim Lines, Crop, Guides and Annotations for the Page.

## Status

Shows if a Page is Approved, Rejected, or waiting for a decision.

## Book View Tools

The Book View may not be available for all Jobs. It is only available if implemented at the Rampage Remote site. When you view a page that has the capability of viewing as a book, the **bottom** of the Proof window changes to the one below. The top half of the area is for viewing pages, either single or reader spreads. You can toggle through each page. Click on one of the icons to the far right to display a single page or reader spreads.



**Note:** When viewing as reader spreads, none of the shortcuts are available. (Revision, percentage, rotate, etc.)

## Proof Information

To the left of the Proof Window is a Tab area. Click on a Tab to open the column. Clicking on the same Tab again will close the column.

### Pages

A Pages tab has been added to the tab area of a proof for easier access to pages.

### Sort

At the top of the Pages tab is a Sort pull-down. Use this to change the display order of the Pages. You can sort by Alphanumeric, Status, Needs Your Attention, and Book Order.

### Page Status

Each Page's status can be viewed in the Pages Tab by the color of the Page text. Red for rejected, Green for approved, Bold for needs your attention. Not bold means that you have made **your** decision and other decisions are pending for the page to be approved or rejected.

### Info

Shows you the general information of the currently viewed proof. It contains the status, revision number, document size, and dpi of the proof.

### Compare

Gives the ability to compare two revisions of a page on a pixel basis. See *Page Revision Compare* later in this document.

**Note:** The *Compare* tab will not be available if the page does not have more than one (1) revision or if a User was not given permission for the Compare access control.

### Inks

Shows all of the inks in the Page. To turn some inks off, uncheck the box next to the ink name. Click "APPLY CHANGES" at the top of the column to view the updated information.

### Decisions

Shows the Approval List and the decision of each user.

### History

Shows the history of each page. This tab can contain information relating to the date and time the page is published for review, annotated, revised, and approved/rejected.

## Page Revision Compare

Page Revision Compare gives the ability to compare two revisions of a page on a pixel basis. The difference is done between the monitor proofs of the two revisions.

### Using Compare

1. From the Page Browser window, open a revised page.
2. Click on the *Compare* tab from the left of the Page window.

**Note:** The *Compare* tab will not be available if the page does not have more than one (1) revision or if a User was not given permission for the Compare access control.

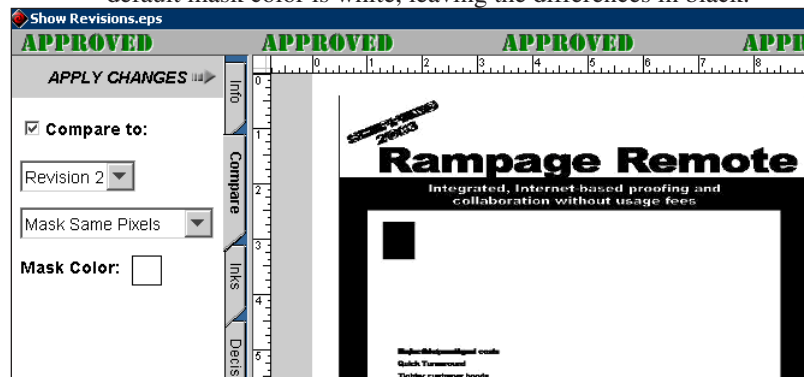


3. Check the box next to *Compare to*: From the first pop-up menu select the Revision to compare the open page with. This pop-up menu will list all of the revisions of a page. You can select one at a time.
4. The second pop-up menu has two selections *Mask Same Pixels* and *Mask Different Pixels*, select one. You can change the Mask Color by clicking on the box and choosing another color.
5. After all of the settings have been selected, click **Apply Changes**.

The following screen shots show the two different Mask selections.

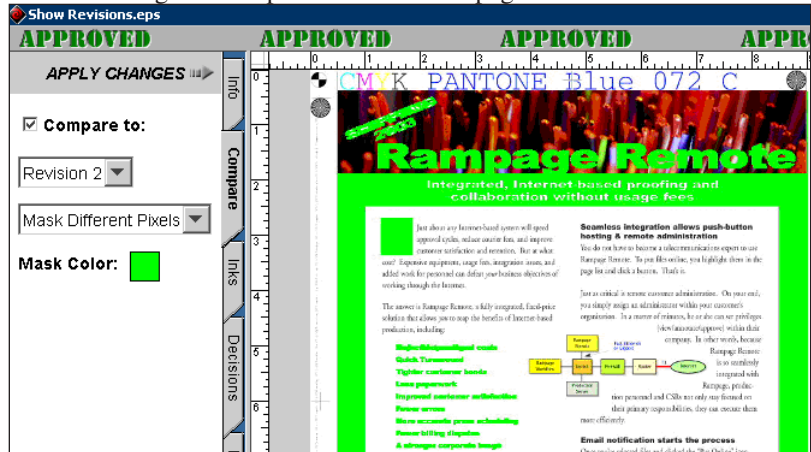
### Mask Same Pixels

If this is selected Rampage will use the color chosen in the Mask Color box to mask all pixels that are the same on both pages. The default mask color is white, leaving the differences in black.



