

PrinctPortal

ONLINE PROOFING SYSTEM



Quick Start Guide

How To:

- Navigate Within Portal
- Upload Files
- Review Proofs
- Approve/Reject Pages
- Submit Revised Pages



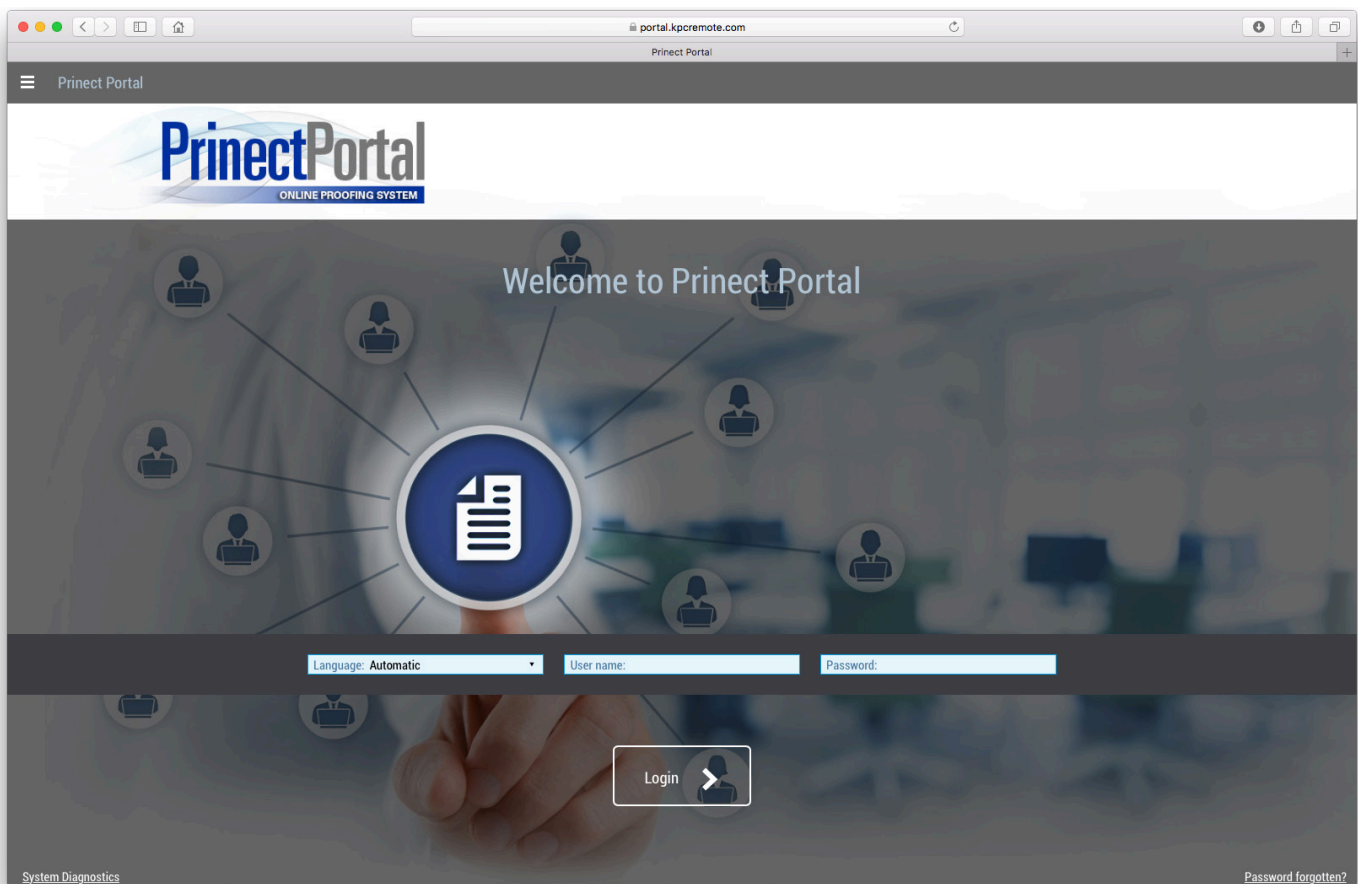
Kingery Printing

Figure 1 - Organization



- 1. Navigation** - These icons (Figure 1) are found throughout Prinect Portal. Each icon represents a function designed to help the user access and organize information, and also to customize the presentation.

