

## Quickproof Workflow/Online Proofing

The Quickproof workflow expedites proofing and allows customers to eliminate proof correction charges when managed accordingly. This workflow involves customers uploading **final PDF files** that are automatically preflighted, ripped for color separation, and **immediately made ready for review and approval**.

Upon approval or rejection, the user is responsible for checking each page for mechanical specifications (e.g. bleed, critical trim errors, page size) as well as preflight technical issues (e.g. resolution, type too small, fonts not embedded, etc.). This workflow allows the end user to upload correction pages prior to granting final approval for the job.

Once the user gives the Customer Service Representative the final approval, the approved pages are moved to the prepress department where they are 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.

Please let your customer service representative know if you are not comfortable utilizing the automatic proofing/preflight. Your customer service representative can move the job to our prepress department, and the files will be reviewed thoroughly for technical and mechanical issues. If prepress finds any issues, you will be notified.

### Prerequisites

- **Internet Connection**
- **Browsers - Chrome, Edge, Firefox, Safari**
- **Kodak InSite username and password, supplied by your Customer Service Representative or Computer Support**

## Logging In To InSite

Use your browser to navigate to our InSite login page at <https://wpcdirect.com>. You may choose to bookmark this URL.

Enter your username and password provided by email. If you have **forgotten your password**, please contact Computer Support or your Customer Service Representative, and we will get it reset for you. Computer Support can be reached at 660-402-8355.

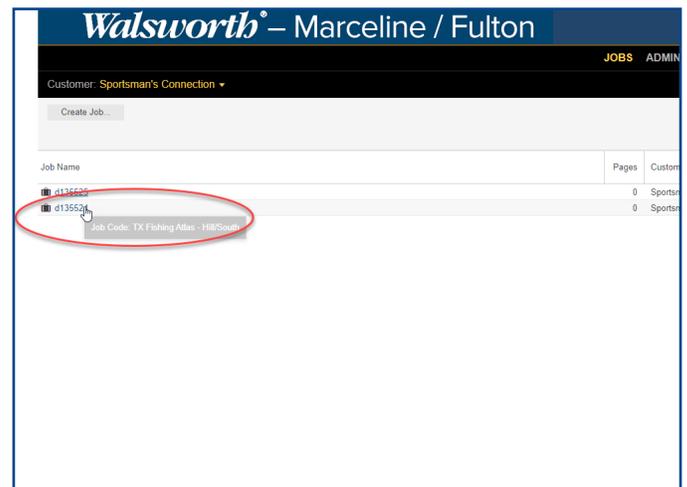
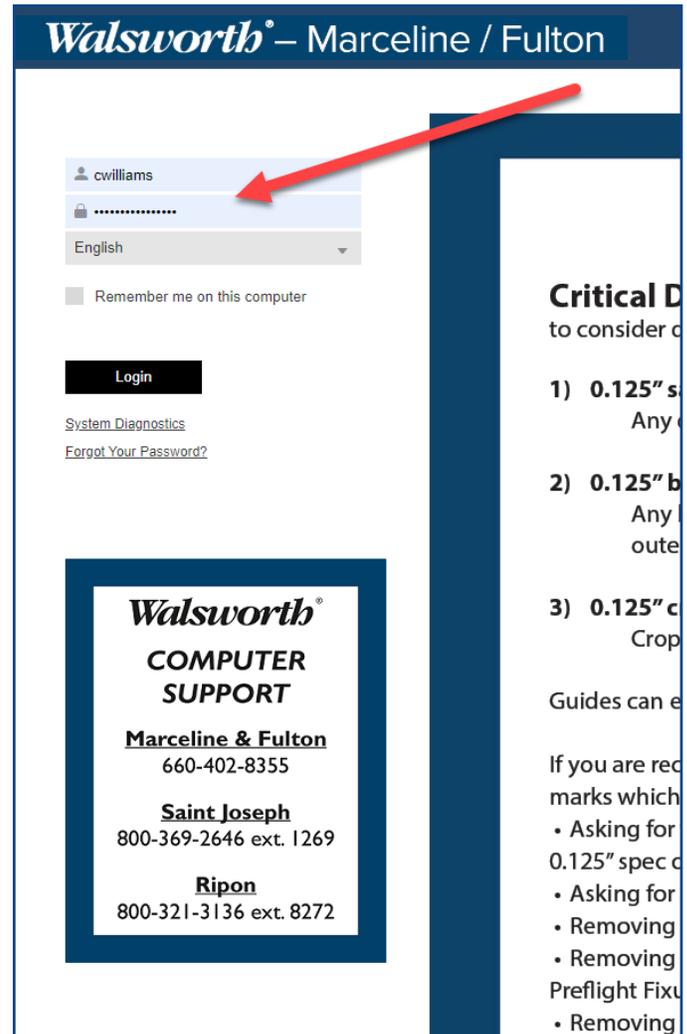
Once logged in, you will be directed to your account within WPCDirect.