## Mask Different Pixels

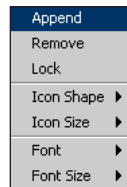
If this is selected Rampage will use the color chosen in the Mask Color box to mask (highlight) all pixels that are different from the selected revision page. The default mask color is green unless changed in the preferences of Rampage Remote.



## Annotations

An annotation is a text note that you create on a proof to alert your printer about something that needs to be changed. They can contain anything from instructions to corrections. There are three different types of Annotations; Point, Rectangular and Oval.

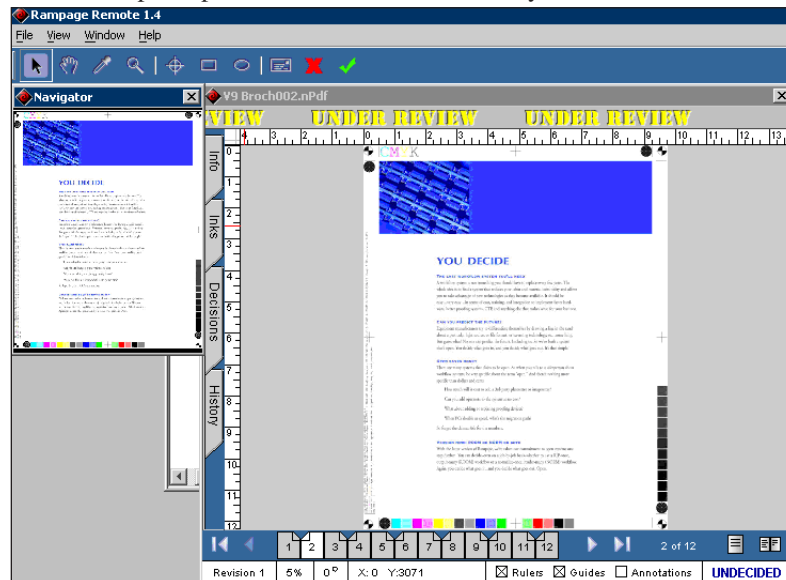
Each Annotation has a Contextual menu. You can Append, Remove, or Lock an annotation; change the Icon shape and size of the annotation; change the Font and size of the annotation. When an annotation is selected on the proof or in the Annotations Window, ctrl-click Mac, right-click PC to see the contextual menu.






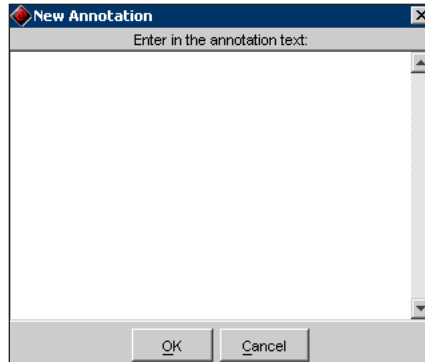
**Note:** Annotations can only be Removed or Locked by the original creator.

## Creating Annotations

1. Open a proof and zoom in on the area you wish to Annotate.



2. Choose one of the Annotation tools from the Tools Palette.
  -  **Pointer** – Click on the Page to place the Point Annotation and type into the window. When done, the Point Annotation icon will appear on the Page.
  -  **Rectangular** – Click on the Page for the starting point of the Rectangular Annotation and drag to the desired size. Type in the window provided and the Rectangular Annotation icon will appear on the Page.
  -  **Oval** – Click on the Page for the starting point of the Oval Annotation and drag to the desired size. Type in the window provided and the Oval Annotation icon will appear on the Page.
3. When you click on the area of the proof on which you wish to make your Annotation. The following dialogue box appears:




4. Type the note or change you wish to leave for the printer in the box, then click the **OK** button.
5. The Proof Window will update to show an icon of the corresponding Annotation tool. Each icon represents the actual annotation text.