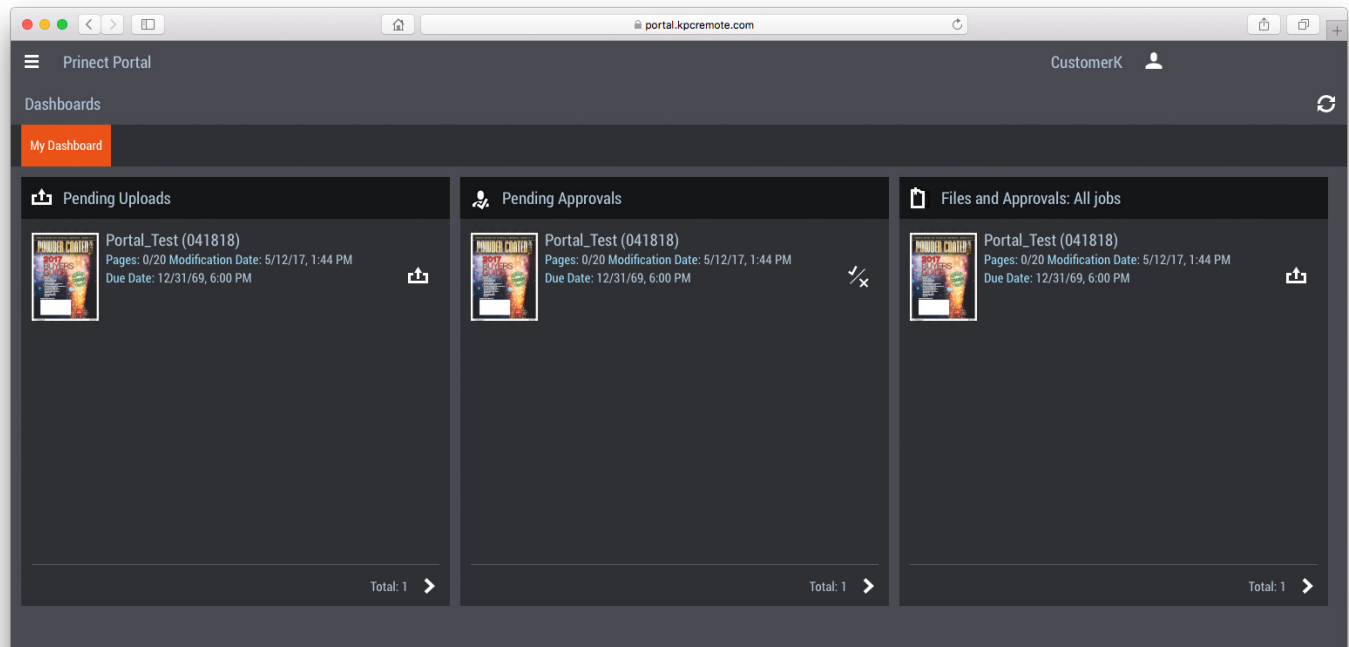
Figure 2 - Login



- 2. Login** - Enter the address: portal.kpcremote.com into your web browser (Figure 2). At the prompt, enter the user name and password provided to you by Kingery Printing. If you will be using Prinect Portal on a regular basis, you will find it helpful to bookmark the site and make a copy of your user name and password.

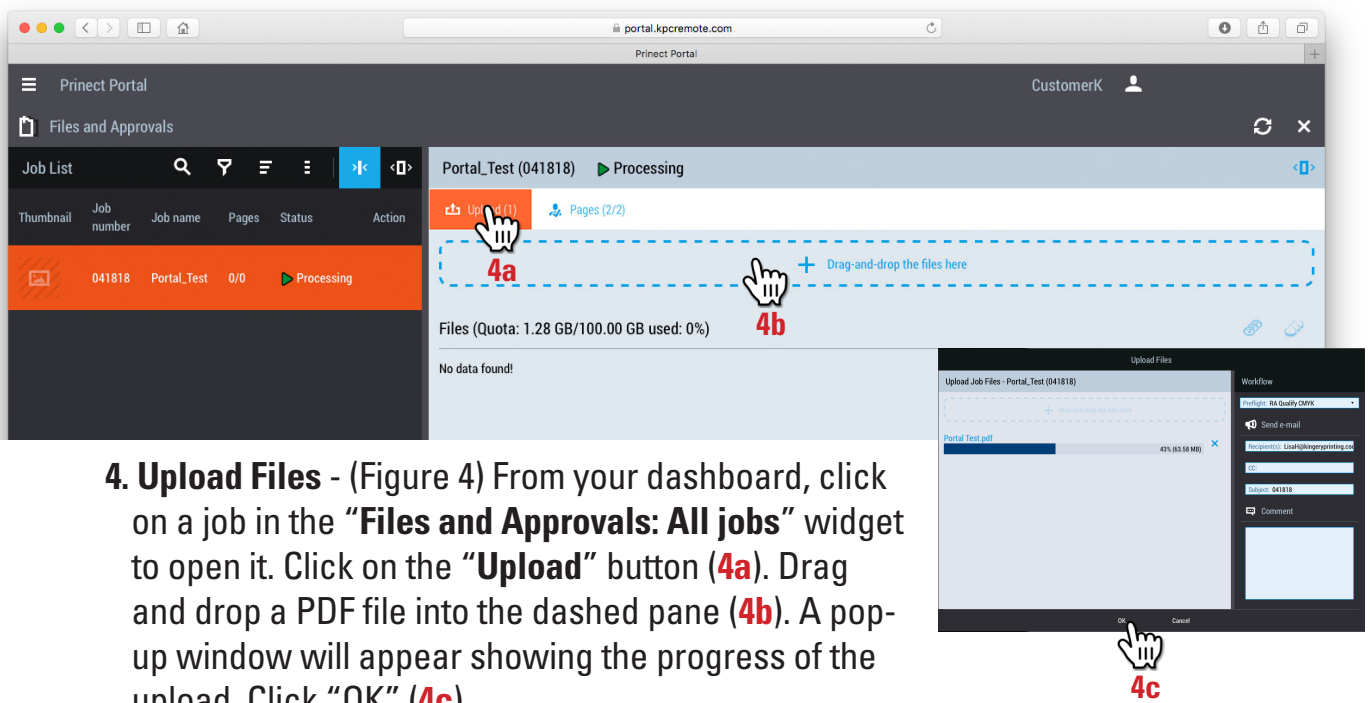
Note: A job should already be created on the server awaiting your upload. Please be sure to coordinate with your Customer Service Representative to confirm your upload schedule.