**Note:** If multiple users need to access our server, they will need to be set up with their own usernames and passwords. Please inform your customer service representative of the first and last names of the users needing access, their email address, and whether they have “review only,” “upload only” or “final approval” credentials. Only one user should have final approval of your files, and it is recommended to limit the number of users having approval credentials to avoid errors.

## Selecting Your Job folder In InSite/WPCDirect

Once logged in to InSite, you'll be directed to your job folder. Please select the job folder you would like to upload to. If you do not see your job folder, please contact your Customer Service Representative and it will be created for you.

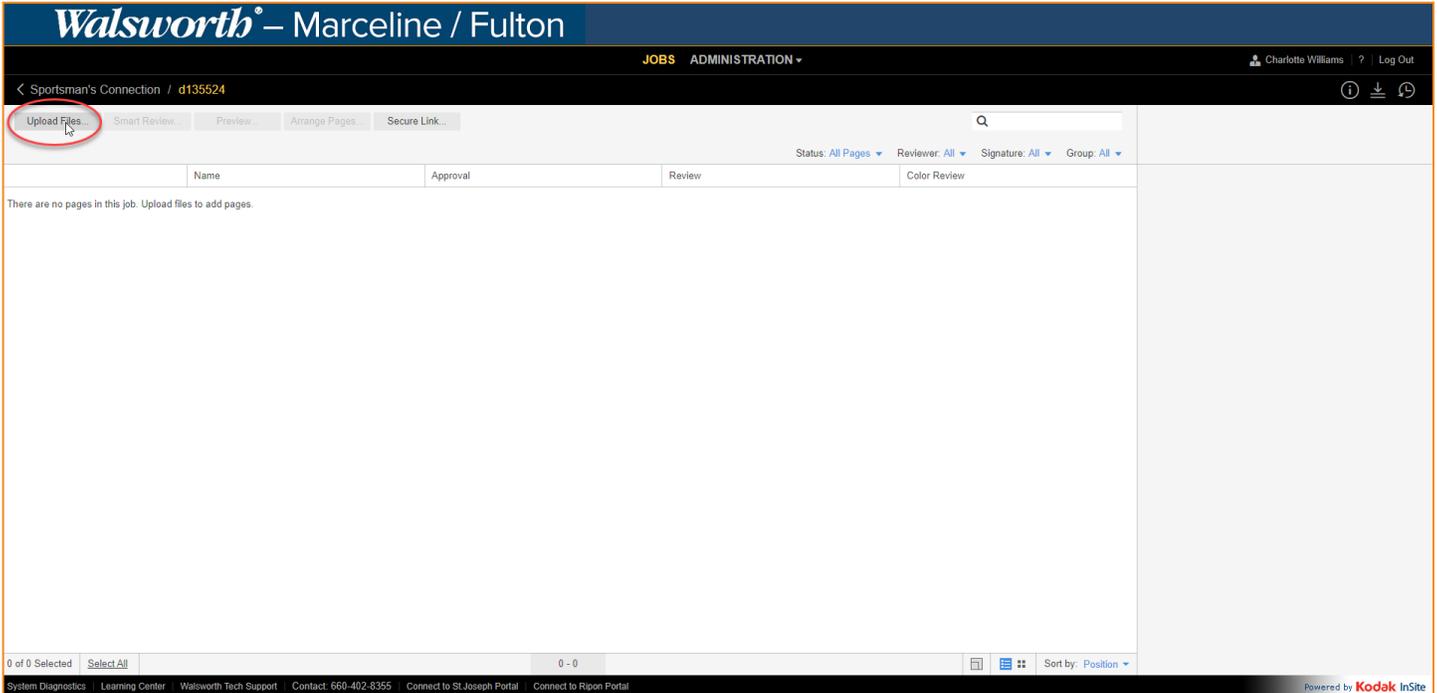
If you are currently printing with Walsworth, you may have multiple job folders. If you are unsure of which folder to upload to, please let us know. You may 'hover' over a job folder to see its title. By hovering over the job folder, I see that this title is “TX Fishing Atlas Hill-South.” This is the folder I will upload to. Click on the correct job number.



