

Username:
Password:
Language: **English** ▼
 Remember me on this computer.

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www.wpcdirect.com

Username:
Password:
Language: **English** ▼
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Guidelines & Instructions

- Send Files to Walsworth
- Screen Proofing
- Proof Corrections

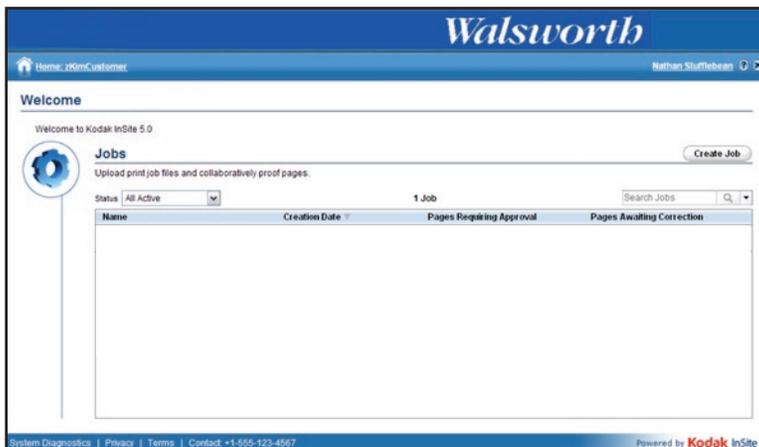
Walsworth®



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.

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.

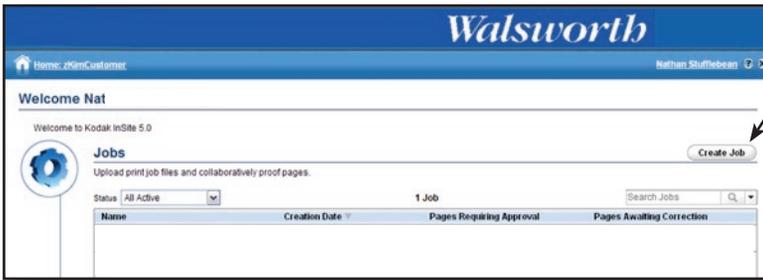
Walsworth is not responsible for the integrity of your files so please keep an original on your local system as a backup archive.



Sending Files To Walsworth

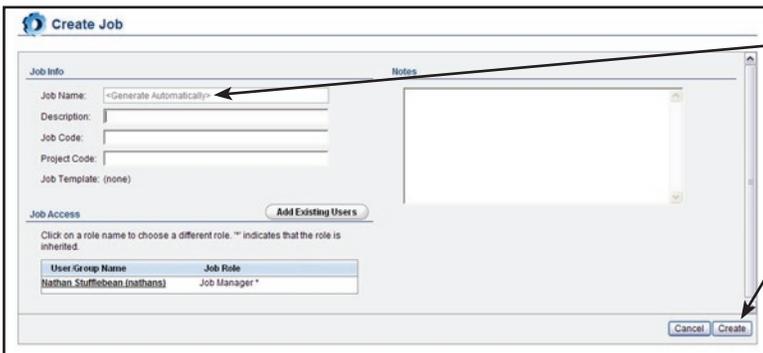
Important Note: Browser interface may vary

1.



1. Select Create Job.

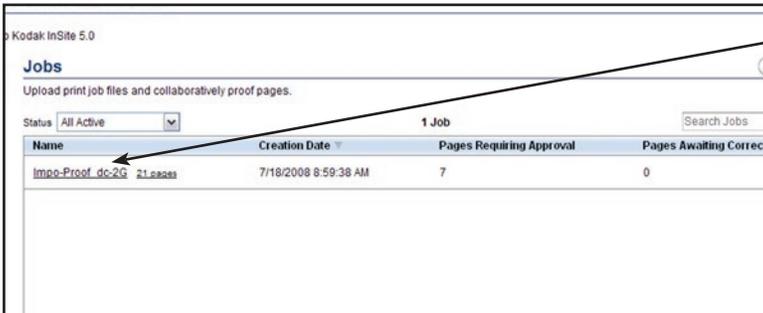
2.