Figure 3 - Dashboard



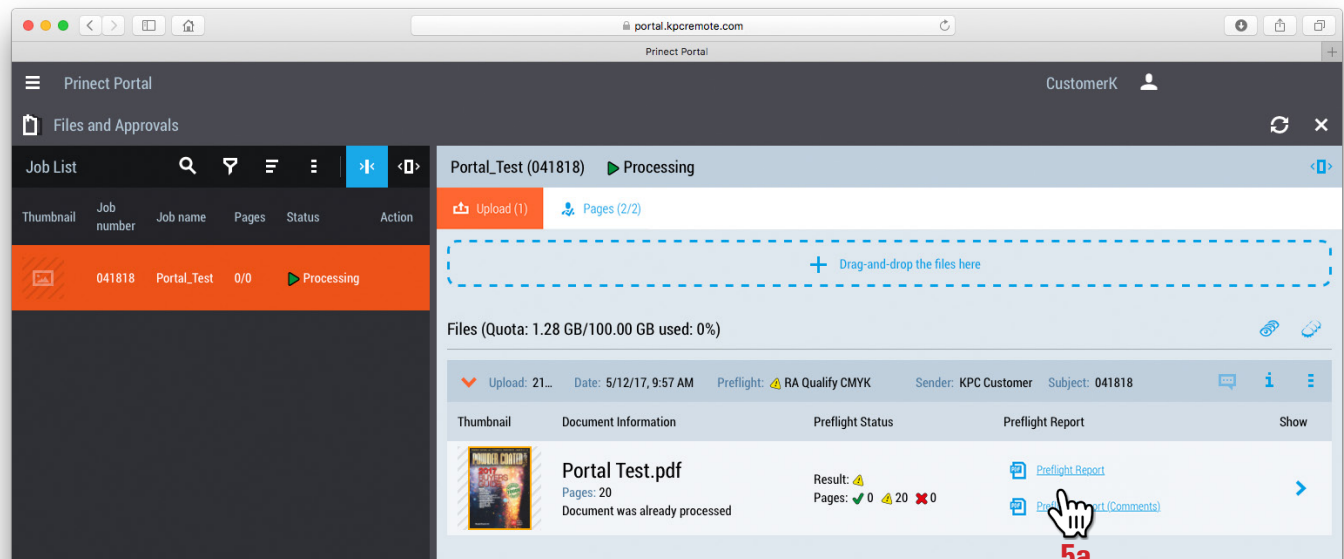
3. **Dashboard** - Your dashboard is divided into three widgets (Figure 3). The **“Pending Uploads”** widget shows all jobs that contain uploaded files which have not been assigned to a page list within the prepress work flow. These pages may be viewed and approved individually, but not in the form of a Flip Book. The **“Pending Approvals”** widget shows all pages that have been assigned to a page list. These pages may be viewed either individually or in the form of a Flip Book. The **“Files and Approvals: All jobs”** widget shows all files and jobs that exist within your account in Princt Portal.

Figure 4 - Upload Files



4. **Upload Files** - (Figure 4) From your dashboard, click on a job in the **“Files and Approvals: All jobs”** widget to open it. Click on the **“Upload”** button (4a). Drag and drop a PDF file into the dashed pane (4b). A pop-up window will appear showing the progress of the upload. Click **“OK”** (4c).

