Username:	
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Language:	English 💙
C Remember	er me on this computer.
	Login

System Diagnostics Forgot Your Password?



www.wpcdirect.com





Guidelines & Instructions

- Send Files to Walsworth
- Screen Proofing
- Proof Corrections





1. Log on: Open an Internet browser (i.e., Netscape or Safari) and go to www.wpcdirect.com. Bookmark this location for future use.

2. Enter your user ID and password, provided by your Walsworth CSR.

	Walsworth					
Home: zKin	nCustomer				Nathan	Stufflebean 3 8
Welcome						
Welcome to	o Kodak InSite 5.0					
	Jobs					Create Job
(\mathbf{v})	Upload print job files :	and collaborative	ly proof pages.			
Y	Status All Active			1 Job	Search Jobs	Q. +
	Name		Creation Date 💎	Pages Requiring Approval	Pages Awaiting Corre	ction
stem Diagnosti	cs Privacy Terms	Contact +1.555	5.492.4667		Downwood by	

3. You will be directed to your specific volume on the Walsworth Internet server. This is where you will upload final PDF files, Proof Corrections and view Screen Proofs.

*If a job folder is not available, please follow instructions on how to create a job folder.

• Screen Proofs - Walsworth generated files for you to proof onscreen.

• Proof Corrections - Files generated by you for Walsworth for any corrected pages after you have proofed onscreen.

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.

Walsworth is not responsible for the integrity of your files so please keep an original on your local system as a backup archive.



I			
	Walswoi	rth	1. Select Create Job.
filme: zKimCustomer		Nathan Stufflebean 🕉 🛪	
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2.			
Create Job			2. Type in the W/DC is humber if available
			-2. Type in the wPC job number if available,
Job Info	Notes		otherwise name the job after the title of your
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Job Access	Add Existing Users	8	5. Select Create JOD. TOU WIII DE SEITE DACK TO
Click on a role name to choose a different role. " indica inherited.	ries that the role is		the jobs page.
User/Group Name Job Role		X	
Hathan Stumebean (Nathans)			
		Cancel Create	
1			
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o Kodak InSite 5.0			-4. Select the job you just created.
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System Diagnostics Privacy Terms Contact +1-555-12	3-4567	Powered by Kodak InSite	

Important Note: Browser interface may vary



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uploads, revised files, or proof corrections, you need to always go into the original Job Folder you created named with the job number and upload. Do not create a new job for correction files.



Screen Proofing Your Files



You will receive an automatic email stating "pages are ready for your review."

1. Open a browser and go to www.wpcdirect.com and enter username and password.

2. You are now in the lobs area. a. Select the lob indicated on the email notification from Walsworth.

b. This will take you into the Job Home area. Select the blue underlined Requiring Approval.

.3. You are now in the pages area. Your screen should match this example:

a. You can change your thumbnail view by selecting these icons.

b. By selecting the page icon, it will take you into Smart Review. In this area you will view the Screen Proofs.



2.

Welcome Nathan Stufflebean Welcome to Kodak InSite 5.0 Jobs

> load print job files and collat tatus All Active

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¥

D Impo-Proof_dc-2G wd: 7/18/2008 8:59:38 AM

7/18/2008 8:59:38 AM

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Upload File

Total: 21





Edit

Screen Proofing Your Files





6.



4. This is the "Smart Review" area. Note: 🕜 approves 🔀 rejects

There are two options when approving/ rejecting pages. You can approve or reject pages within Smart Review (example #4) or you can select individual random pages after closing out of Smart Review in the Pages (example #5) area.

a.) *Instructions on how to approve/reject in the Smart Review Area:* In the upper area in the Smart Review screen, note the check mark and the X. On the far left you can see a run list of the pages requiring approval. You can use this run list to navigate within Smart Review so you do not have to go out of it to retrieve pages.

b.) *Instructions on how to approve/reject in the Pages area:* Select the name of the page icon on and individual page or multiple pages and approve or reject by using the menu to the right. Or if approving all pages, you can choose the Select All. This will select all the pages within the job and you can approve or reject all at once.

6. When approving and rejecting, an additional window pops up, providing and area for comments. This is where you can communicate to the CSR, indicating any special instructions/information about the rejection of approval. An automatic email is sent to the CSR letting them know that the page status has changed, comments will be included on the email.



Screen Proofing Your Files





Note: You can download the screen proof PDF to your desktop by using the download arrow in the Pages area. First select the name of the page icon and then use the menu to the right and select Download Proof. This is not necessary, use this feature at your own discretion.

Another option for viewing pages is the Preview function available from the Job Home Page. Select Preview and you can flip through your pages like an actual book. This is a great way to get an idea of the flow of your pages.

Note about screen proofing: We offer screen proofing over the internet as a service to our customers. Walsworth is proud to provide a tool for instant viewing and approvals. Our screen proofs are a result of the entire prepress process. Because we convert your files to flat rasterized images, some artifacts and patterns may become apparent in the proof that are not actually in your files or job.

Screen proofing should be for *CONTENT ONLY* and not for quality or for color. If you require an accurate color proof, we can provide that upon request for an additional charge.



Supplying Proof Corrections to Walsworth

Welcome	n Kotak InSite 5 0	1. Log on: Open an Internet browser (i.e., Netscape or Safari) and go to
0	Jobs Upload print job files and collaboratively proof pages. Status All Active v I Job Search Jobs Name Creation Date * Pages Requiring Approval Pages Awaiting Corre	www.wpcdirect.com. Bookmark this location for future use.
	Impo-Ptoof.dc-2G_21_68888 7/18/2006 8:59:38 AM 7 0	2. Enter your user ID and password, provided by your Walsworth CSR.
		3. Select the existing folder that is named with the job number.
tem Diagnost	scs Privacy Terms Contact: +1-555-123-4567 Powered 1	4. Refer to steps 5-8 in the Sending Files to Walsworth to upload your files. When you are in the upload window, name the file folder "Proof Corrections" and include the date.
	Upload Files - Windows Internet Explorer http://www.walsworthproofcenter.com/Site/Pages/Applet/UploadJob.aspx?CustId=CD8638C2CA77DA4B8630CBE65FA Upload Files Upload Name: Untitled Notes	
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	0 file(s) 0 KB Cancel Upload	
	Thenex 4 100%	



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Welcome	Nathan Stuffleb	ean				
Welcome to	Kodak InSite 5.0					
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System Diage	ootica asseword?	<u></u>	W	PC d	recu	L Isworth

Access to the Walsworth Internet Server is 24/7. You may access the Walsworth Internet Server with every type of connection (dialup, DSL, T1).

1. WPCDirect provides you with online help that can aid in clarifying some questions. Just click on the question mark in the upper right.

2. If you are experiencing difficulties, you can use the System Diagnostic area. This will give you a complete analysis of your system compatibilities with WPCDirect as well as the ability to test your connection speed.