2. Type in the WPC job number if available, otherwise name the job after the title of your printing in the Job Name area.

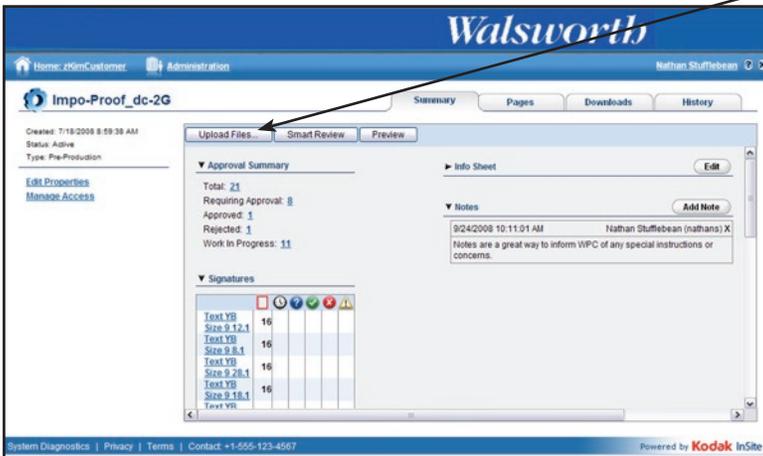
3. Select Create Job. You will be sent back to the jobs page.

4.



4. Select the job you just created.

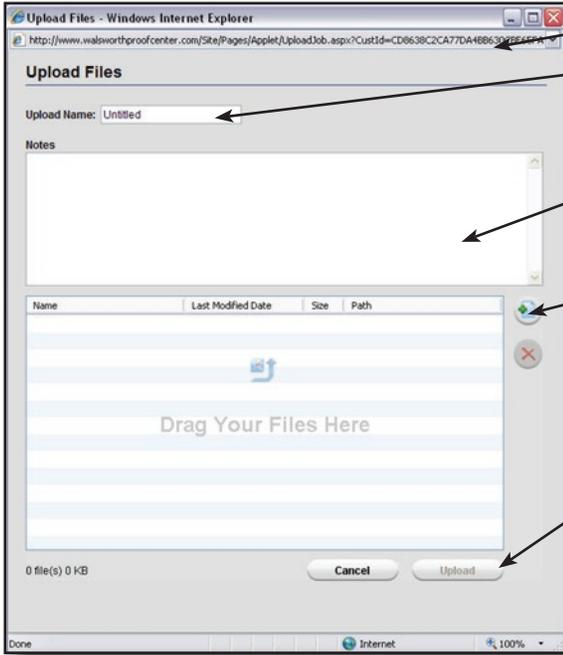
5.



5. Select the Upload Files icon in the main menu area. This will prompt and Upload Files window.

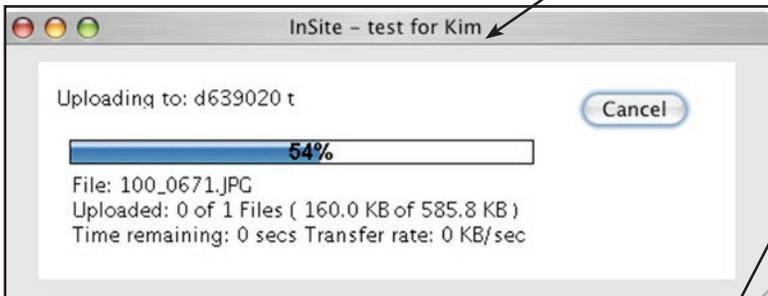


6.