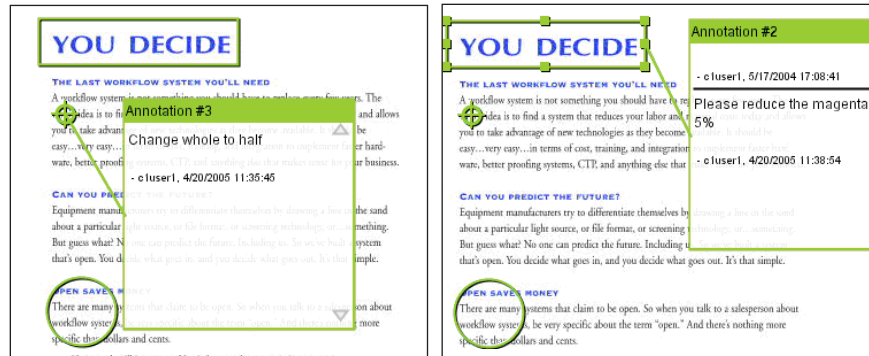


## Viewing Annotations

There are two ways to view Annotations: using the Selection Tool or the Annotations window.

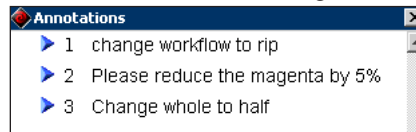
*To view/expand an Annotation using the Selection Tool:*

1. In the Tools Palette, select the Selection Tool .
2. Click on the Annotation icon you wish to view. A window pops up with a line connecting to the Icon. This annotation window shows the number of the annotation, **all** of the annotations entered, what user placed the annotation, the date and time it was entered.

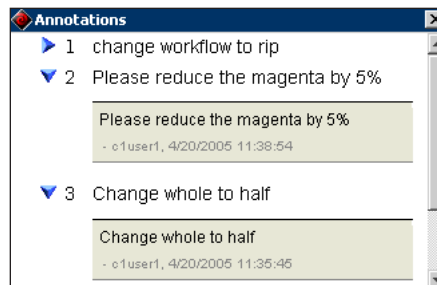


To view Annotations through the Annotations Window:

1. Click the Window menu, then select “Show Annotation Window.” A dialogue similar to the one below will open.



2. The window shows a list of all the annotations on the page. Clicking the triangle down next to a number shows all the appends for that particular annotation. The **last** annotation entered is listed next to the number.




**Note:** If you click the User in the Annotation Window, you will get a window with the User’s Profile information. This is a quick way to identify the User.

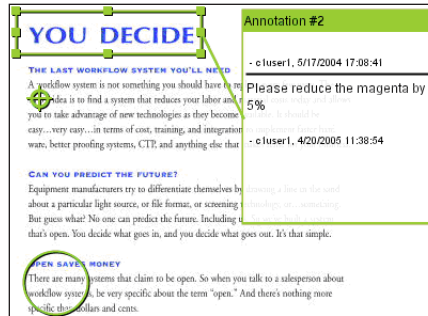
## Appending Annotations

Appending an Annotation means to add a comment to an already existing Annotation. You may want to do this if an existing Annotation is inaccurate or there are follow-up changes.

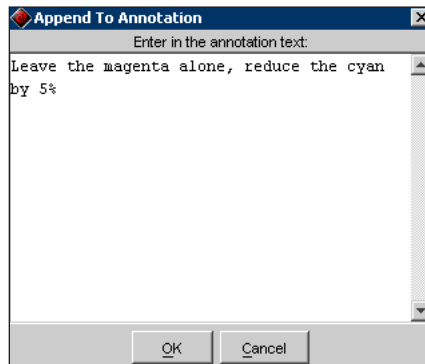
When you append an Annotation, the Annotation Window displays the last change at the bottom of the list.

To append an Annotation using the Selection Tool:

1. In the Tools Palette, select the Selection Tool 
2. Click on the Annotation icon you wish to append. A window will appear displaying the annotations for this particular icon.



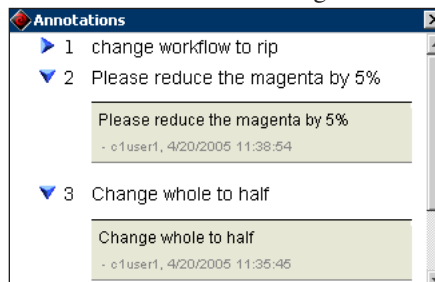
3. Ctrl-click (Mac) or right-click (PC) on the expanded Annotation and select Append.
4. The Append Annotation dialogue appears. Enter the new Annotation then click **OK**.



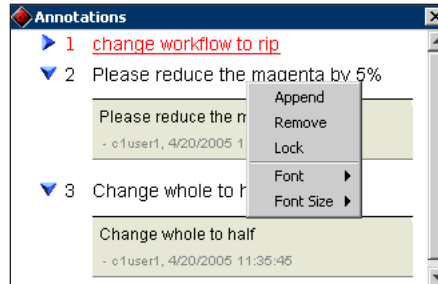
5. The Annotation window will update placing the latest Append at the bottom.

