

A woman with blonde hair in a ponytail, wearing a dark shirt, is seated at a desk, looking at a computer monitor. In the background, a man with grey hair is also at a desk, talking on a mobile phone. The office has a grey brick wall and a bookshelf. A large, vibrant, abstract graphic overlay in shades of yellow, orange, red, and purple covers the bottom half of the image. Green lines connect the woman's monitor to the man's monitor, passing through the bookshelf.

APOGEE WEBAPPROVAL

USER GUIDE

www.pdfproofingportal.co.uk/webapproval

GETTING STARTED

Welcome to an exciting new way of interacting with us!

Our WebApproval system allows you even more flexibility in delivering files to us and checking your pages. Being HTML5 based you'll have the ability to review, approve, reject and annotate your pages online, right from your computer / tablet. What's more, the system is available to you day or night, seven days a week so you can log on and work whenever it's most convenient for you.

If you need any guidance please don't hesitate to contact the prepress team.

CONFIGURING ADOBE ACROBAT AND READER

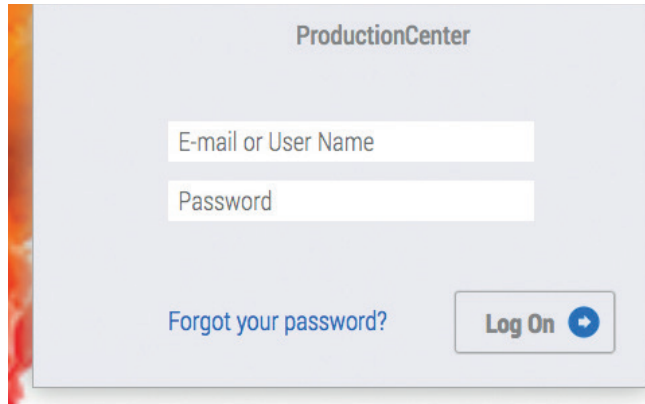
Whether you are using Acrobat or Reader, you'll want to configure it before you start using Portal. Both Adobe Reader and Acrobat have the ability to show overprints. Access the Preferences menu, select Page Display from the left hand side and check Overprint Preview.

HOW IT WORKS

Here's a brief overview of how the process works:

1. We create a digital job for you in our WebApproval system.
2. You're notified via email when the job is available for you to begin uploading your pdfs.
3. After you upload your pages, you assign / place them to the job in the desired order.
4. Once placed, the system begins processing your pdf(s) into online digital proofs. When they're ready WebApproval will send you another email.
5. Log on to WebApproval and review your pages.
6. If they look good, approve them and you're done. If you find a problem, reject the page, upload your replacement page and repeat the approval process.

LOGGING ON, MOVING ABOUT



The image shows a login interface for 'ProductionCenter'. It features a light gray background with a white border. At the top, the text 'ProductionCenter' is displayed. Below it, there are two input fields: 'E-mail or User Name' and 'Password'. To the left of the 'Password' field, the text 'Forgot your password?' is visible. To the right of the input fields, there is a 'Log On' button with a blue arrow icon.

Once we establish your WebApproval account, you'll be able to log on. This account is yours alone and allows you to interact with the jobs we set up for you. You've probably already received an email from us confirming your account setup. If not, give us a call and we'll set one up for you right away.

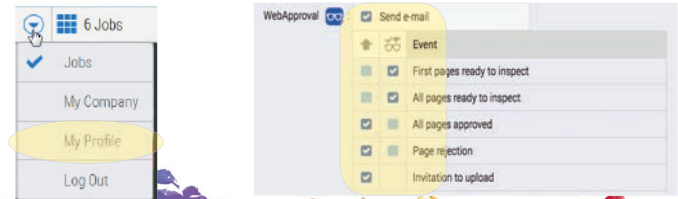
INITIAL ACCESS

The first time you log on to WebApproval you'll need to set your password and activate your account. Do this by Clicking the link in the e-mail that you received from us.

Enter your e-mail address or User Name, and your password into the fields provided and click 'Log on'.

EMAIL NOTIFICATIONS

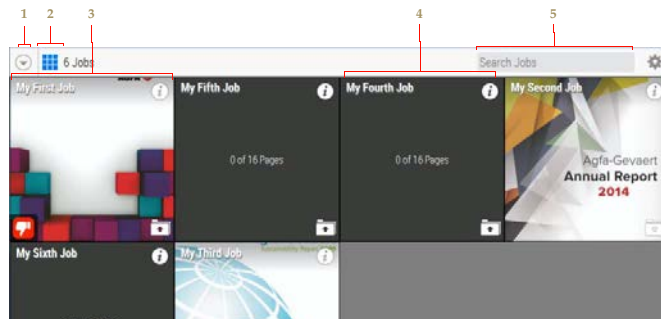
WebApproval cues your interaction via email notifications. You can customise these notifications within your user profile.