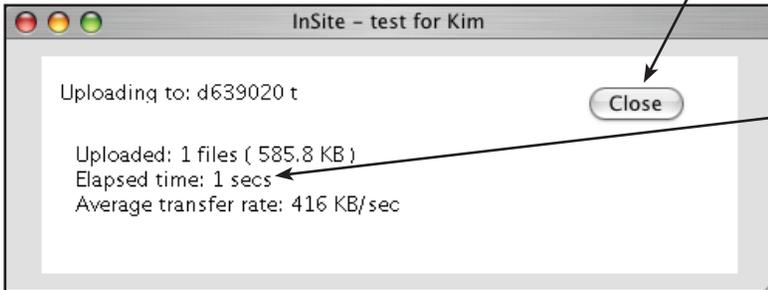
- 6. This is the Upload Files window.
- a. Name the folder to reflect shipment, revised or proof correction in the Upload Name area.
- b. Use the Notes area to communicate page information regarding color pages vs. black/white and any special instructions
- c. Select the Add Files icon and navigate to the folder you want to upload. You can upload folders or multiple selected files/folders.
- d. Once you have selected all the files click Upload.

7.



- 7. A progress bar will pop up. This will show the status of the job transferring.

8.

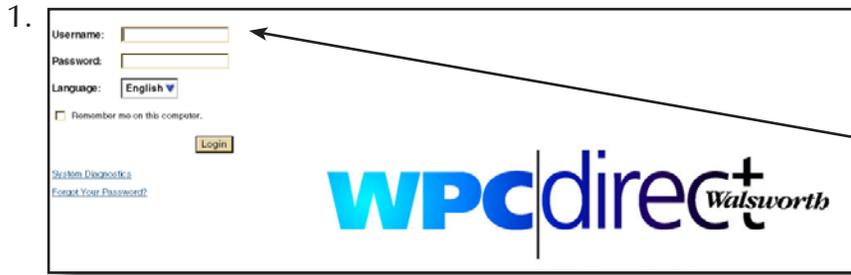


- 8. When the upload has completed, select Close.

*When the file completes uploading it shows the time it took to transfer, file size and transfer speed. An automatic email will be sent to the CSR notifying that the pages have been uploaded.

