



Rite Transfer
Installation
and
User Manual

Introduction

Rite Transfer enables easy transference of files between your computer and APG.

Firstly, contact APG on 020 8239 4100 as a username and password will need to be set up.

Secondly, visit the website at www.apgprint.com and go to the downloads section. Here, the appropriate file resides as 'Rite Transfer Install (PC)' or 'Rite Transfer Install (MAC)':

Click and follow the on screen instructions. This guide also displays those instructions:

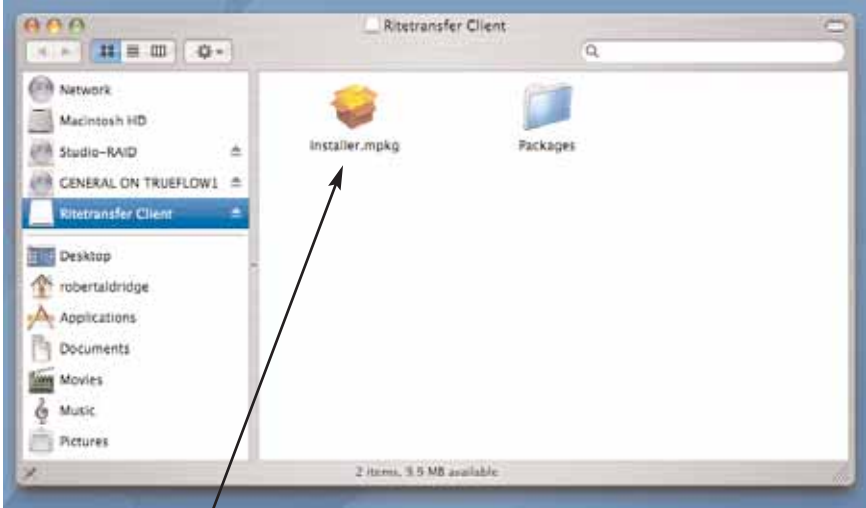
Mac on pages 3 – 6

PC on pages 7 – 8

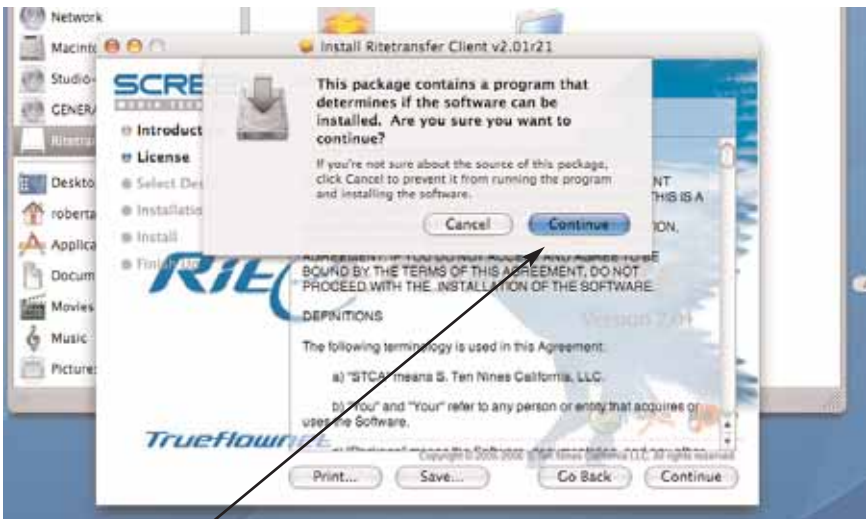
After installation, refer to the user guide on pages 9 – 13 for step by step instructions

Installation (Macintosh)