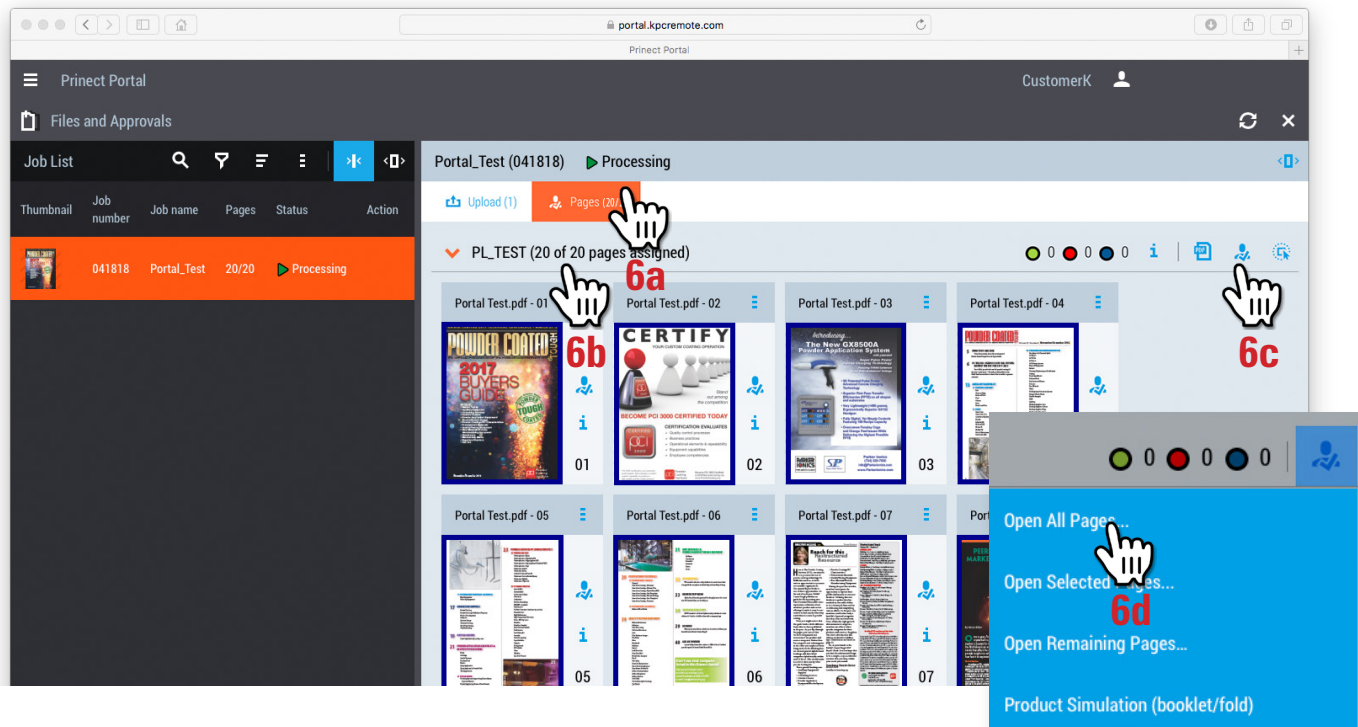
Figure 5 - Preflight Report



5. Preflight Report - Once the uploaded file is finished processing, you will see a thumbnail representation of the first page under the **"Upload"** button (Figure 5). For each file uploaded, you will see a link to the **"Preflight Report"** (5a). Click the link to view the report.

***Note:** When uploaded pages have been processed, and pages have been assigned to the page list, you should get an email notification that a proof is available for you to view.*

Figure 6 - Page Pool



6. Page Pool - (Figure 6) Click on the **"Pages"** button (6a). Depending on the disposition of the processed pages at the time of viewing, you may see one of two different states : (Cont'd on page 5)

(Cont'd from page 4)