*To append an Annotation using the Annotation Window:*

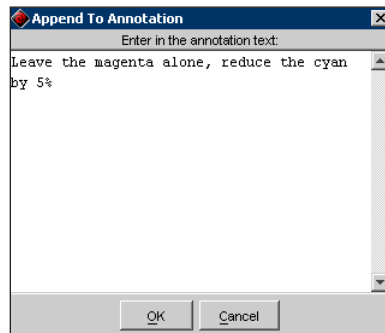
1. Click the Window menu, then select "Show Annotation Window." A dialogue similar to the one below will open.



2. The window shows a list of all the annotations on the page, when the annotation was made and by what User. Click the Annotation that you want to append, ctrl-click (Mac) or right-click (PC), then select Append.



3. The Append Annotation dialogue appears. Enter the new Annotation then click **OK**.



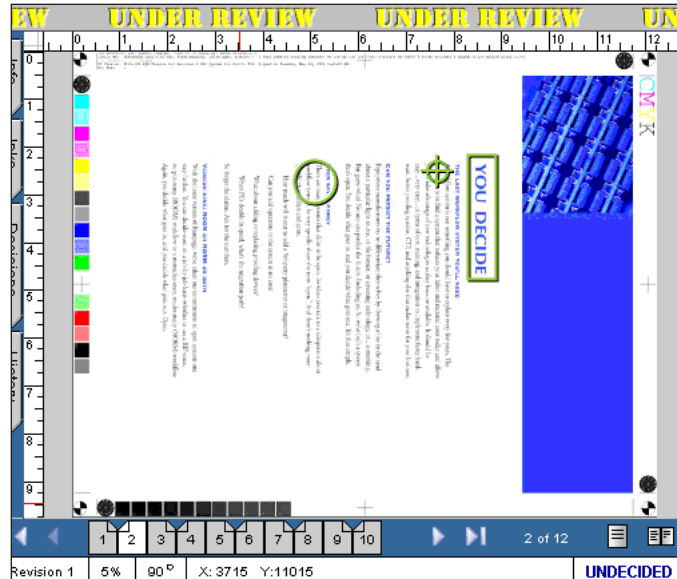
4. The Annotations Window will now show the appended Annotation. Click the triangle down to show all appended Annotations.

**Note:** Annotations can only be **Removed** or **Locked** by the original creator.

## Rotating Proof Views

1. Open the proof you want to view. By default, the Proof should be in the heads-up orientation.
2. From the View menu, select the degrees you wish to rotate the proof. The choices:
  - Rotate 90 CW (90 degrees clockwise)
  - Rotate 90 CCW (90 degrees counter-clockwise)
  - Rotate 180 (180 degrees)OR
3. From the bottom of the Proof window select the degree rotation for the Proof to be set.

**Note:** The View menu changes the current view of a Proof by the degree chosen. The bottom of the Proof Window sets the Proof view to the chosen degree.



4. The proof will rotate according to your selection. The image will stay rotated until you select a different rotation or close the proof.

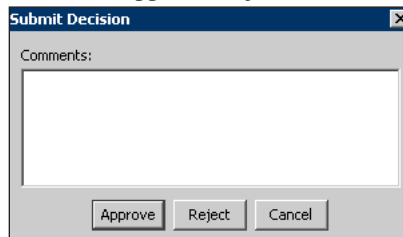
## Approving / Rejecting Proofs

Approval is the final process for a page viewed over Rampage Remote. It tells the printer that a page is ready to continue to the press stage. The following instructions explain how to Approve/Reject a proof. There are two ways to Approve/Reject a Proof.

1. Click the area flashing “UNDECIDED” at the bottom of the Proof Window.



2. In the Approve/Reject window, type any comments, then click Approve/Reject.



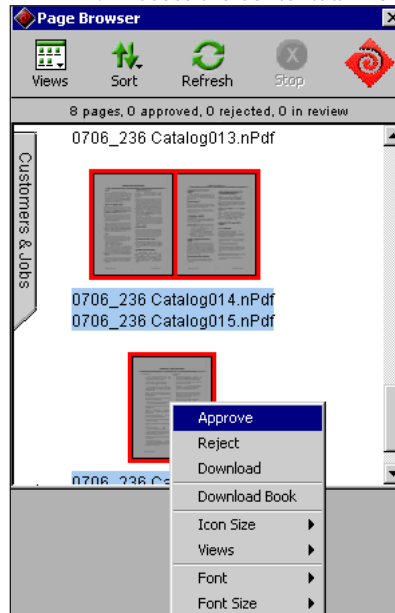
OR

1. With the Proof open, click the Approve/Reject icon from the Tools Palette.
2. The appropriate window will appear for the Approval or Rejection of the Proof. Type any comments then click Approve/Reject.
3. The Global Status in the Page Browser for the page will now be updated to show the appropriate icon or frame color for Approve or Reject. For more information on the *Page Browser*, refer to that section earlier in this document.

