



Quick Start Guide



RealTimeProof.com
RealTimeProof Private Label
RealTimeProof Express
RealTime Proof Partner
Matchprint Virtual Proofing System

Viewing, Proofing, Annotating, Downloading and Uploading Using **RealTimeProof™**

Kodak Polychrome
GRAPHICS

RealTimeProof Quick Start Guide

Welcome to the RealTimeProof/Matchprint Virtual Proofing System:

These instructions apply to all MatchprintVirtual.com users, as well as all RealTimeProof application users. If you are using any one of the Private Label proofing sites, replace the RealTimeProof url with the appropriate url for your proofing site.

If you have not already received an email invitation to use this service, you are likely to very soon. To accept the invitation, you need to follow the instructions in the email. This will take you to the RealTimeProof/Matchprint Virtual Proofing System (or other Private Label) registration page. You will need to add your details to complete the registration. This is a once-only activity and will not have to be repeated.

Follow steps 1-5 to begin using the RealTimeProof./Matchprint Virtual Proofing System application.

Install RealTime Applications

Download Proofing Client

1. Connect your PC/Mac to the Internet and direct your browser to <http://www.realtimeproof.com>
2. Click on **Download**.
3. Click on the Proofing Client version that applies to you (Mac or PC).
4. Follow the on-screen instructions:

If you have a Mac:

- a. Wait for the download to complete before continuing.
- b. Double click the Client installer you just downloaded.
- c. Click through the dialog boxes to complete the installation.

If you have a PC:

- a. Click to download the setup program.
- b. Choose "Save this program to disk" and click OK. You will be prompted to choose a destination. Choose the Desktop and wait for the download to complete before continuing.
- c. Double click the installer you just downloaded.
- d. Click through the dialog boxes to complete the installation.

Download Personal Proofing Publisher (P³)

1. Connect your PC/Mac to the Internet and direct your browser to <http://www.realtimeproof.com/>
2. Click on **Download**.
3. Click on the version that applies to you (Mac or PC).
4. You will be prompted to select the destination of the download. Choose the Desktop. Wait for the download to complete.
5. Double click the installer you just downloaded. Select an installation directory. Choose the location and click **OK**.

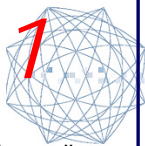


Check Requirements

System requirements vary depending on which application you're using:

RealTimeProof.com
RealTimeProof Private Label
RealTimeProof Express
RealTime Proof Partner
Matchprint Virtual Proofing System

Please visit the www.kpgraphics.com Products & Solutions site for specific system requirements.





View Images

1. Browse the Workspace(s) / Project(s) to which you have access and click on the thumbnail of the image you want to view. This opens a new browser window and your image will appear in high resolution.*
2. Use the tools to Pan, Zoom, Annotate, Check Color, Measure, Print and Proof.**



Annotating Images

1. Click on the annotation tool  and select the type of anchor you want to use (point, ring, box or grease-pen)
2. Click on the image to create the annotation and move the anchor accordingly.
3. Add your text to the annotation(s).
4. When your annotation is complete, click the "Sync" button  to confirm.

*If the image does not view, make sure the Proofing Client is installed. See section above.

**Access to this function is determined by your RealTimeProof Administrator.



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UploadImages



To Upload (or Download) images, you must use the Personal Proofing Publisher (P³) software tool.

1. Login to www.RealTimeProof.com or the Internet address of your Private Label site using your email address and password.
2. Browse through your Workspaces / Projects and Folders.
3. Move to the bottom of the screen and click on the **Upload/Download** button.
Note 1: If it is disabled then your RealTimeProof Administrator has not given you permission to use this function.
Note 2: Netscape may insert a security dialogue at this point. Trusting P³, select "Open it".
Note 3: P³ starts to run at this point, and automatically connect to the server using your name and password.
4. Locate the destination of your upload using the browser tree shown of the left side of the P3 window.
5. Select the location by highlighting it in the left P3 window.

6. Click the **Upload** button



You will be prompted to choose a file



or a folder

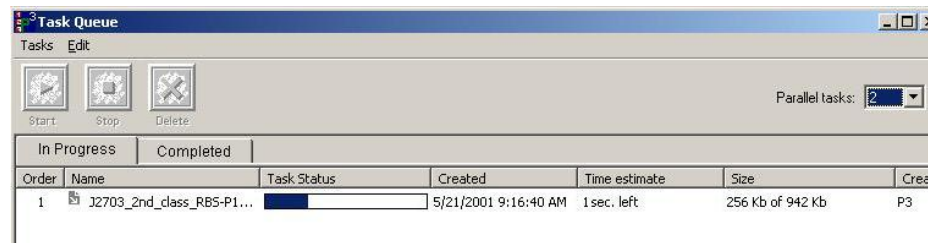


to upload.

7. Click on **File**. (Folder upload is more advanced).
8. Browse your local hard disk (or network) for the file(s) you wish to upload.
9. Select the file by clicking "open," followed by **OK**.

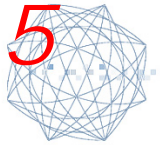
The upload will now begin.

You can monitor progress by accessing the Task Queue. On a Mac, select File /Task Queue. On a PC select View / Task Queue.



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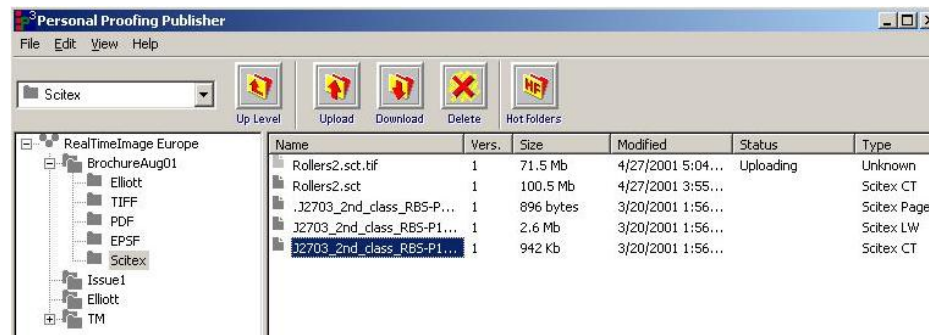
DownloadImages



To Download (or Upload) images, you must use the Personal Proofing Publisher (P3) software tool.

1. Login to RealTimeProof using your email address and password.
2. Browse through your Workspaces / Projects and Folders to find the image(s) you wish to download.
3. Move to the bottom of the screen and click on the Upload/Download button.
Note 1: If it is disabled then your RealTimeProof Administrator has not given you permission to use this function.
Note 2: Netscape may insert a security dialogue at this point. Trusting P³, select "Open it".
Note 3: P³ starts to run at this point, and automatically connect to the server using your name and password
4. Locate the file(s) you wish to download using the browser tree shown of the left side of the P3 window.

5. Select the file(s) by highlighting them in the main P³ window and click the **Download** button



4. You are now prompted to select the destination of the downloaded file(s). Click on **Folder** to browse your local disk (or network) for the destination.
5. Confirm the destination by clicking **OK** and then **OK** again.
The download will now begin.

You can monitor progress by accessing the Task Queue. On a Mac, select File /Task Queue. On a PC select View / Task Queue.