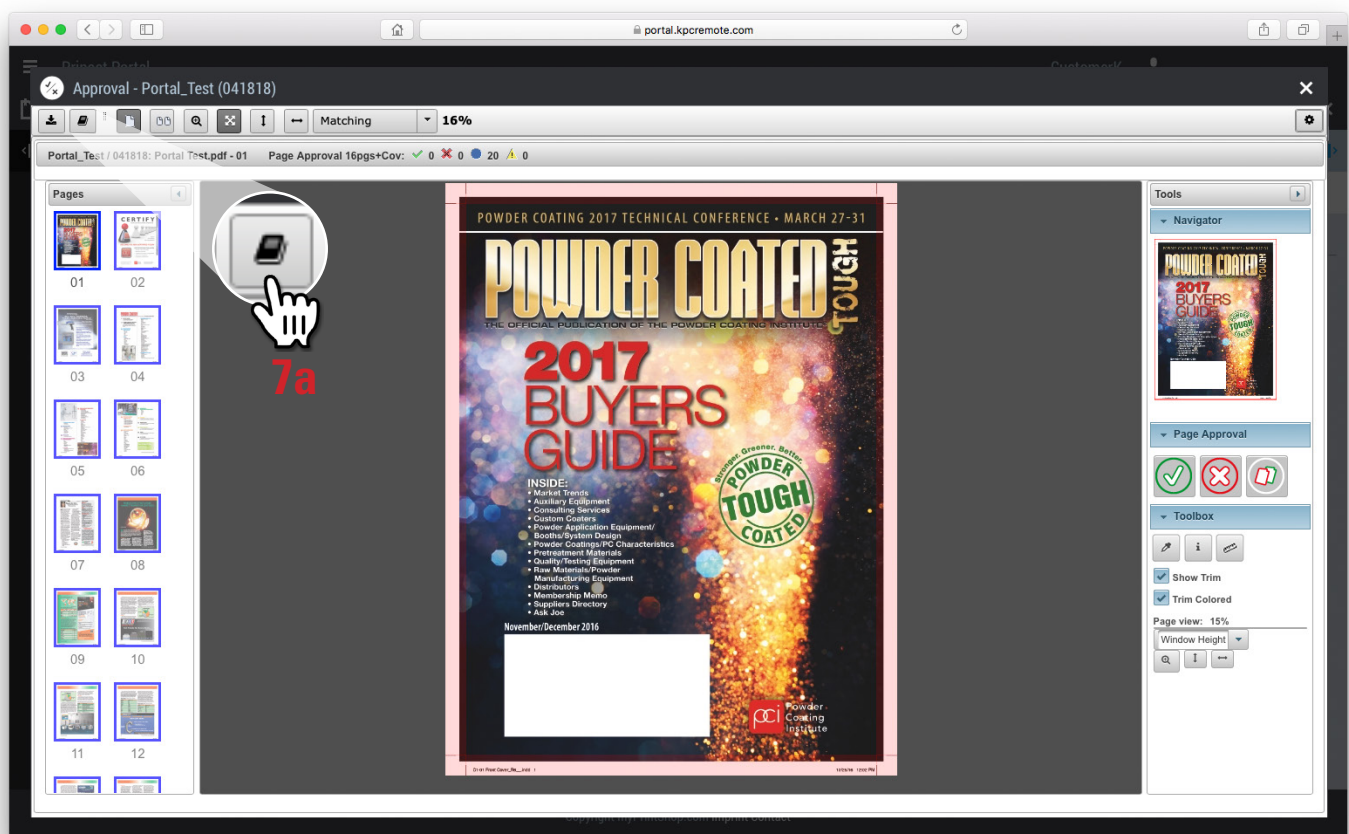
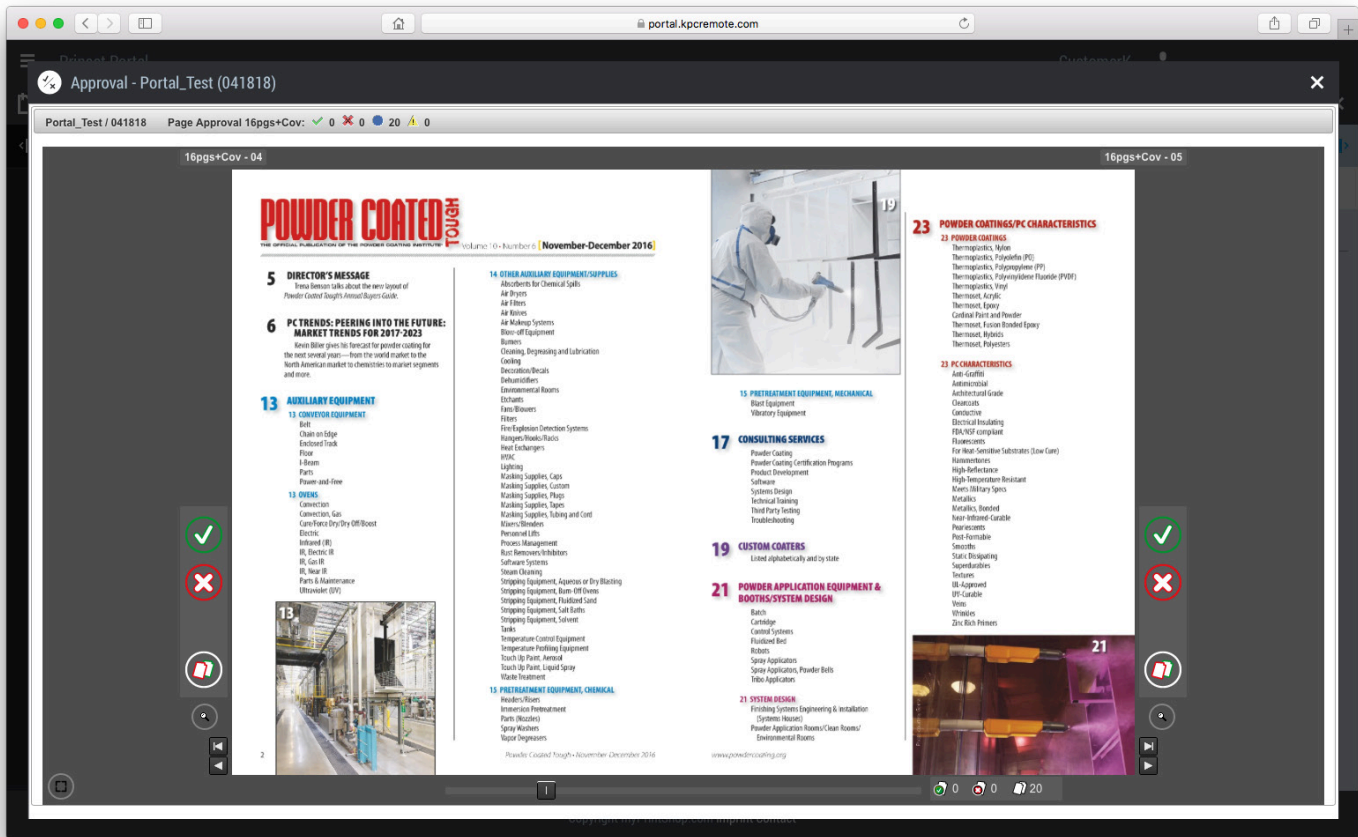
- If the pages have been uploaded and processed, but no page list has been created, you will see a thumbnail of each page under the heading “Page Pool” (6b). In this state, pages may only be viewed individually.
- If pages have been assigned to a page list, the heading will list the name of the page list and the number of pages assigned (6b). In this state, pages may be viewed individually, or as a Flip Book.
- Click on the “Approval” icon  (6c), and choose “Open All Pages” (6d).

Figure 7 - Web Approval



7. Web Approval - With pages open in the Web Approval applet (Figure 7), you can use the tools available (marquee zoom, show trim, show colored, fit to width, and fit to height) to evaluate the proof. You may “**Approve**” or “**Reject**” each page individually from this window. You may also click on the “**Approve Remaining Pages**” button to approve or reject all pages in bulk. Assuming the pages have been assigned to a page list (See 6b), you can click on the “**Show as Book**” button to view the pages in the form of a Flip Book proof (7a).