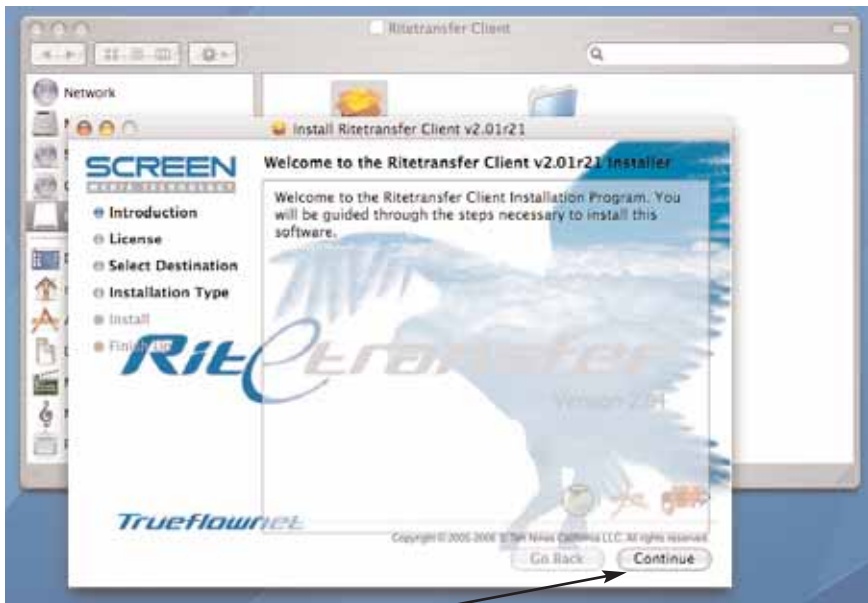
Go to www.apgprint.com and click on the downloads section. Select Rite Transfer Install (MAC) and Save the Installation file 'APG_RT_OSX.dmg' onto your desktop. Double click this file to open up the installation window.



Double click 'installer.mpkg'



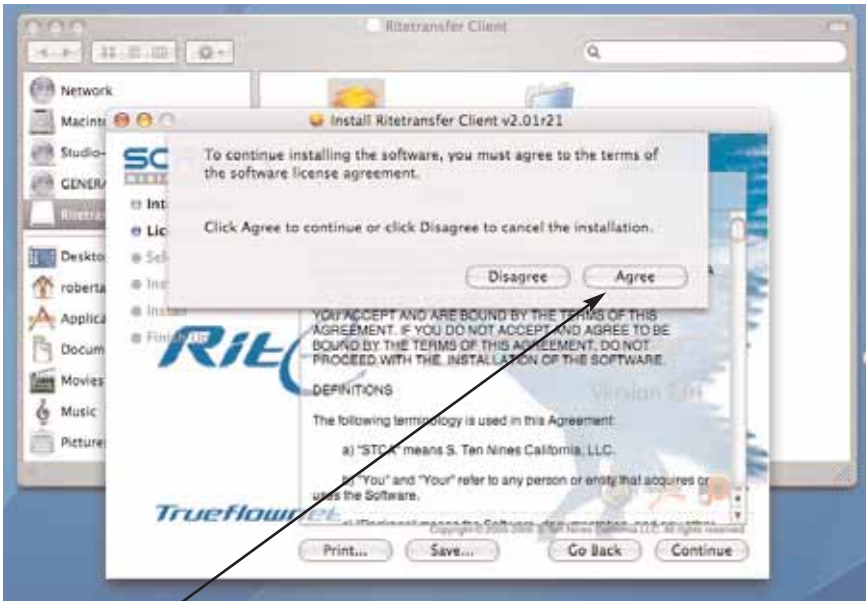
Click 'Continue'



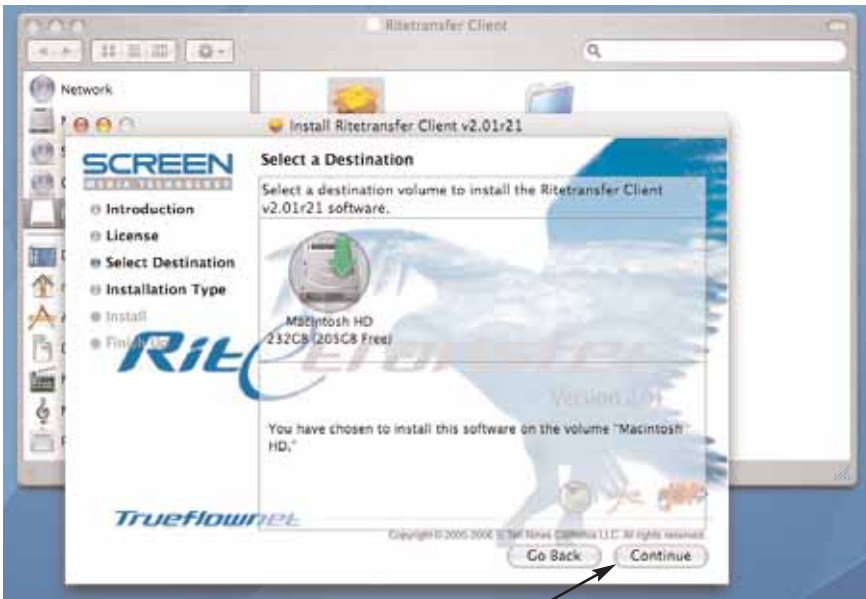
Click 'Continue'



