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Quickproof Workflow and Using Smart Review

Scope and Purpose

The Quickproof workflow expedites proofing and allows the customer to eliminate proof correction charges when managed accordingly.

This workflow involves the customer uploading final PDF files that are automatically preflighted, ripped and immediately ready for review and approval. Upon approving or rejecting the user is responsible for checking mechanical specifications (bleed, critical trim errors, page size) as well as preflight technical issues (resolution, type to small, fonts not embedded, etc.) with pages. This workflow allows the end user to upload correction pages prior to giving the final approval on the job. Once the user gives the Customer Service Representative the final approval it is moved to the Prepress department were it is briefly examined for mechanical and technical issues. Proof correction charges will occur if a file is uploaded by the customer after the job has been moved to production or issues are identified by Prepress when being evaluated. If revised uploads are necessary the new page will be reproofed to you for approval or rejection.

<u>*ATTENTION*</u>*:* **PLEASE LET YOUR CSR KNOW IF YOU ARE NOT COMFORTABLE UTILIZING THE AUTOMATIC PROOFING/PREFLIGHT. THE CSR CAN MOVE THE JOB TO OUR PREPRESS DEPARTMENT AND THE FILES WILL BE REVIEWED THOURHGLY FOR TECHNICAL AND MECHANICAL ISSUES. IF PREPRESS FINDS ANY ISSUES YOU WILL BE ALERTED.**

Prerequisites

- Internet connection
- Browsers – Chrome, IE(10 or above), Firefox, Safari
- Adobe Flash Player
- KODAK INSITE Username and Password

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Procedure

1. Type www.wpcdirect.com into your Internet browser address bar and hit enter. Please bookmark this site for future use.

2. Once the Portal opens, enter your Username and Password that was provided to by your Walsworth CSR. Note: Multiple users need to access our server using separate usernames and passwords. If needed please contact your CSR and the separate username and password will be created. This gives you the ability to collaborate with multiple users at the same time when viewing the Screen proofs. After entering your Username and Password, you will be directed to your account within WPCDirect.com. This is where you will upload final print ready PDFs, proof corrections and view screen proofs.

3. Select the job number that you need to upload into. You should have received the job number from your CSR. If your job folder is not there you will need to alert your CSR to setup your folder for you.

4. If you want to see the **Job Title** associated with the job number, you will need to hover over the job number or you can select to the right of the job number as seen in example B and you can see the Title detail pop up as well as the summary of pages requiring approval, rejected, approved, etc to the right of the screen.