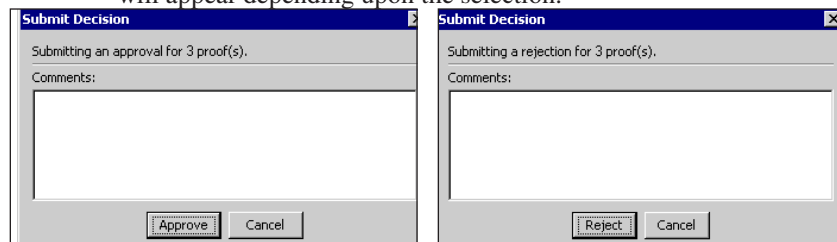
## Batch Approve/Reject

When viewing pages in the Page Browser, you can select more than one page to Approve or Reject.

1. Select the Pages in the Page Browser, this can be done in any of the views. To select all of the pages, use *Select All* under the **Edit** menu.
2. Access the contextual menu (ctrl-click Mac, right click PC).



3. Select either **Approve** or **Reject**. One of the following windows will appear depending upon the selection.



4. Prior to clicking **Approve** or **Reject**, you can also add comments. The decision will be sent to the Rampage Remote server and the pages will be updated.

## Approval Lists

There are two different views for the Approval List. These views are only seen in the Page Browser when using the *List* view. The first one below, shows the different global status of Pages as well as individual decisions by Users allowed to Approve/Reject Pages.

Version	Revision	Global Status	user1	SteveN	Pat
Version pg2.eps	(revision 2)	UNDER REVIEW	?	?	?
28598 Brochure008.nPdf	(revision 1)	APPROVED	✓	✓	✓
28598 Brochure007.nPdf	(revision 1)	REJECTED	✗	✗	✗
28598 Brochure006.nPdf	(revision 1)	REJECTED	✗	✓	✓
Version pg1.eps	(revision 2)	UNDER REVIEW	?	✓	?

The second view shows an Approval List with Stages. These Stages are set up by the Rampage Remote Administrator. The List shows the same status of Pages as well as the different Stages. See the rules below on Stages.

Version	Revision	Global Status	Stage 1: Legal (2 decisions required)	Stage 2: Design (all decisions required)
Version pg2.eps	(revision 2)	UNDER REVIEW	Pat ✓, c1user1 ?, User2 ?	SteveN ?
28598 Brochure008.nPdf	(revision 1)	APPROVED	Pat ✓, c1user1 ✓, User2 ✓	SteveN ?
28598 Brochure007.nPdf	(revision 1)	REJECTED	Pat ✗, c1user1 ✗	SteveN ?

The Rampage Remote Administrator can create as many stages as needed. **All** users in **all** stages will be able to view the pages and *make decisions* on the page up until the global status of the page has changed to **Approved** or **Rejected**.

Rule #1: The global status can only change to **Approved** after *each* and *every user of each stage* has approved the page.

Rule #2: The global status can only change to **Rejected** if one of the following criteria is met:

**All** decisions required for Stage 1 are made and **one or more** of the decisions was to reject the page.

OR

All decisions required for a given stage are made and **one or more** of the decisions was to reject **and** all previous stages are approved.

Take the following example :

I have 3 stages for a Job called **Remote\_1.3**. I'll call stage one **Legal**, stage two **Creative** and stage three **Final**. Each stage contains 3 users.

**Legal** (*Requires at least 2 decisions*)

Legal1, Legal2, Legal3

**Creative** (*All decisions are mandatory*)

Creative1, Creative2, Creative3

**Final** (*All decisions are mandatory*)

Final1, Final2, Final3

The following is how a page rejection can happen.

- If 2 of 3 users in the **Legal** stage make their decision and 1 of their decisions is *reject*, then the global status of the page will trip immediately to **Rejected**, **regardless** of any decisions made or not made in the **Creative** and **Final** stages.
- If 2 of 3 users in the **Legal** stage approve the page **and** if all users in the **Creative** stage make their decision **and** at least 1 of the decisions is *reject*, then the global status of the page will trip immediately to **Rejected**, **regardless** of any decisions made or not made in the **Final** stage.
- If 2 of 3 users in the **Legal** stage approve the page **and** if all users in the **Creative** stage approve the page **and** if all users in the **Final** stage make their decision **and** at least 1 of the decisions is *reject*, then the global status of the page will trip to **Rejected**.

The following is how page approval can happen.