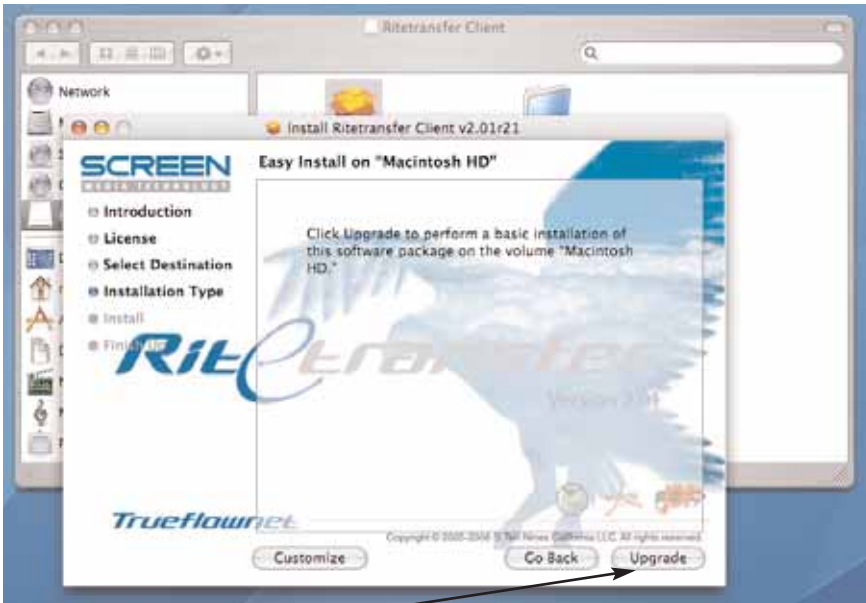
Click 'Continue'



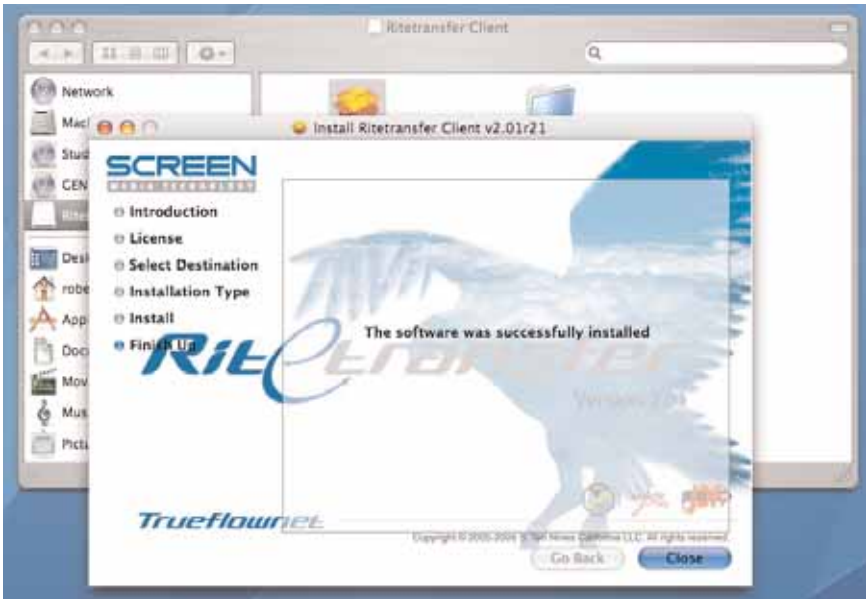
Click 'Agree'