A

B

5. The below screen contains all the job information, this is where you will upload files. To upload, select the "Upload Files" button
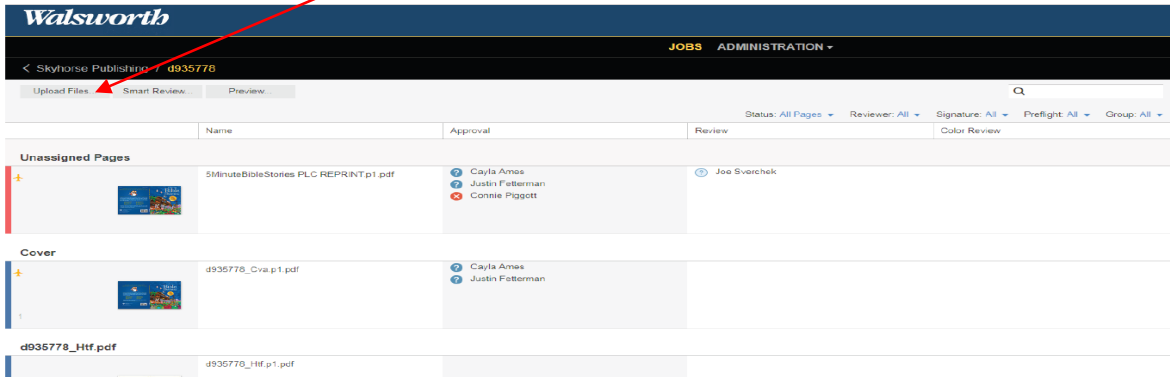
6. Once you select "Upload Files" the below upload screen will appear.
   a. You can upload single page PDF files-which are preferred or multi page PDF. If you name the correction page the same as it previously was it will replace the rejected page. If you are uploading application and support files you will need to compress(zip) the files prior to uploading.
   b. The "Process With" area drives the necessary refinement according to the printing colors of the job - (CMYK, GRAY, and SPOT). If the job is predominately CMYK, choose CMYK. If the pages are all black you will need to choose GREY, if pages contain SPOT you will need to choose SPOT.
