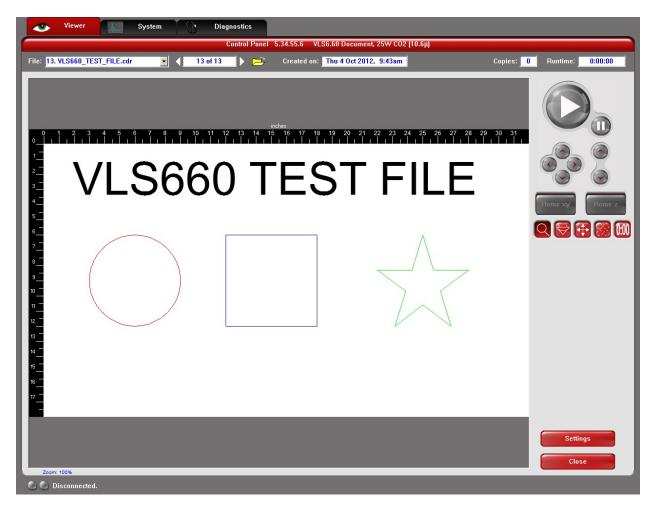
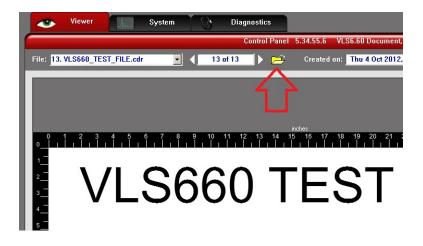
## **EMF File Collection**

This document will describe how to save and retrieve .emf files through the UCP software. In this example, a Corel draw file named "VLS660\_TEST\_FILE.cdr" will be used to create the .emf file.

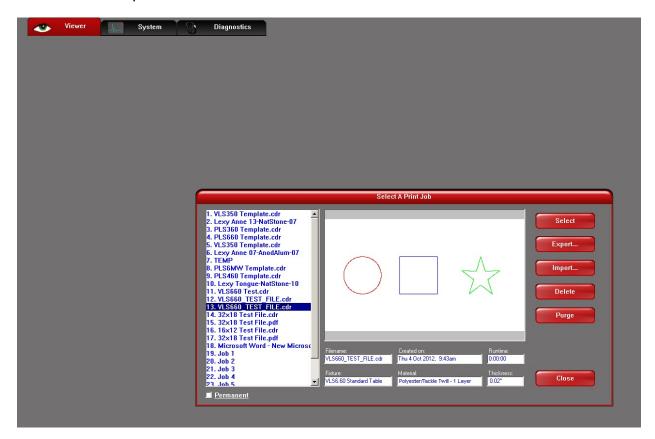
The VLS660\_TEST\_FILE.cdr has been sent to the UCP:



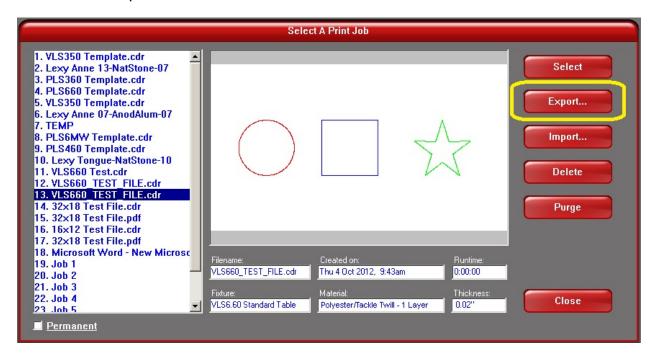
To start the process of saving the .emf file, click on the yellow folder at the top of the UCP software:



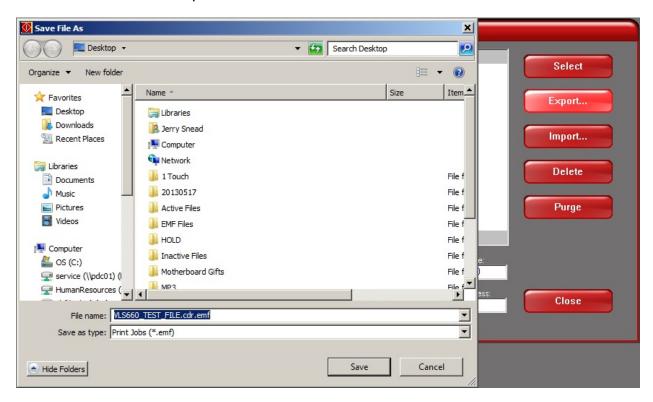
## A window now opens:



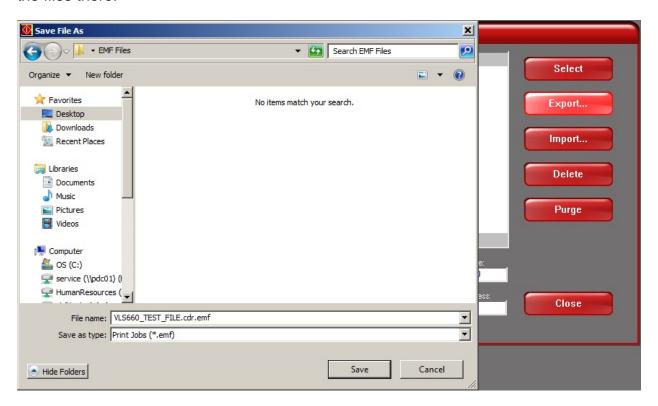
## Click on the "Export..." button:



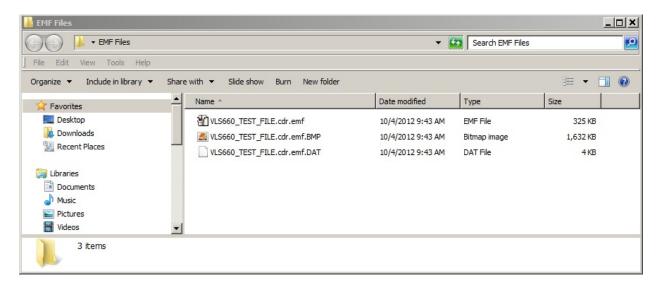
## A Save File As window opens:



Navigate to the location on your computer (or network) where you want to save the .emf files. In this case, I have created a folder called "EMF Files" on my desktop and saved the files there:

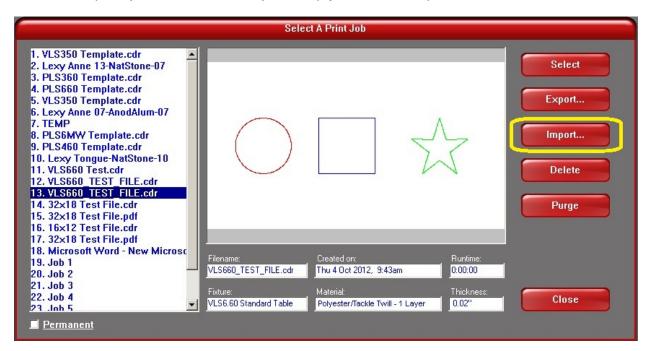


After clicking save on the Save button on the Save File As window, the Save File As window closes. Navigate to the folder where you have saved the files – in my case, I saved these on my desktop in a folder I created called "EMF Files":



This actually creates three separate files: one with a .emf extension, one with a .bmp extension and one with a .dat extension. All three of these files will need to be saved and backed up if you want to restore them to the UCP at a later time.

To add the print job at a later time, just simply click the "Import..." button:



Then navigate through the Load Print Job window to where your .emf files are stored. Be sure to select the file that ends in .emf to load the print job (not .dat or .bmp)