Select a destination to install the software (Usually Macintosh HD) and click 'Continue'



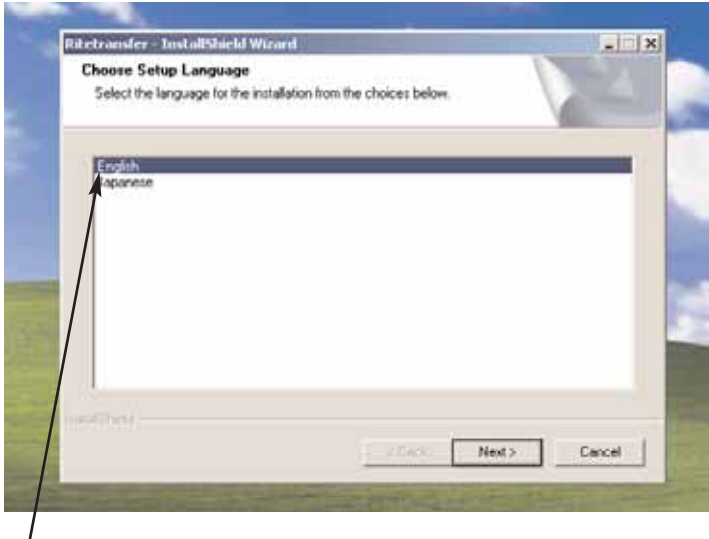
Click 'Upgrade'



The software will take a few seconds to install and you will get a final confirmation of successful installation. You are now ready to use Rite Transfer.

Installation (Windows)

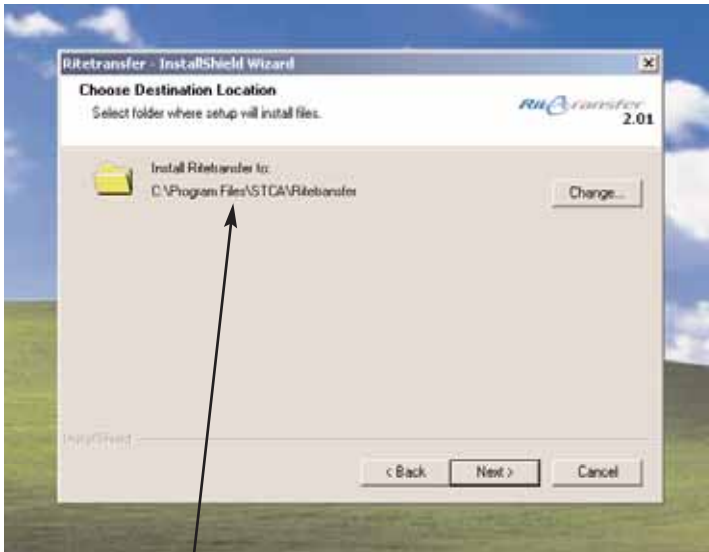
Go to www.apgprint.com and click on the downloads section. Select Rite Transfer Install (PC) and Save the Installation file 'APG_RT_Windows.exe' onto your desktop. Double click this file to open up the installation window.



Select 'English' and click 'Next'



Select 'I accept....!' and click 'Next'



Choose installation destination (usually C:\Program Files\STCA\RiteTransfer) and click 'Next'