Figure 8 - Flip Book Proof



8. Flip Book Proof - The Flip Book proof (Figure 8) is an intuitive digital simulation of how the magazine or book will look in finished form . The user can flip through the pages, zoom-in, zoom-out, and approve/reject pages individually or in bulk using the icons at the sides of each page.



Approve Page



Reject Page

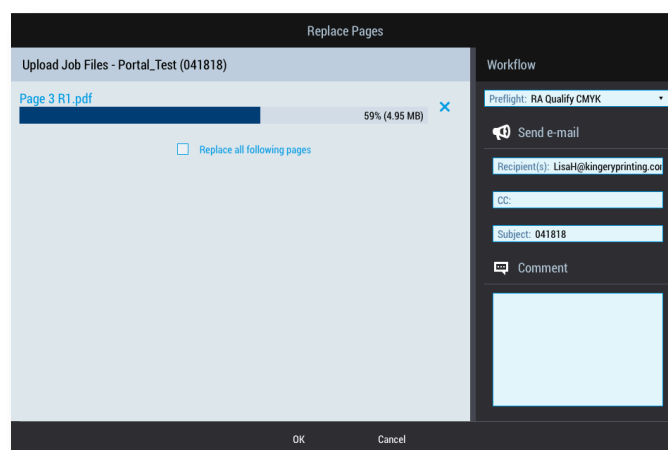
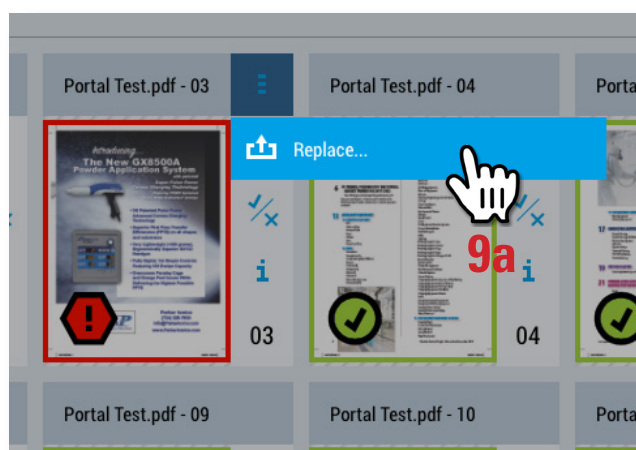
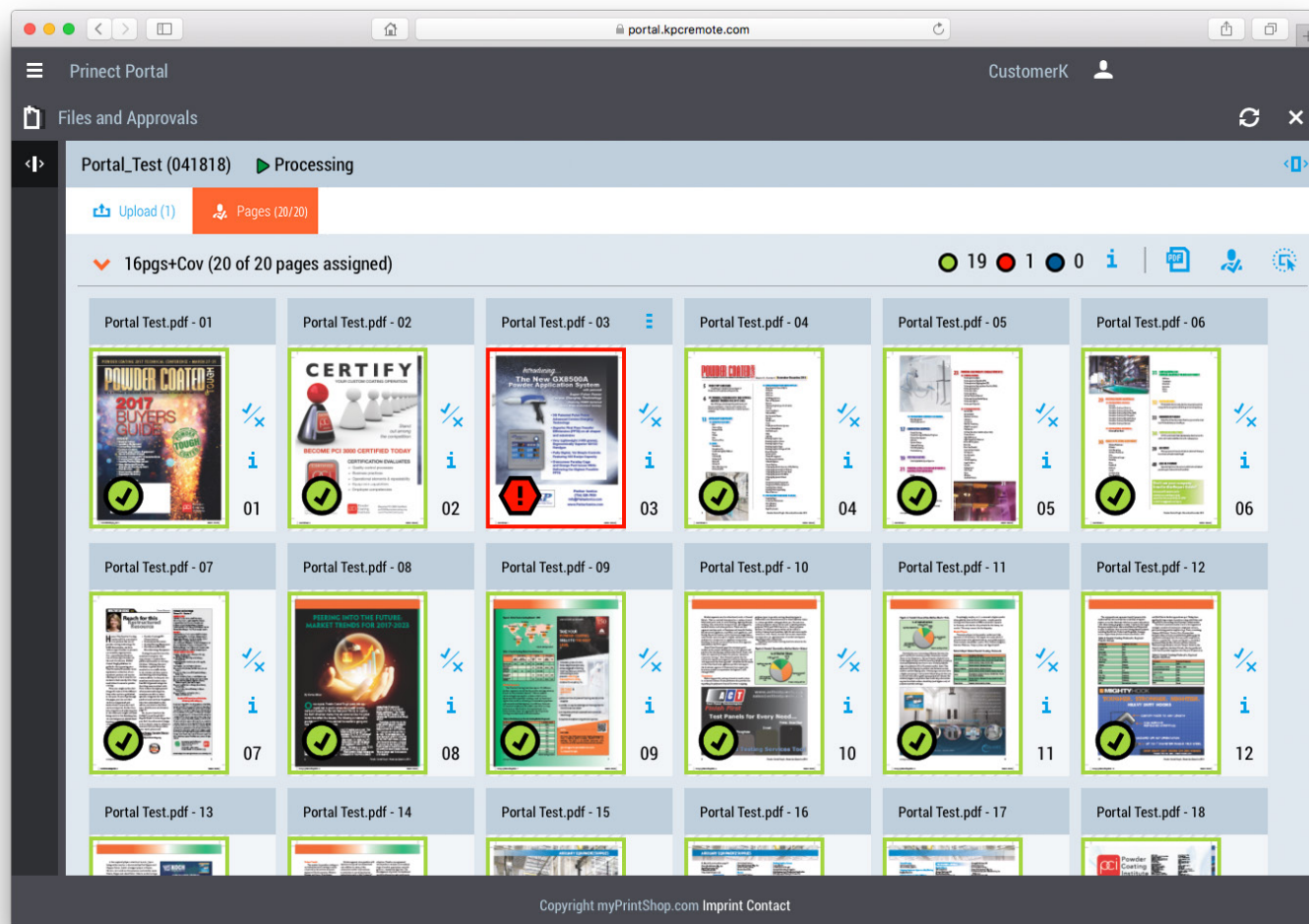