   c. In the area that says "Drag your files here", this is exactly what it means. Find your files/folder and drag and drop them in this window. You can also select the ⊕ or ⊕▪ button and navigate to you files/folders on your computer to select and upload. Once you have selected or dropped your files/folder, you will be able to see the list of pages you are uploading.
   d. Select "Upload".
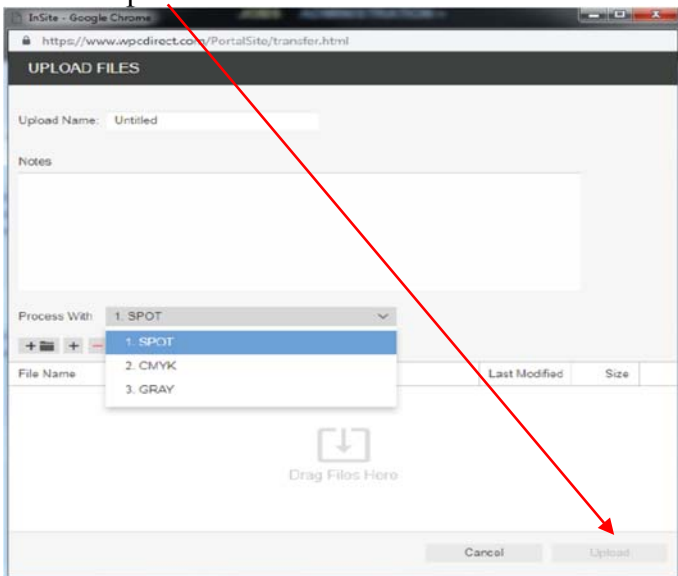
7. As the files are uploading, automatic processing of the files is taking place to allow automatic proofs to be generated which includes preflight reporting. Once the process is complete, select "Close". You are now ready to review your proofs in Smart Review.
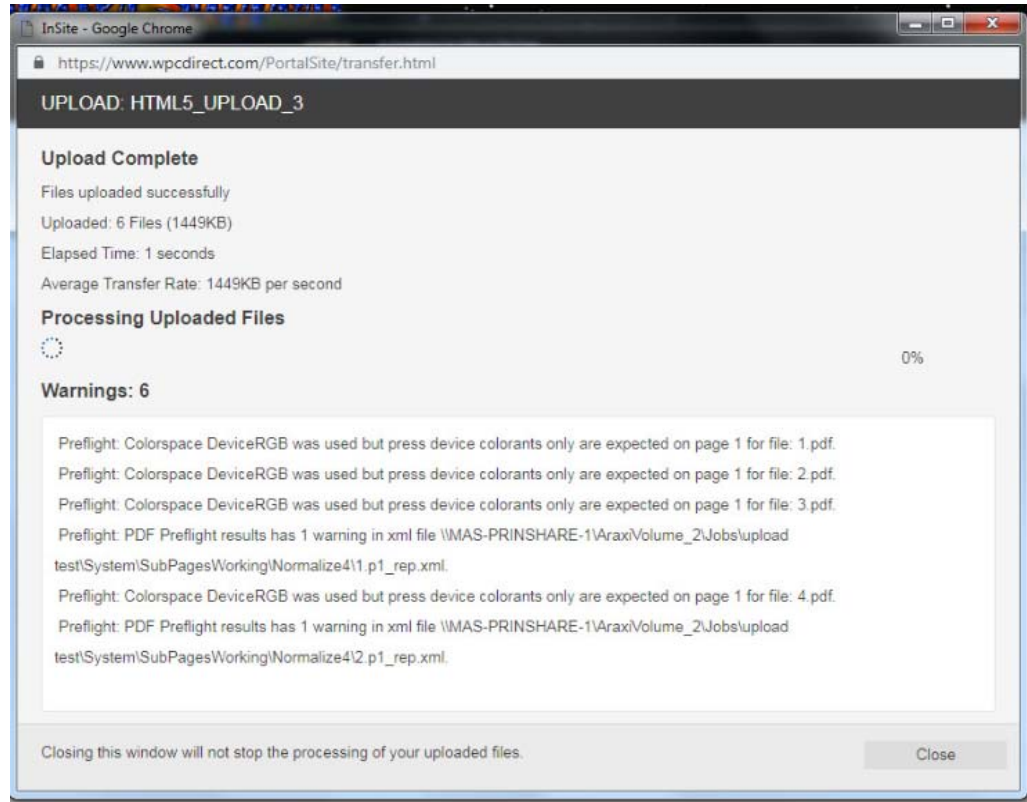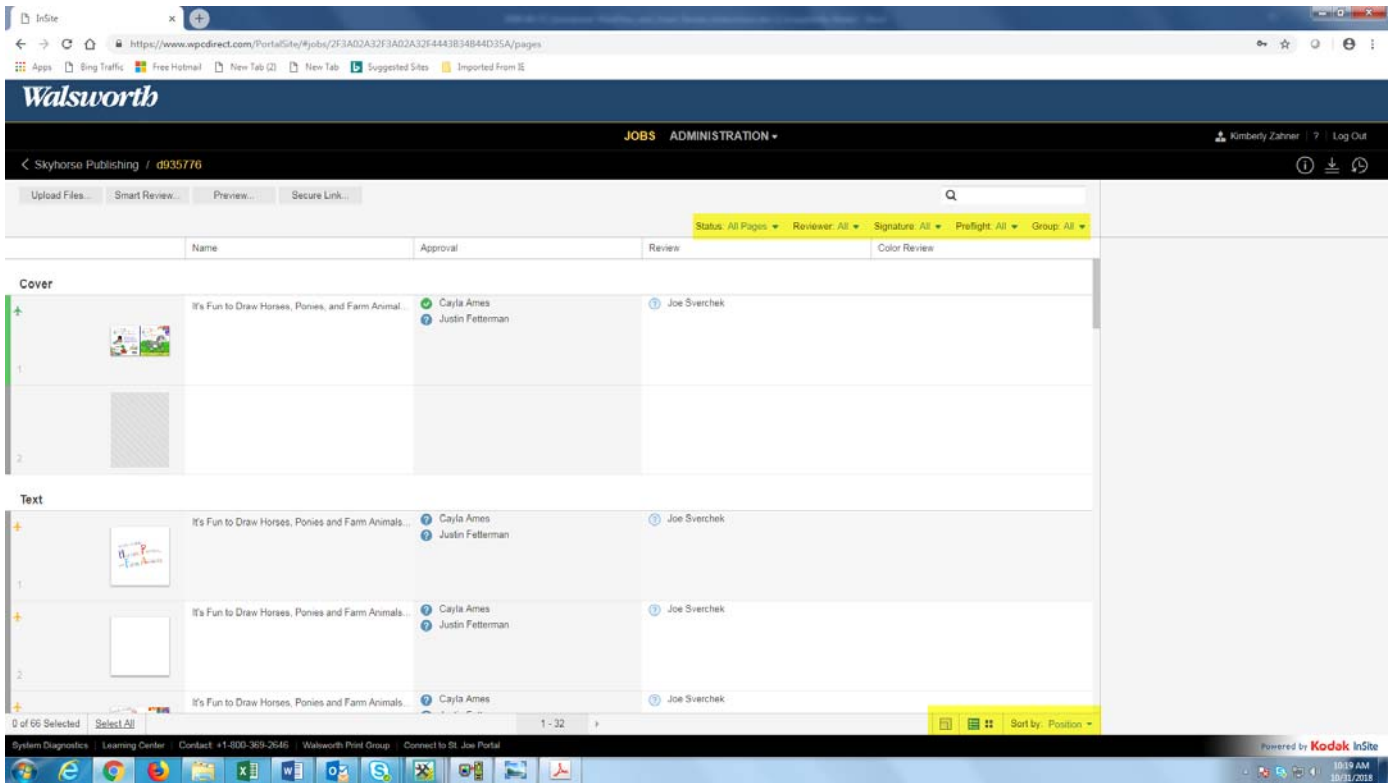
Using Smart Review:

Smart Review allows you to view all your pages, annotate, approve or reject, request corrections, and collaborate with other users. Being able to collaborate with your CSR and other users ensures the needs and expectations of the final printed product.

Procedure

1. Once your files are uploaded they are immediately processed and automatic proofs are generated which includes preflight reporting. You will want to make sure your screen is setup accordingly as shown highlighted in below in yellow. Then select "Smart Review", an additional browser tab will open and you will be in Smart Review where you can approve/reject your pages.

Smart Review

The Smart Review area has many tools and functions. The following pages will explain these features to you.

FILES – A thumbnail list of pages.-To the right of this area you can view your page as single page or double page spread by your choice.

INFO – This area includes various details, only check these boxes Text safety, Trim and Bleed.

PREFLIGHT – This displays any preflight warnings. The Preflight alerts you to warnings and errors on the supplied page being reviewed within Smart Review. While in Smart Review you can retrieve the results under INFO on the right side of your screen by selecting the Preflight tab. See below for exact Preflight explanation for cautions & errors.

SEPERATIONS – Users can turn off and on colors used in the PDF.

ANNOTATIONS – Shows notes that a user has added to the page.

COLLABORATION – This area show you how many people are currently viewing the page you are on. You can join their session to annotate pages together.

CHAT – This area will allow you to chat with other people currently viewing the page you are on.

Approve or Reject

When reviewing a page you can approve or reject the page right from Smart Review. At the bottom of the window is an area with a green check and a red X. Simply select one of the options.

Tools

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.

1. Move tool.
2. Type tool.
3. Oval tool.
4. Rectangle tool.
5. Line tool.
6. Pen tool.
7. Ruler tool.
8. Horizontal Guide.
9. Vertical Guide.
10. Densitometer.
11. Print.
12. Set your preferences.
13. INSITE Prepress Portal help.

1 2. 3.   4.   5.   6. 7.   8. 9.   11.
                                                      10.

1. Single View.
2. Spread View.
3. Compare View.
4. Previous Page.
5. Next Page
6. Rotate.
7. Zoom.
8. Best Fit.
9. Fit to Width.
10. Actual Size.
11. Full Screen.

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Files

The pages are show in a thumbnail format on the left side of the window to allow you to easily jump from page to page by clicking on the thumbnail of the page you want.

You can see a thumbnail view of each page or sort in a Filename list, Thumbnail List, Thumbnail Grid or Spread List.
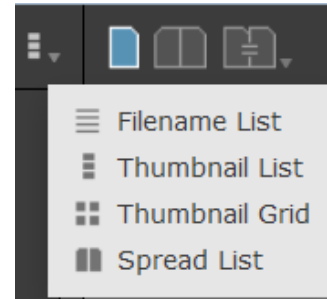
INFO

The box below shows the PDF size, trim size, media box size, crop box size, art box size and bleed size and locations. When viewing your pages you will only need to have the boxes below checked.
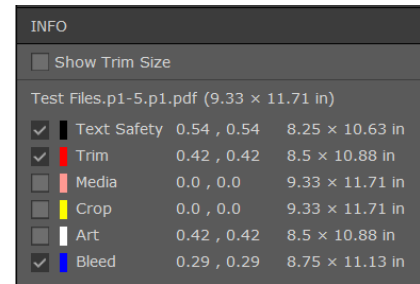
Preflight

You can also see the Preflight status of each page.