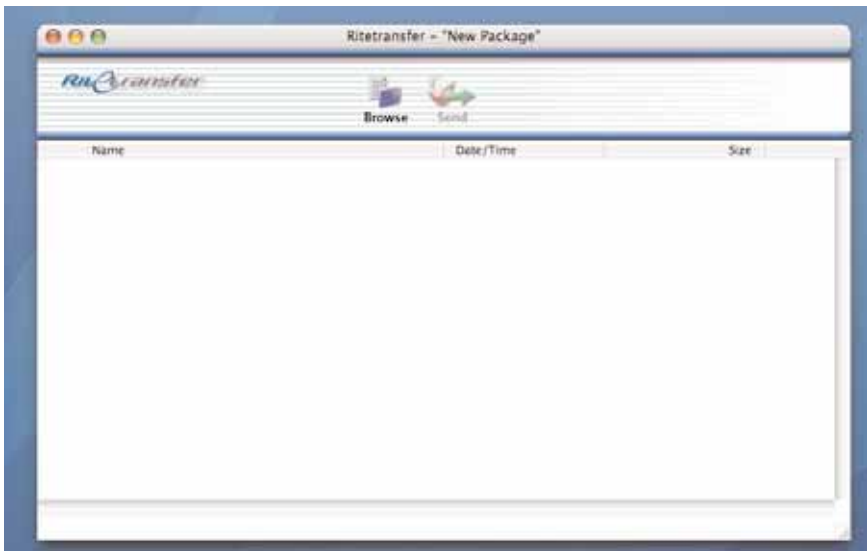
The software take a few seconds to install and you should get an installation complete window. Click 'Finish' and you are now ready to use Rite Transfer.

User Guide

Once Rite Transfer is installed you will have an icon in the dock at the bottom of the screen for Mac users or an icon on your desktop for Windows users.

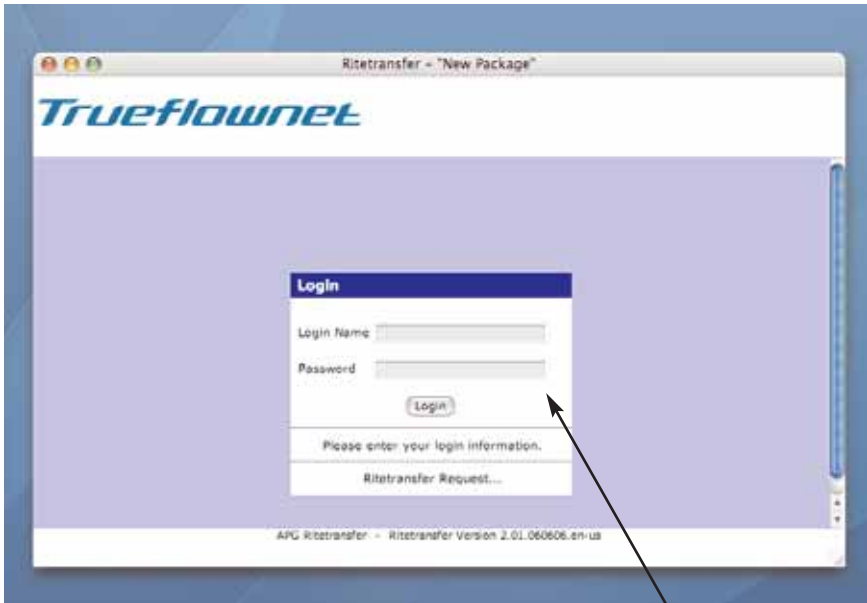


Click this icon to launch Rite Transfer.

