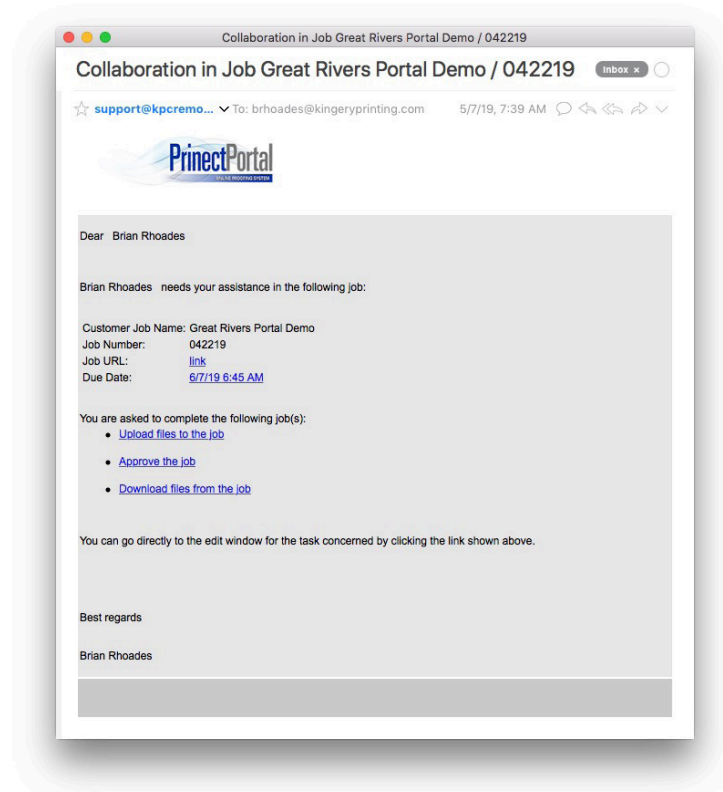
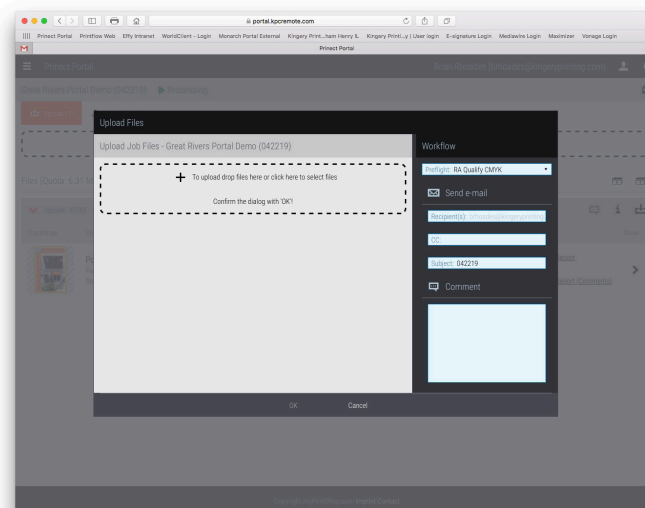


Kingery Printing Prinect Portal Tutorial

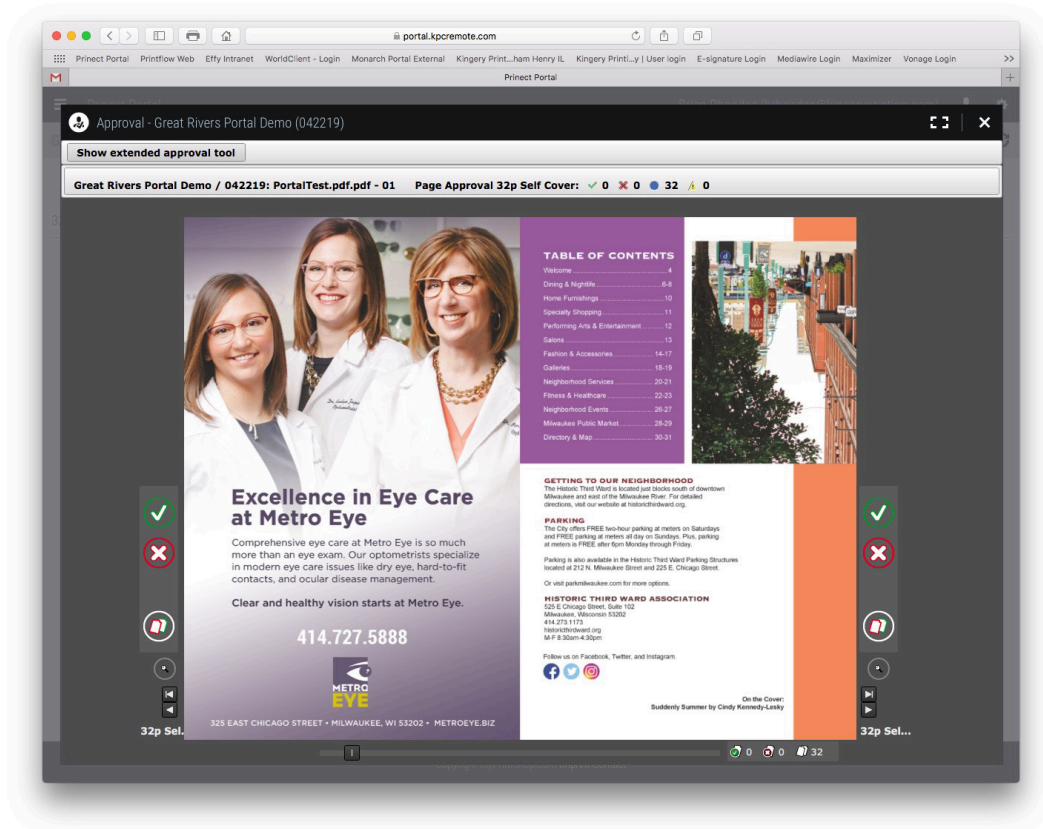
Uploading and Approving as a Contributor