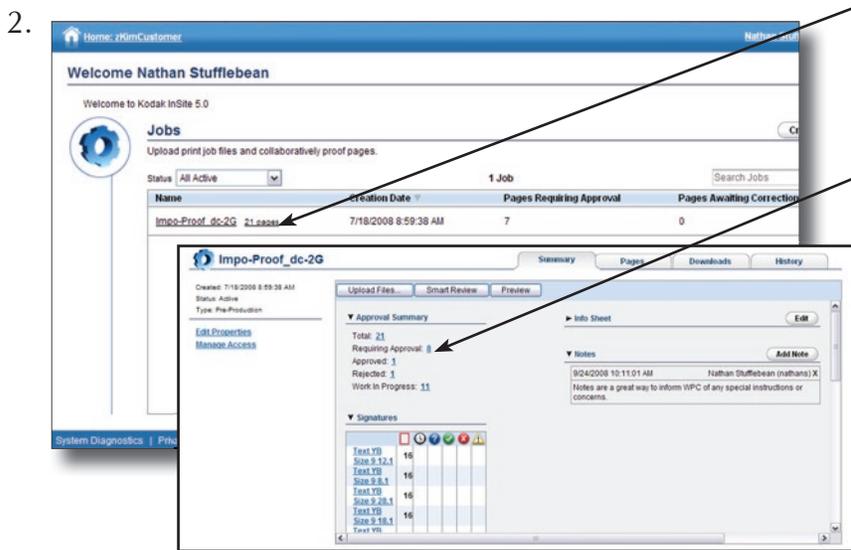


Screen Proofing Your Files



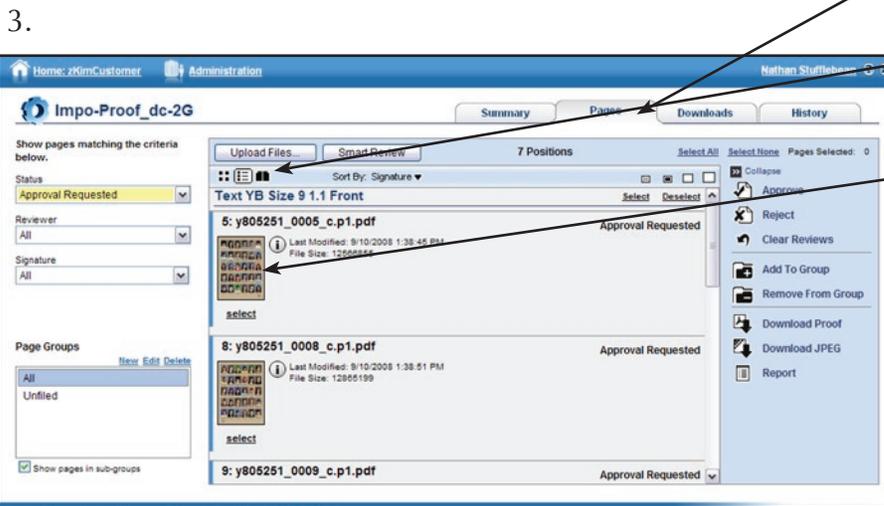
You will receive an automatic email stating "pages are ready for your review."

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



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

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

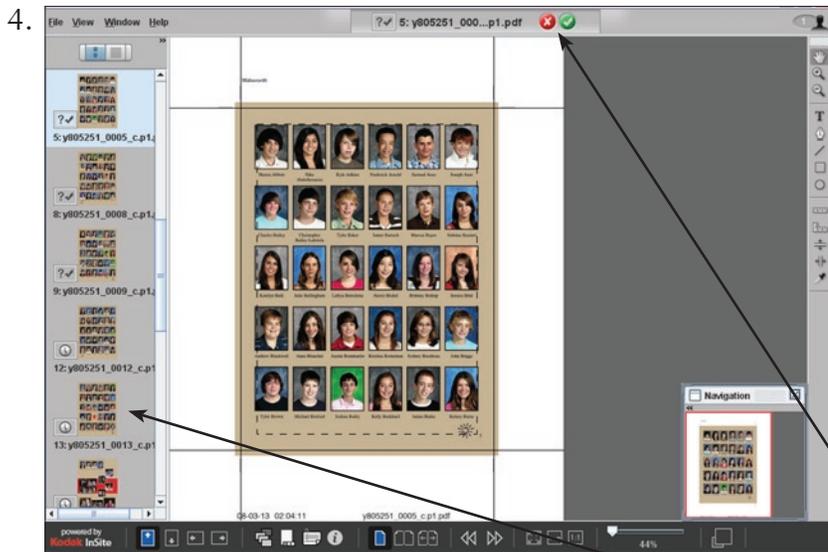


3. You are now in the pages area. Your screen should match this example:

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.