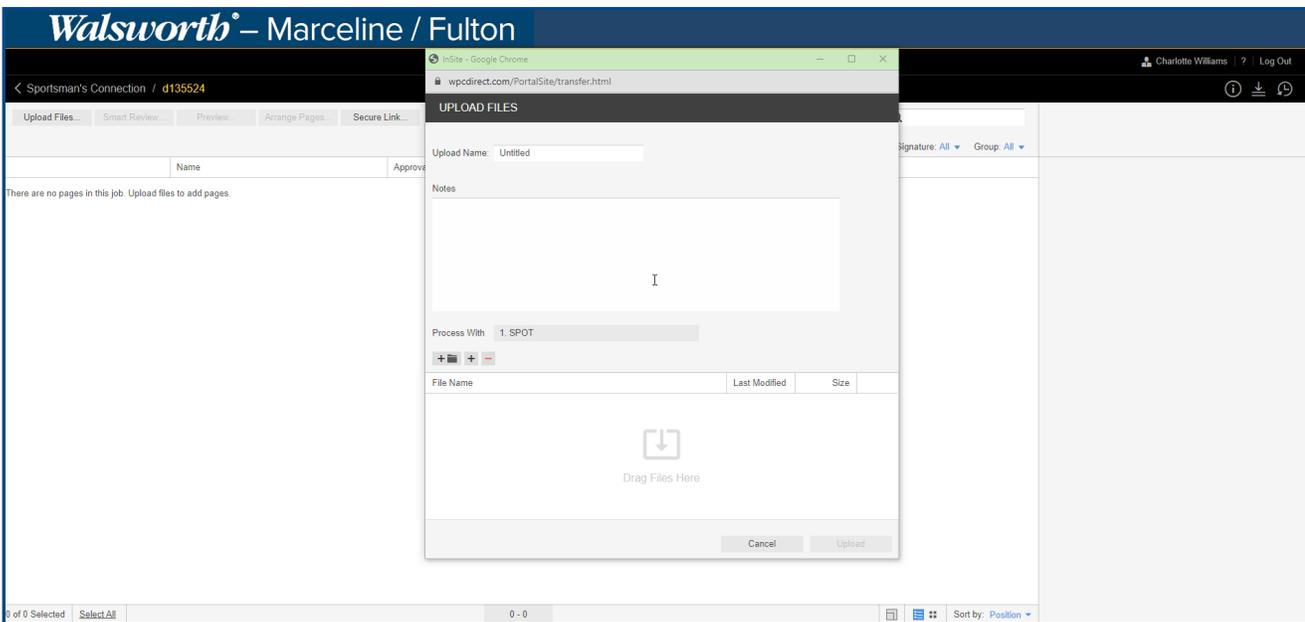
\*Note: If you are testing files with Computer Support, a test folder can also be added to your customer folder.

## Getting Ready To Upload

Once in your correct job folder, click Upload Files:

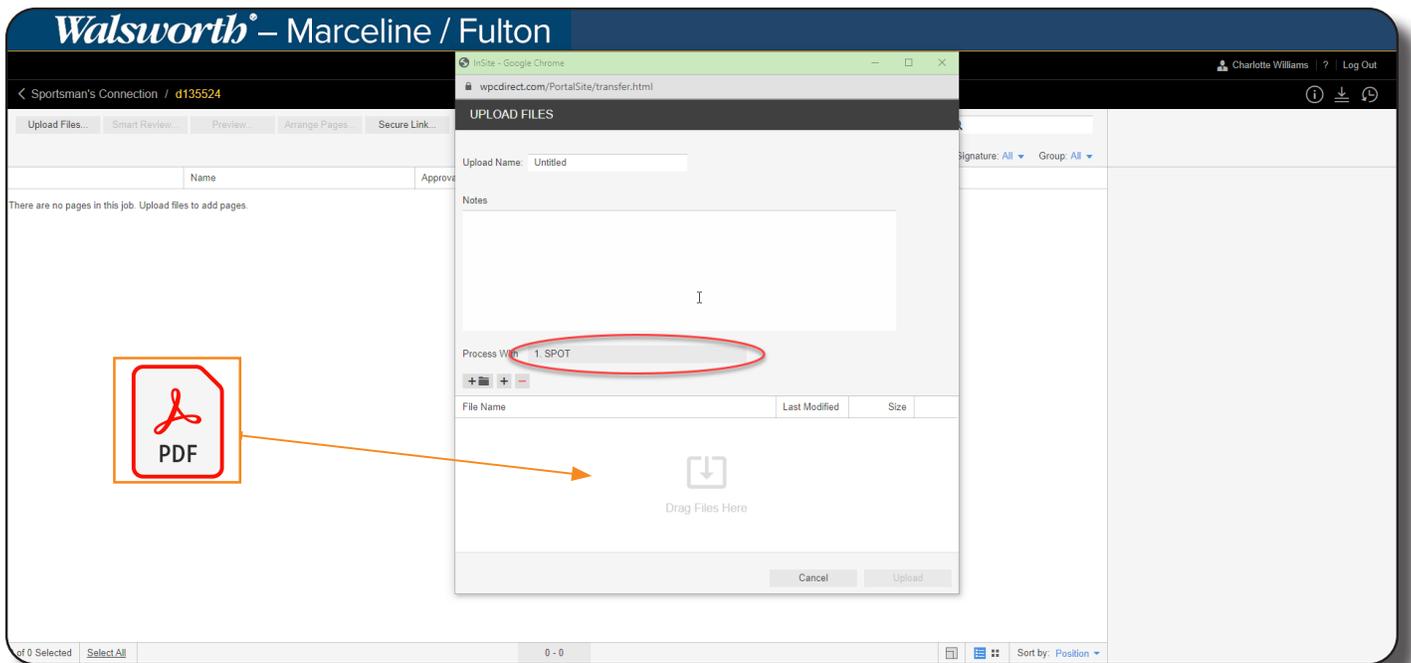


That will bring up your drag and drop window for you to drag your PDFs that have been exported using the Walsworth Preset.



## Ready To Upload Files?

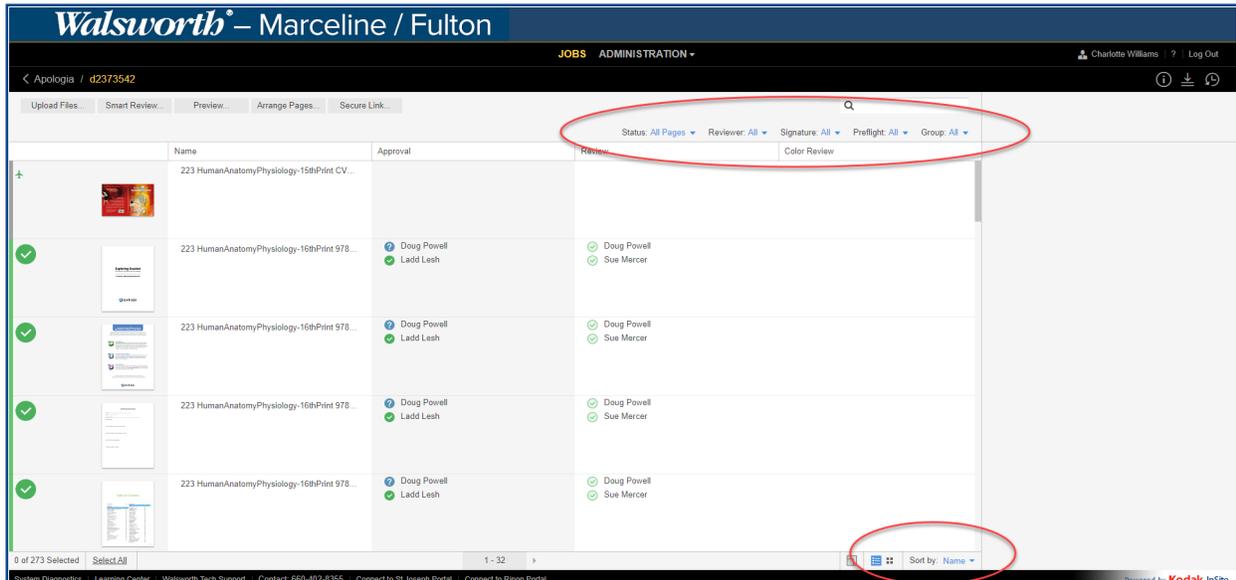
1. You may upload single page PDF files or multi-page PDFs. If you name a correction page with the **same file name** as the original, it will replace the **rejected** page. If you are uploading Application and Support files (a packaged InDesign file), you will need to compress or zip the file before uploading.
2. The “Process With” area drives the necessary refinement according to the printing colors of the job. **SPOT, CMYK, GRAY** are available in the drop down circled in RED. If the job is predominately color, choose **CMYK**.