Approve / Reject Remaining Pages



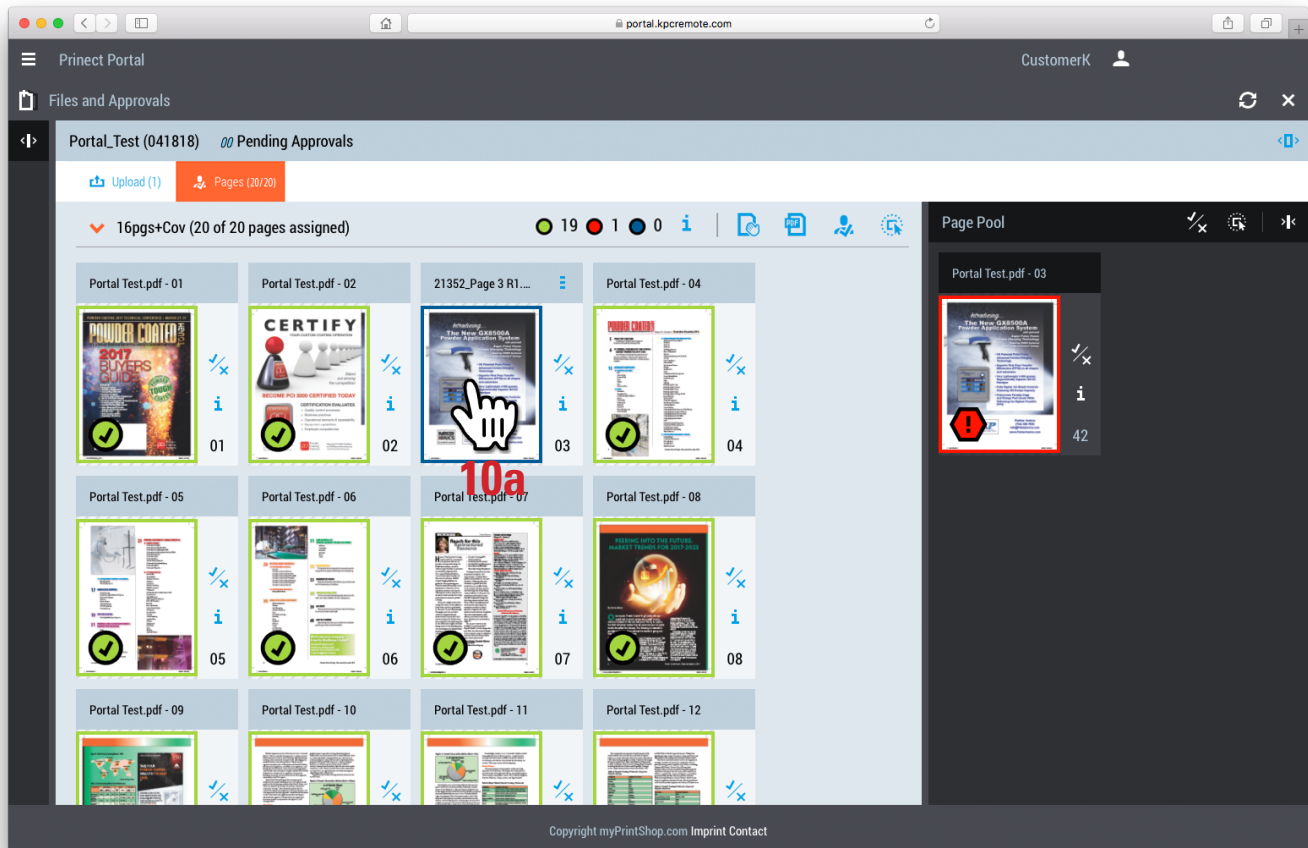
Important Note: We highly recommend communicating final approval through the **Flip-Book Proof**. Only pages that are assigned to the page list will be visible in the Flip-Book. Any pages uploaded to the job that have not been assigned to the page list will not be visible in the Flip-Book, and **WILL NOT PRINT**. It is very important that you reject all pages to be replaced before uploading new ones. Once a page has been approved or rejected, the status of that page **CANNOT BE CHANGED** by the user. If you need to change the status of a page, it can only be accomplished by communicating with your CSR.