The image shows two screenshots from the WebApproval interface. The left screenshot shows a user profile menu with options: '6 Jobs', 'Jobs', 'My Company', 'My Profile' (highlighted), and 'Log Out'. The right screenshot shows the 'Send e-mail' settings for 'Event' notifications. It includes a list of notification types with checkboxes: 'First pages ready to inspect', 'All pages ready to inspect', 'All pages approved', 'Page rejection', and 'Invitation to upload'.

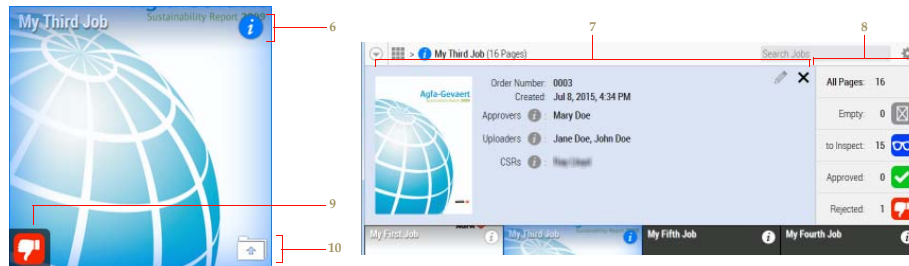
JOBS OVERVIEW

Your print jobs are displayed as a grid of tiles in the Jobs window. Clicking or tapping a tile opens the job.



1. Main menu button,
2. Grid button - returns you to the Jobs window,
3. Job Tile,
4. Empty job (files not yet placed),
5. Search box (to filter jobs),
6. Opens the information panel,
7. Is the information panel,
8. Page status overview & filter,
9. Alert Icon,
10. Click to open upload files Window.

(You can also drop pdfs directly onto the job tile to upload).



Alert: Job includes rejected pages.

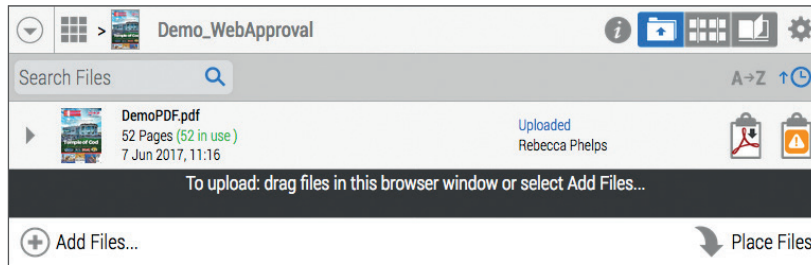


Job has preflight issues

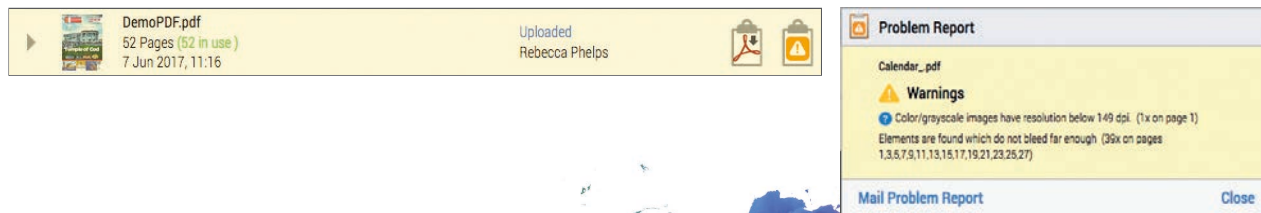
UPLOADING PAGES

Uploading pages can be done by simply dropping the pdfs on top of a job tile. Multiple files can be uploaded in one go and while the upload is taking place in the background, the user can access already uploaded pages in the browser window.

All the files that are uploaded get listed in the upload window, which also indicates how many pages are used within the publication.



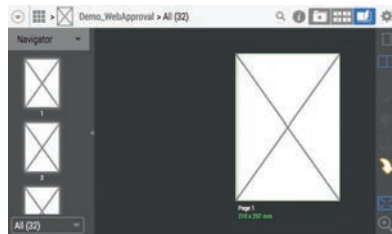
WebApproval shows preflight reports on the uploaded files so users are made aware of potential problems such as low image resolution, Colour issues or missing fonts.