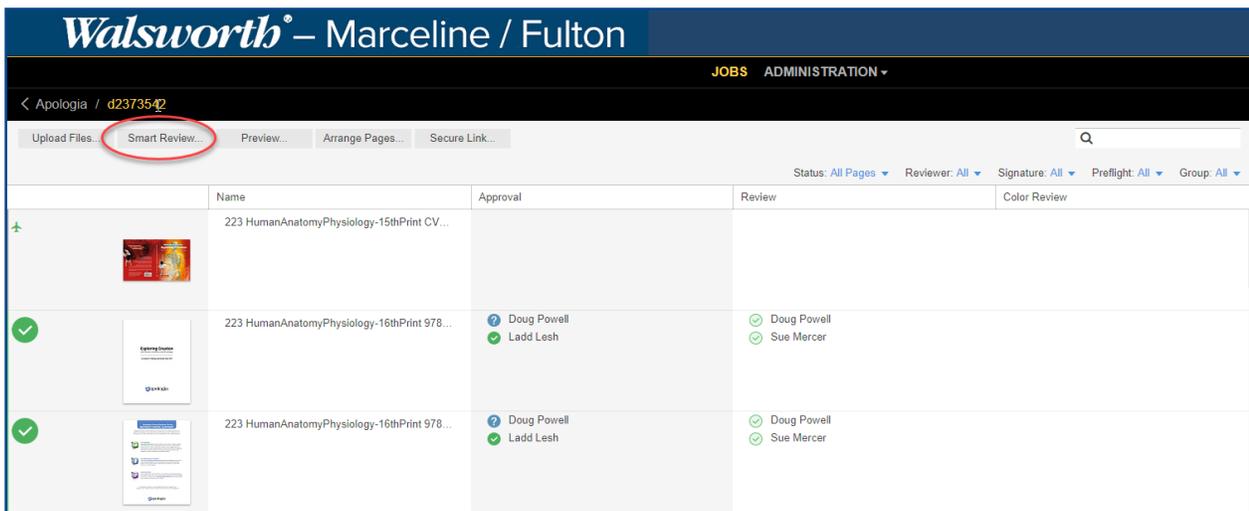
3. In the area that says “**Drag your files here,**” find your files and drag and drop them. You can also select the **+ [Folder]** or **+ [File]** button and navigate to your files/folders on your computer to select and upload. Once you have selected or dropped your files, you will be able to see the list of pages you are uploading.
4. **Click the upload button.** Your files will begin uploading. It is not necessary to keep this window open after you’ve clicked the upload button.

## Using Insite

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 set up as shown below.:



Now that you've checked your screen preferences, Click the **Smart Review** tab.



## Smart Review

The Smart Review area has many tools and functions. Please note the different areas of the Smart Review Screen. Below are some of the fields you'll use most.



**Files** - A thumbnail view of your files can be seen on the left of your screen. You can view your files as single pages or double page spreads by the icons to the right of FILES. Hover over to see file name. A **“sort by” dropdown** sorts by name, position or last modified date.

**Info** - Opening the Info tab on the right of your screen allows you to check your files trim size, text safety or critical trim areas, and bleed. Lines are color coded.

**Preflight** - Opening the preflight tab displays any preflight warnings. The preflight alerts you to warnings and errors on the supplied page being reviewed within Smart Review.

**Separations** - Users can turn colors used in the PDF on and off. Uncheck any box and hit apply to see that page without a specific plate in the CMYK process, or Spot Plate if using Spot Colors in addition to CMYK.

**Approve Or Reject** - selections are available at the bottom of the screen to approve a page for print or reject and upload a new file. 

**Collaboration** and **Chat** are also available in InSite if you're reviewing with other users.

## Preflight Status and Learning Center

You can also review in Smart Review the Status of your Files.



Green airplanes indicate that no problems were found with the page.



Yellow airplanes indicate a caution. These are items that may affect the print quality of your book. Clicking the caution will display details enabling you to auto-zoom to the exact areas of the page that have been flagged.