Figure 9 - Replacing Pages



9. Replacing Pages - (Figure 9) If you reject any pages while reviewing your proof, you will need to make corrections in your layout program, and export a new PDF for each rejected page. To replace the rejected page in the page list, click on the **"Replace"** (9a) icon, and upload a revised PDF.

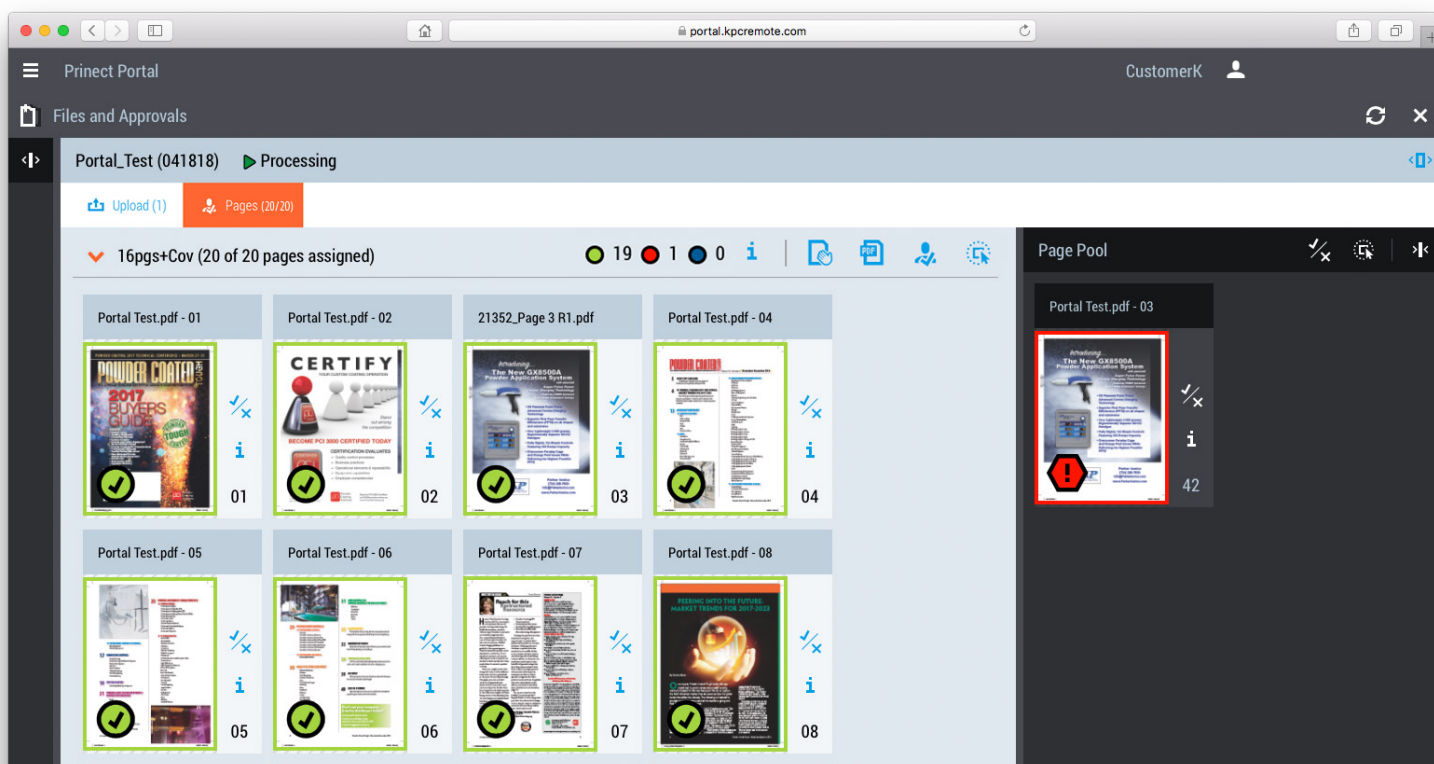
Figure 10 - Approve Replaced Pages



10. Replacing Pages - (Figure 10) Once the new page is processed and the revised page proof is available, the new thumbnail will have a blue outline around it. The old page will now show up as rejected in the Page Pool. **You may need to refresh periodically to update Portal's status.**

Click on the thumbnail of the revised page (**10a**) to open it in Web Approval. Use the green "check" or the red "x" to communicate the status of the new page (**10b**). If you reject any of the revised pages, continue using the same process until all pages are approved.

Figure 11 - Confirm Final Approval



11. Confirm Final Approval - (Figure 11) Once all rejected pages have been replaced and approved, use the refresh button to update the status. All thumbnails should have a green “check” in the lower corner. All rejected pages should show in the Page Pool with a red “!” in the lower corner.

Once final approval is completed, as a courtesy, we ask that you please send an email to your Customer Service Representative confirming that you have communicated final approval. At any time, if you have questions or need technical support, please don’t hesitate to reach out to your Customer Service Representative. If he or she can’t answer your question, they will put you in contact with one of our experts.

To see additional tutorials we’ve created to help you,
please check out our website:

kingeryprinting.com/support/tutorials