ASSIGNING AND PLACING YOUR FILES

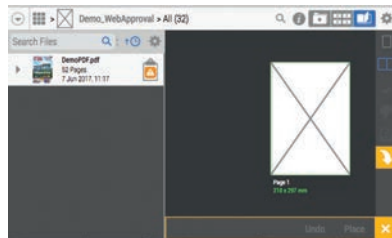
ACCESSING YOUR JOBS & ASSIGNING PAGES

To access a job, click the tile from the Jobs overview window which will take you to a flipbook view of the pages.

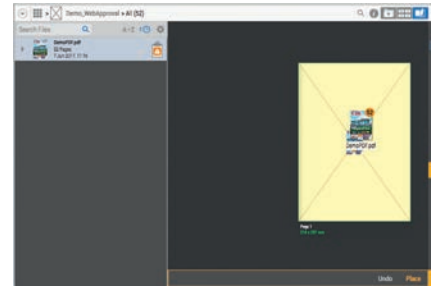



From here you can place your pdfs directly into the flipbook by pressing the 'Place File' button 

This opens a panel on the right of the webpage showing any uploaded pdfs.



Drag the pdf(s) onto correct page position and when finished press the 'Place' button at the bottom of the webpage. This then starts the processing of your proofs.



Once proofs are processed, the rendered pages are available in the book proof view, displaying the inspect icon .

For users who prefer to work with a flatplan view, you can use the **Pages Overview** screen  and place the pdfs again by selecting the 'Place File' icon & drag the pages into position.



REVIEWING PROOFS

Proofs in WebApproval are rendered - meaning they have been processed using the same interpreter we use to create the final print job for press. Simply put, there is a high degree of integrity in what you see on screen and you can trust that it's what you'll ultimately see in the final product.

WebApproval offers two types of proofs.

1. In a flipbook with clear buttons for approving and rejecting. There's an option to enlarge this view (x4) or display single pages instead of spreads.

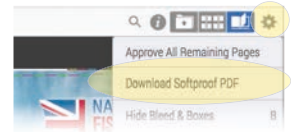
This view is also perfect for viewing on your Tablet.



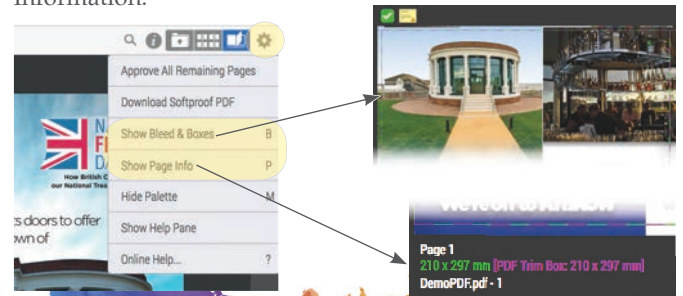
2. Downloaded proofs for offline verification and printing. This eliminates the cost of delivering hardcopy proofs. You can download a softproof PDF of the entire document or the current page.

On any page in the document, open the cogwheel menu and choose 'Download Softproof PDF' to download the entire document **OR** Right-click the page and choose 'Softproof Page' to download the current page.

You can save the PDF to a location of your choice.



Also within the cogwheel, there are a few options which allow you to Show / Hide the bleed area and Show / Hide the Page Information.

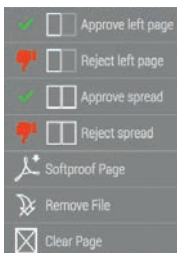


REJECTION, CORRECTION, APPROVAL

After you've reviewed your online proofs, you'll need to approve them to complete the job. Your approval automatically signals our WebApproval system to begin final processing and prepare the job for press.



If you find a page that you'd like to replace, you can reject the proof by right-clicking on the page and selecting the option within the action menu, upload and place the corrected pdf. After the new page is uploaded, you'll repeat the proofing and approval process until all pages are approved.




APPROVALS ARE FINAL

It's important you understand that the approvals you make in WebApproval are real and final.

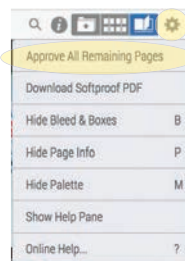
Your approval initiates production processes within our plant and obligates both machine time and materials. Once you approve a page, you cannot change it further in WebApproval and we assume that the page is ready for final production up to and including the actual printing.

If you approve a page by mistake, you must contact us immediately so we can stop your job from processing and reset the page in WebApproval.

WebApproval can jump to the next proof requiring approval after you take action on the current page / spread by selecting the 'Quick approve'  icon located on the right of the webpage.

You can also approve all pages in one go. On any page in the document, open the cogwheel menu and choose 'Approve all remaining pages'.

All pages with the Ready to Inspect status are approved.



WHAT NEXT?

Once you are happy with everything and you have approved all of the pages, you are done!

An automated email is sent internally from the system to the people that control your job here. You do not need to do anything else.