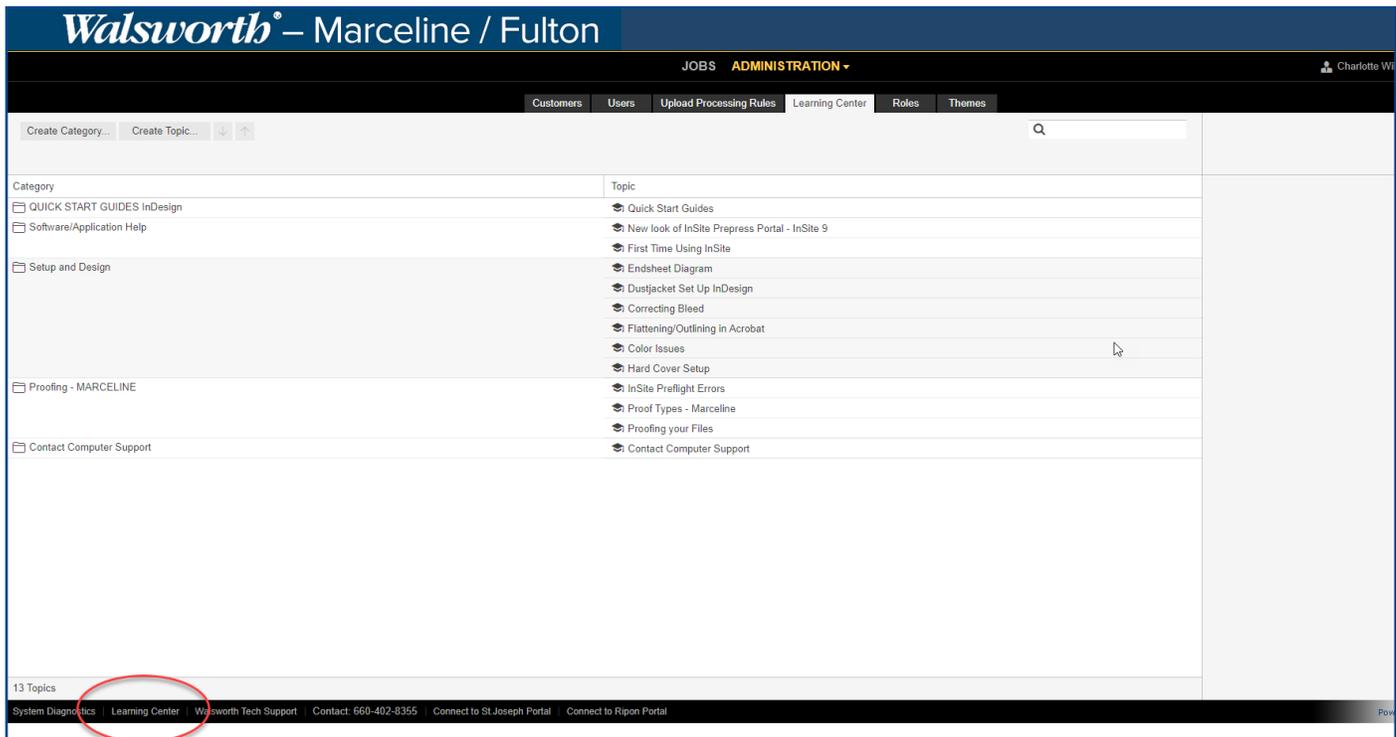


Red airplanes indicate an error on the page that will likely prevent the page from printing correctly. A new page will likely need to be submitted.

Once you let your customer service representative know that all pages are uploaded and approved, the job is moved to our production area via InSite function. This shuts off the auto-processing but allows you to continue uploading. Proof correction charges **will occur** if a file is uploaded after the job has been moved to production.

Since we cannot cover every error you may encounter in your publication, a listing of the most common preflight errors we see can be found in our **Learning Center** in WPC Direct. The Learning Center Tab is at the bottom of the InSite screen. If you still do not understand the error, contact your customer service representative or Computer Support 660-402-8355 to discuss the error in detail.

Please check out our **Learning Center** in **WPC Direct** for informative Quick Start guides and problem solving tactics.





Walsworth is a service-focused, mid-size provider of print services to the catalog, book, magazine and association print markets. In addition to print, we provide our customers with solutions to distribute content, improve audience engagement and grow revenue.

Today, under its **second and third generations of family ownership**, Walsworth continues to prioritize exceptional service, quality products and a strong sense of community. Walsworth is also the only family-owned printer of yearbooks and is the **29<sup>th</sup> largest printer** in the United States and Canada.

To learn more about our products and services, please visit us at [www.walsworth.com](http://www.walsworth.com).

**Walsworth**<sup>®</sup>