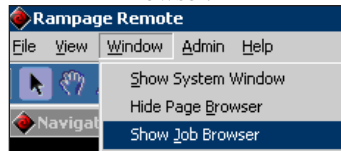
- If 2 of 3 users in the **Legal** stage make their decision and their decision is *approved* then the page passes stage 1. If all 3 users in the **Creative** stage make their decision and their decision is *approved* then the page passes stage 2. If all 3 users in the **Final** stage make their decision and their decision is *approved* then it passes stage 3. Stage 3 being the final stage and everyone approving, will trip the global page status to **Approved**.

**Note:** All users in all stages can make their decision at any time. In other words stage 3 users can make their decisions before anyone in stage 1 or 2.)

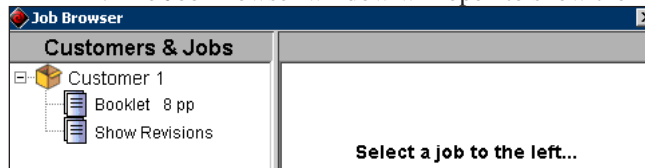
## Job Browser

A Job Browser window has been added for all jobs. This window will display Job Stats like total pages, total pages ripped, etc.

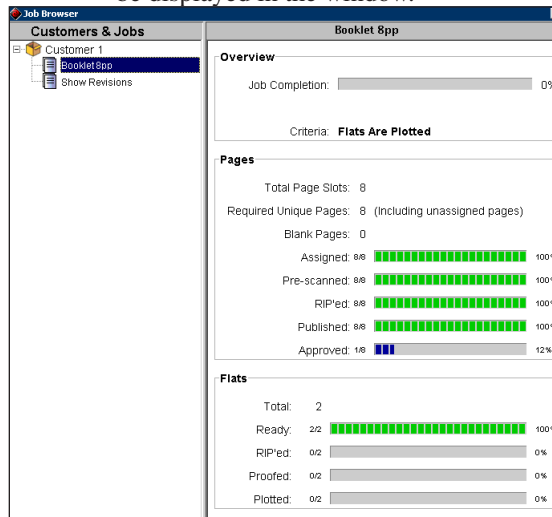
1. From the Window menu in Rampage Remote select Show Job Browser.



2. The Job Browser window will open to show the list of Jobs.



3. Select a Job from the list on the left and the status of the Job will be displayed in the window.



The Job Completion area is based on the criteria of the flats plotted. The Pages and Flats areas display the status of each criteria shown.

## Download / Color Managing Proofs

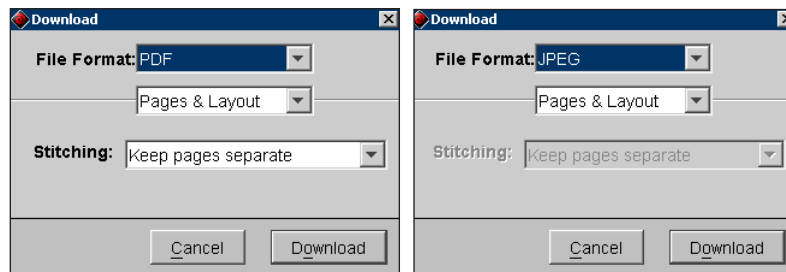
Rampage Remote has a feature that allows you to download proofs. You can download a PDF or JPEG file in either RGB or CMYK. One feature available during download is the ability to apply an ICC Profile to an RGB proof as it is downloaded. You can then output the RGB JPEG or PDF to an ICC-capable device to get a fairly accurate representation of final color.

**Note:** You must use a separate application to print the downloaded file.

## Downloading and Color Managing Proofs

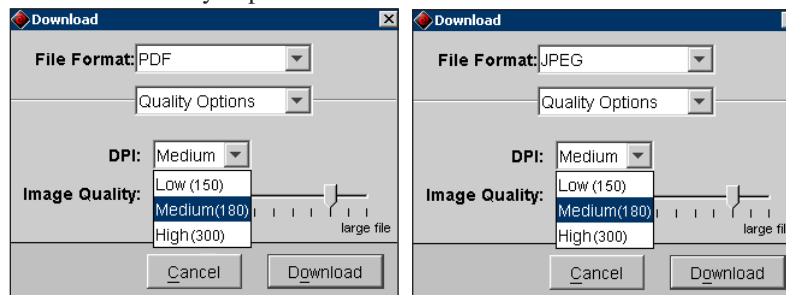
To download a proof:

1. Select Download Proof from the File menu.
2. Select the Format, either PDF or JPEG.



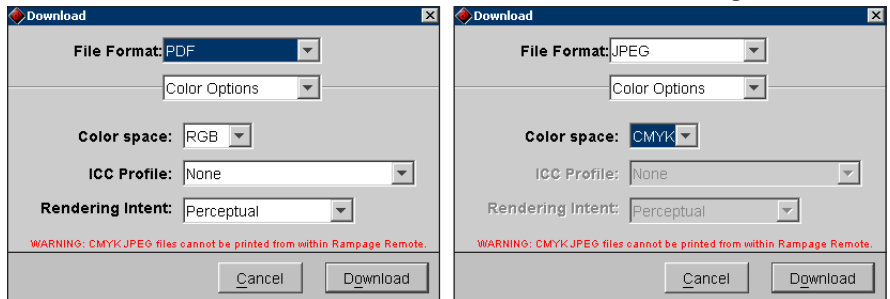
- In the Pages & Layout window, there is a Stitching option for the PDF File Format. If you have selected more than one page to download you can Stitch the pages into one file or Keep the pages separate. See *Multiple Downloads* for more information.