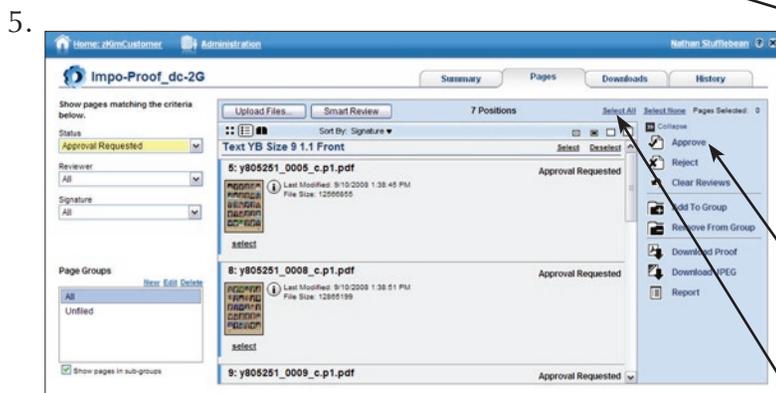




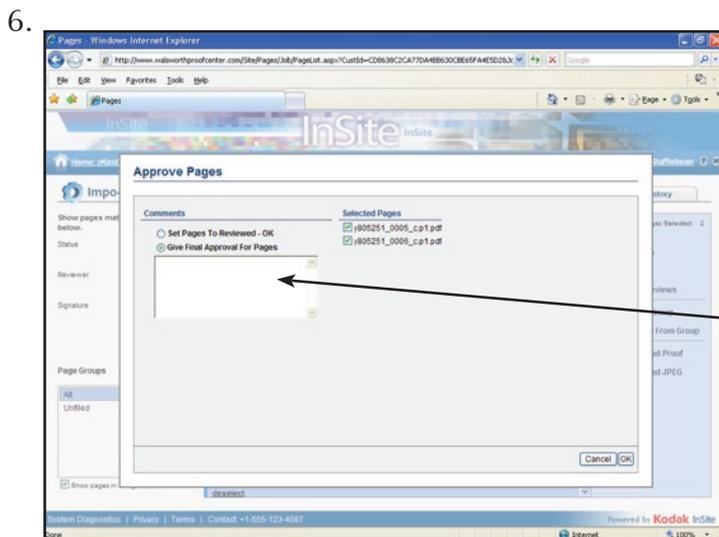
4. This is the "Smart Review" area.
Note:  approves  rejects

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.

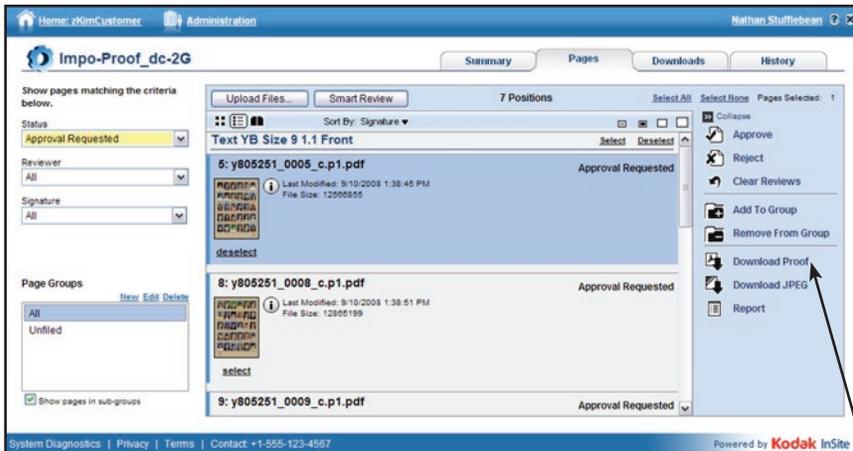


b.) **Instructions on how to approve/reject in the Pages area:** Select the name of the page icon on and individual page or multiple pages and approve or reject by using the menu to the right. Or if approving all pages, you can choose the Select All. This will select all the pages within the job and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



6. When approving and rejecting, an additional window pops up, providing an 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.



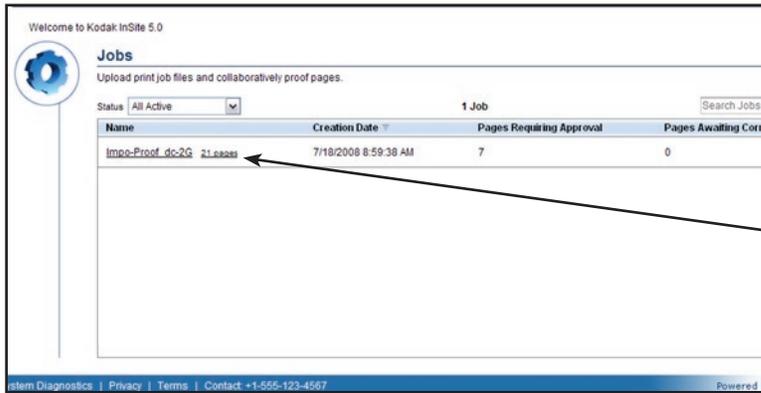
Another option for viewing pages is the Preview function available from the Job Home Page. Select Preview and you can flip through your pages like an actual book. This is a great way to get an idea of the flow of your pages.