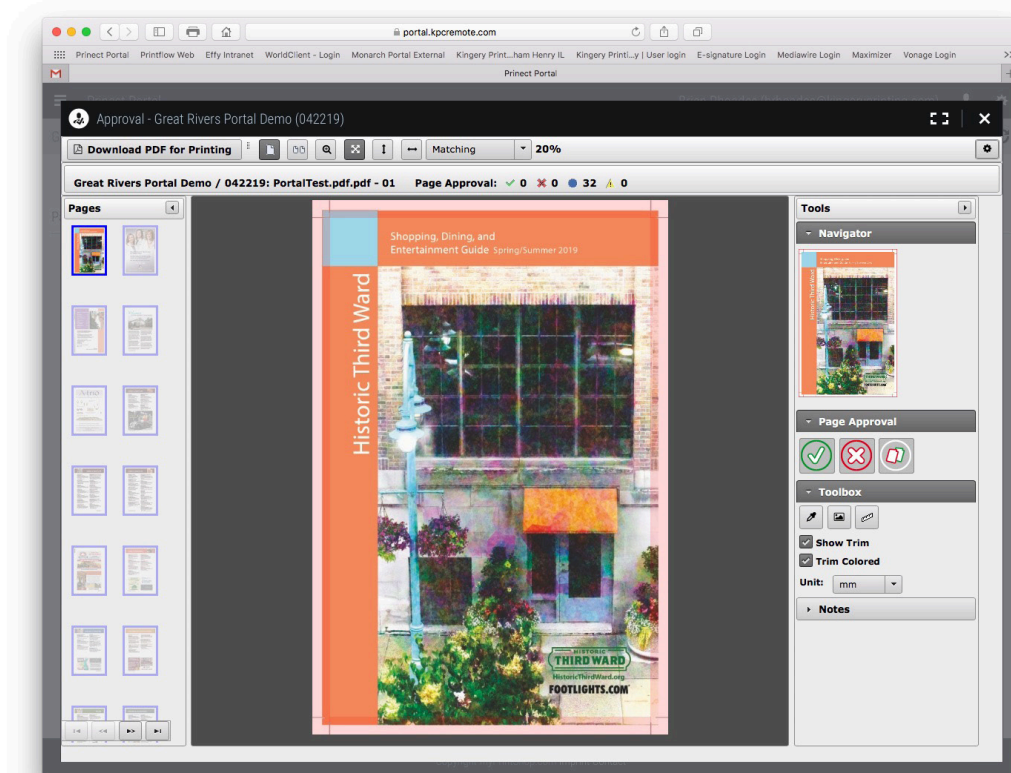
1. Even if you don't have a Portal User Account, it is still possible for you to upload pages, approve and/or reject pages, and download PDF pages from a live job. In order for this to happen, a user with administrative privileges on their account must add you as a Contributor. Once you've been added, you will receive an email notification with direct links to only the specific job to which you've been invited.



2. Clicking on the "Upload files to the job" link will bring up the upload applet. You can drag and drop a file into the dashed area, select a preflight configuration from the pull-down menu, and click OK.



3. Clicking on the “Approve the job” link will direct you to a proof that is ready for your approval. If pages have been assigned to a page list by a Prepress Operator, you will see a Product Simulation Booklet (above). If the pages have not been assigned to a page list, you will see individual pages (below). Pages can be approved  or rejected  individually, or all-at-once .





4. Clicking on the “Download files from job” link will direct you to the “Pages” tab, where you can select to download a PDF containing all pages or only those selected.



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