Green – The green airplane indicates that there are **NO** problems with the page.
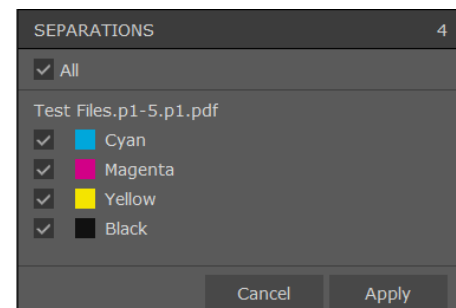
Yellow – The yellow airplane indicates a caution. These are items that may affect the printing quality. Select the caution and it will allow you to drill down to the exact area on the page.

Red – The red airplane indicates an error on the page. A new page will most likely need to be resubmitted.
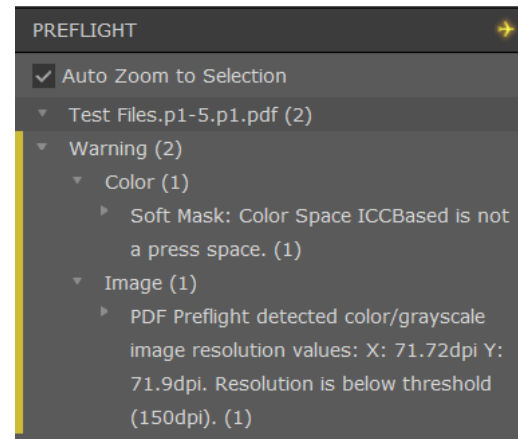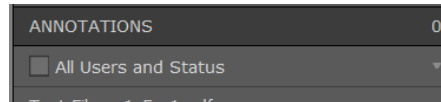
Separations

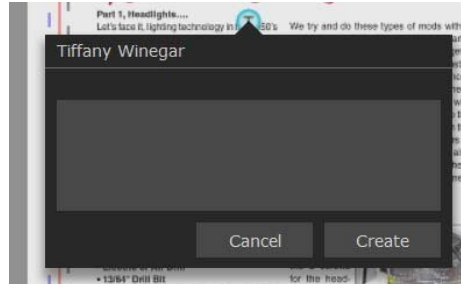Users can turn off and on colors used in the PDF.

Annotations

Annotations show the notes that a user has added to the page.

To create an annotation select the text tool and click on the page. Type your note and select create.
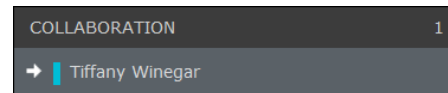
A small "T" will appear that you can move to anywhere on the page. Double click to open the annotation to read it or make changes.
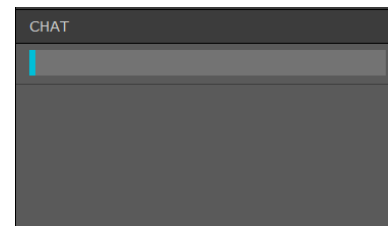

Collaboration

This area shows you how many people are currently viewing the page you are on. You can join their session to annotate pages together.

Chat

This area will allow you to chat with other people currently viewing the page you are on.

Conclusion

Once you let the CSR know that all the pages are all uploaded and approved. The job is "moved to production" via INSITE function and this shuts the auto-processing off but allows you to continue uploading. Proof correction charges will occur if a file is uploaded after the job has been moved to Prepress and/or issues are identified by Prepress when being evaluated. The revised or correction page will be reproofed to the customer for approval / rejection.