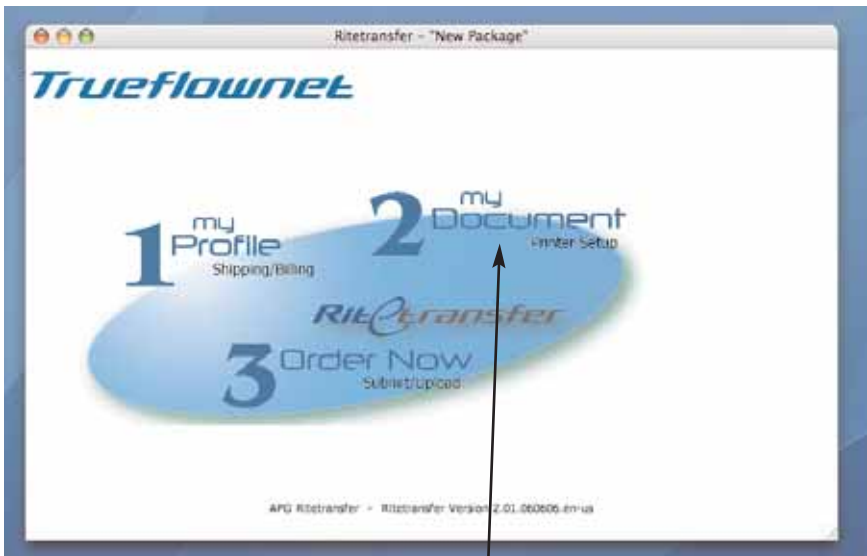


You can now either click 'Browse' to select the files to send or drag and drop the files into the white area of the window. Once a file has been selected the 'Send' window will become active.





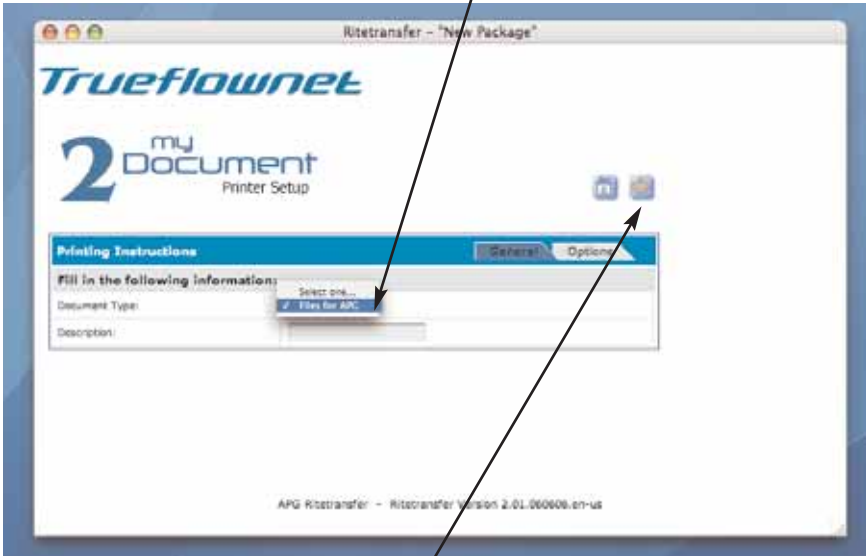
Click the 'Send' button to begin the file transfer and you will be prompted to enter your username and password. These will be given to you by APG.



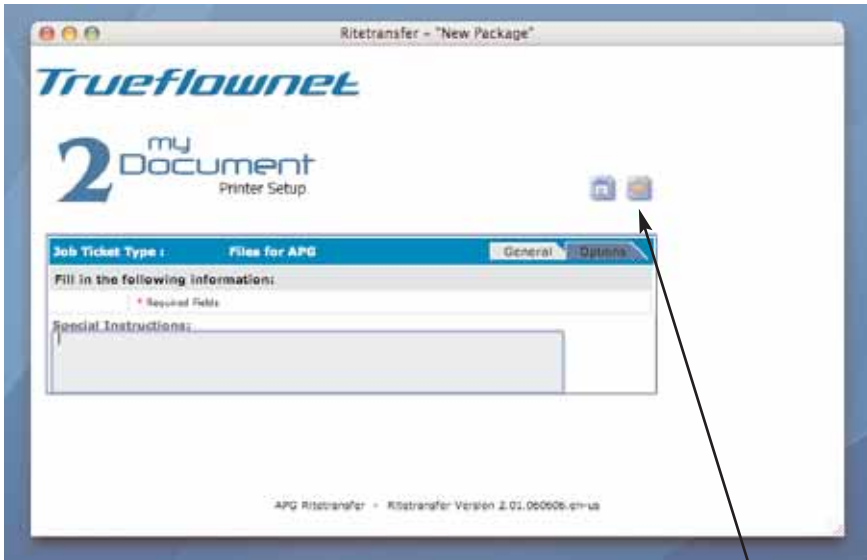
Once logged in you will see the 3 steps window. Step 1 (My Profile) is not required so please click step 2 (My Document).