3. Select the *Quality Options* pop-up menu. The options correspond to what you plan to do with the saved PDF or JPEG file.



- **DPI** – *Low* (150dpi) should be used for screen-proofing. *Medium* (180dpi) should be used when you want to save disk space, but plan to output to a high-resolution proofer. *High* (300dpi) should be used for high-resolution proofers.
- **Image Quality** – Use the slider to increase or decrease the size of the file. The smaller the file, the lower the quality.

- Select the *Color Options* pop-up menu. Both the PDF and JPEG files have the same selections for RGB and CMYK Color space.

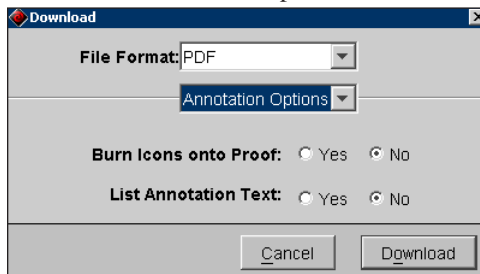


- Select RGB or CMYK Color space. If RGB is selected you can then select the ICC Profile you wish to run the proof through and the Rendering Intent. If you do not want to ICC color correct the proof, select **None**.

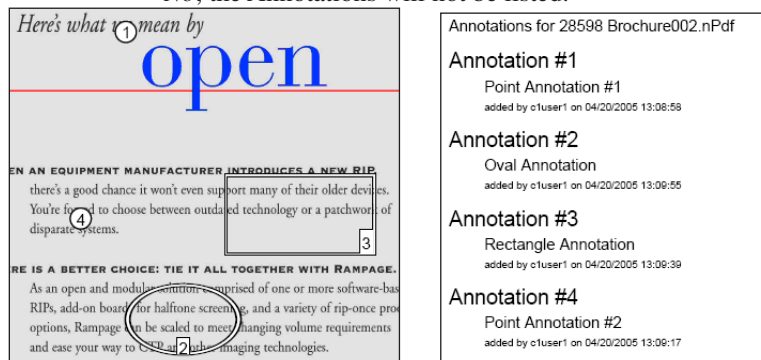
**Note:** The ICC Profiles that are listed here are assigned by the Rampage Remote Administrator.

**Note:** Color Correction is not available if CMYK Color space is chosen.

- Select the *Annotation Options* pop-up menu. Only the PDF File Format has the options available.

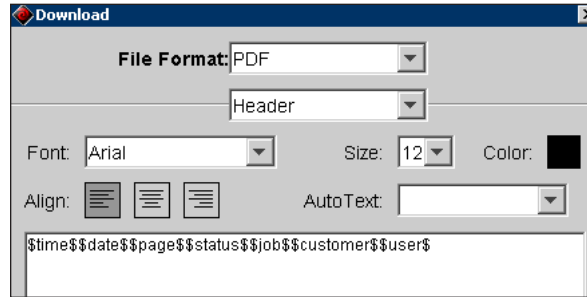


- Burn Icons onto Proof** – If this is set to *Yes*, you will see the various Annotation icons on each proof. If set to *No*, the icons will not be visible on the proof.
- List Annotation** – If this is set to *Yes*, a separate page with the Text Annotations will be included in the PDF. If set to *No*, the Annotations will not be listed.

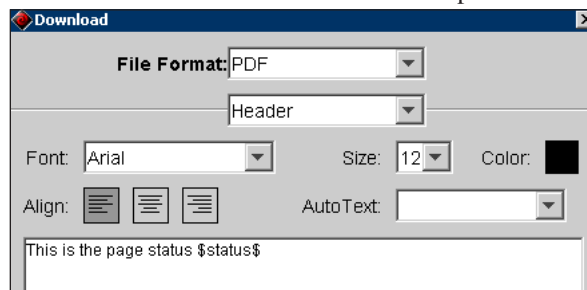


- Select the *Header/Footer Options* pop-up menu. Only the PDF File Format has the options available. Any information set in the Header and Footer menu is saved in preferences, so they do not have to be set for every download.