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

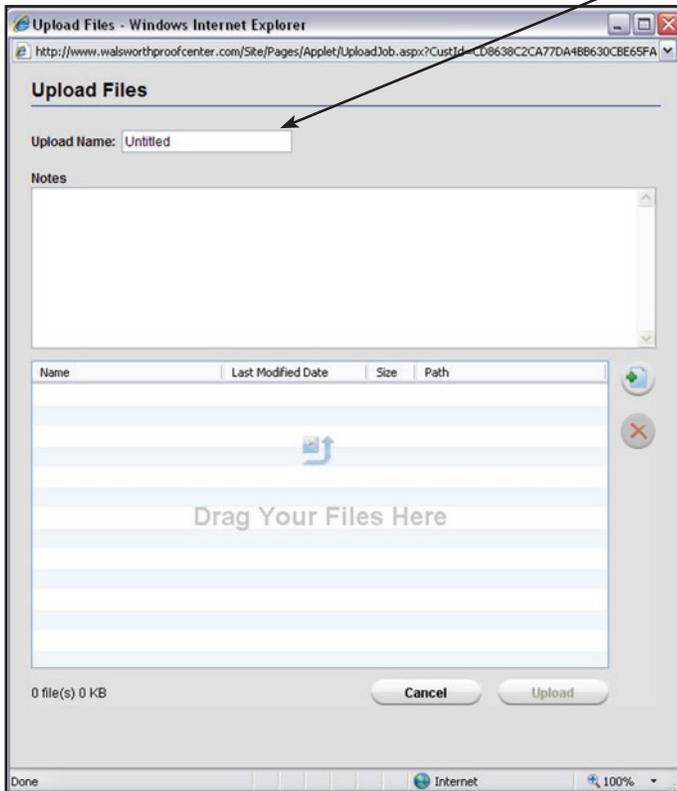


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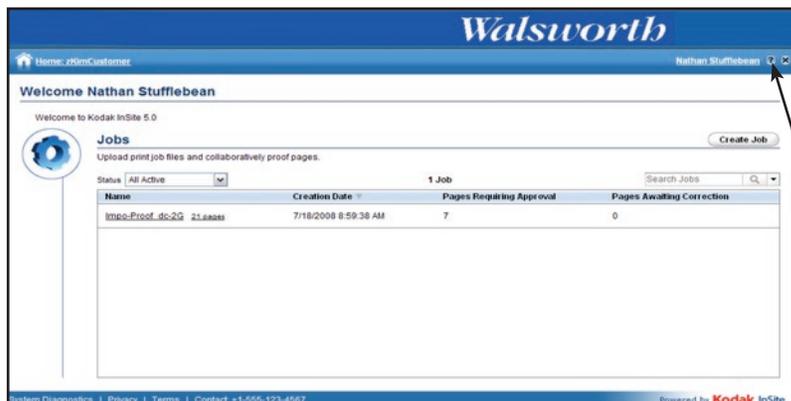
2. Enter your user ID and password, provided by your Walsworth CSR.

3. Select the existing folder that is named with the job number.

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.



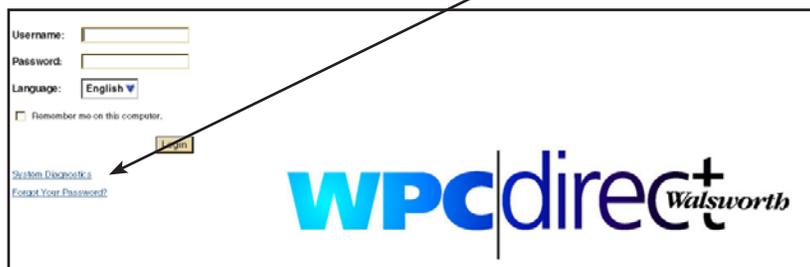
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Access to the Walsworth Internet Server is 24/7. You may access the Walsworth Internet Server with every type of connection (dialup, DSL, T1).

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.



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