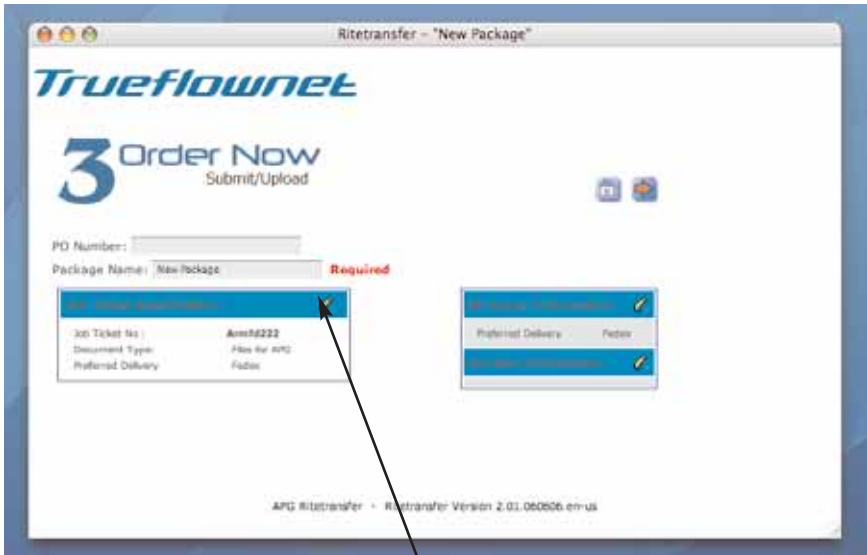
Click 'Select one...' button and go to 'Files for APG'



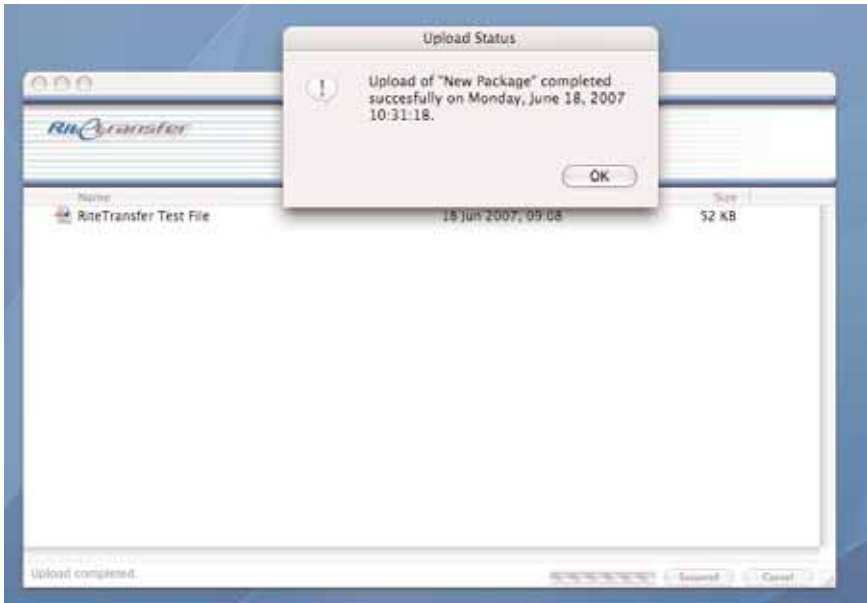
The 'Description' box is not required at this stage. Once 'Files for APG' is selected click the orange arrow.



You can enter any special instructions or requirements for the files you are sending in this box (optional) and click the orange arrow. This will take you to the 3rd and final step.



The 'P.O. Number' field is not required but a short description of the job needs to be put into the 'Package Name' field (i.e. Company Brochure). Once this is done click the orange arrow to send your files.



Once the files are uploaded you will get a confirmation window informing you that your files have been successfully uploaded. Please do not close Rite Transfer until you see this message.

If you have given your email address to APG prior to sending any files you will also receive email notification that your files are in the process of being uploaded. This email will contain a link which you can click to keep a constant check on the upload progress.

When the files are fully uploaded you will receive a further email confirming that the upload is complete.

If you have any problems with any part of the installation or use of the software please contact Steve Rogers or Paul Crouch on 020 8239 4122.