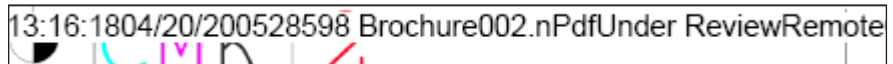
# Rampage Remote Client



- **Header/Footer** – Select the location of the additional information. The Header is placed at the top of the page. The Footer is placed at the bottom of the page.
- **Font/Size/Color** – Select the text variables of the Header/Footer.
- **Align** – Select the alignment of the additional information, left, center, or right.
- **Auto Text** – The pop-up menu lists some common variables for Header/Footer information. When you select a variable, it is listed in the window below. You can type in custom information in the window provided. See example below.



The resulting PDF will contain the header or footer information. The picture below contains the common variables from the pop-up menu.



7. Click **Download**. In the Download dialogue, type the name of your downloaded file, then choose the location you wish to save your downloaded proof. Click the **Download** button.

Depending upon the number of pages and the options you choose, it may take several minutes to download the file. The Download Manager window will appear, if it was not already open, showing the file name, the size, and the status of the download. If you downloaded a JPEG file and there were any annotations on the file, they will not be shown. If you downloaded a PDF file, the annotations will be included in one file if the option to have annotations was selected when downloading the PDF.



## Open Downloaded Proof

From the Download Manager window, you can select a PDF, double-click to open it, and view or print the file.



## Downloading Multiple Proofs

In any view of the Page Browser, you have the ability to download more than one Proof at a time.

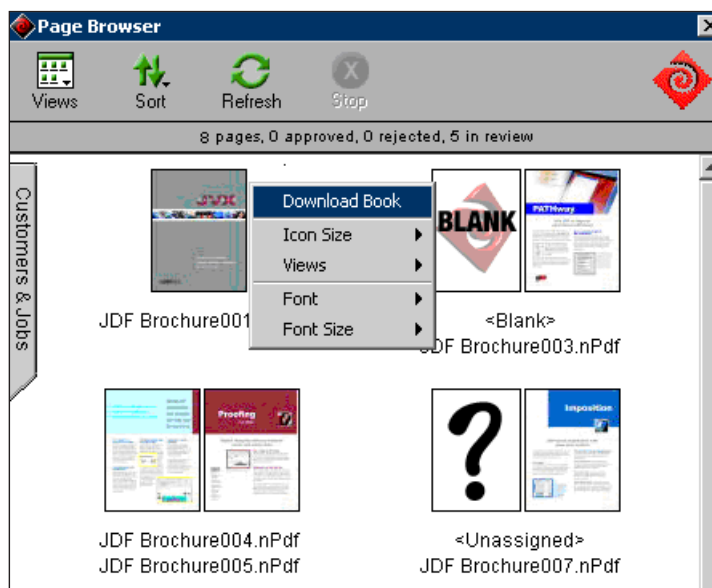
1. Select the Pages to download.
2. Ctrl-click (Mac) or right-click (PC), then select Download.
3. Follow the steps explained in the previous section to continue with the Download process.

## Downloading Books

When viewing a Job in the Page Browser using **Book view**, you have an option in the contextual menu, *Download Book*. This option will download all pages shown in Book View.

**Note:** The Download Book selection is only available if a Job has been set up by the Rampage Remote site.

1. Open the Page Browser and select a Job from the left column.
2. Make sure *Book* view is selected.
3. In the Page Browser window, ctrl-click (Mac) or right-click (PC) to bring up the contextual menu.



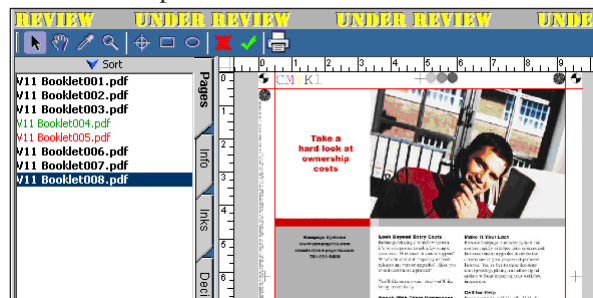
# Rampage Remote Client

4. Select *Download Book*. The *Download* window appears. Select all of the settings necessary to continue with the download. If the Job contains Blank or Unassigned pages, the resulting PDF will have a *Blank* page or one that says *Not Available (Unassigned)*.

**Note:** You do not have to have any pages selected to *Download Book*.

## Print Current Proof

A Printer icon has been added to the top of the proof window and **Print** has been added to the File menu. This will print the proof that is currently open. If the file is enlarged, has guides, annotations open, etc., that is what will print, basically a screen shot of the proof window.



## Logout

Within the Proofing section of Rampage Remote, a Logout button has been added to the toolbar. You no longer have to hit the browser back button to Logout of Rampage Remote.

