

Portal

Upload and Approval System

Guide

Introduction

We have recently upgraded our online proofing system to Apogee Portal™. This combined with our new Fibre Optic Internet connection offers our clients the fastest remote proofing package yet. We hope you will find it a rewarding experience. As with most software, the early stages can be the most challenging part, so we've produced this quick start guide which we hope will save you time and frustration.

Recommendations

Portal™ has been optimised for Internet Explorer for PC and Safari for Mac.

Acrobat Overprint Preview, this needs to be set to 'ALWAYS' so proofs can be viewed correctly online.

To change this open Acrobat – Edit – Preferences – General, then under Categories – Page Display, change 'Use Overprint Preview' to ALWAYS.

Logging On

When your account has been set up you will receive an email inviting you to use Portal. Click on the link in the email to create a password on the login page.

You will also be sent a link each time a new job is set up for you. Click on the link in the email to take you to the job.

Logon screen pictured (right)



Helpful Links

Portal Address - agfa.mansongroup.co.uk/PageMaster

The Manson Group Client Page - www.manson-grp.co.uk/clients

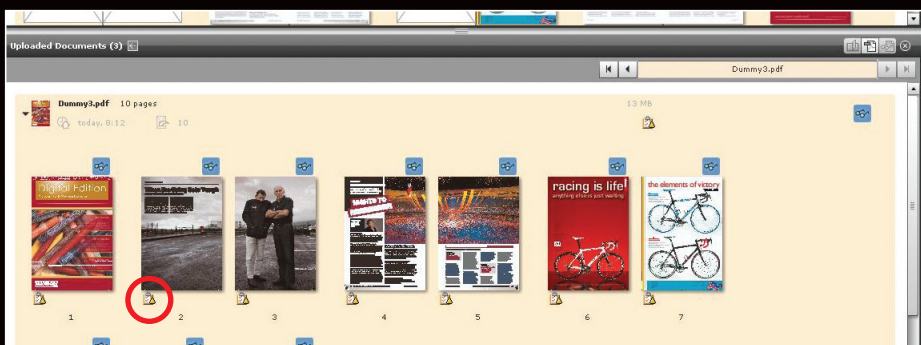
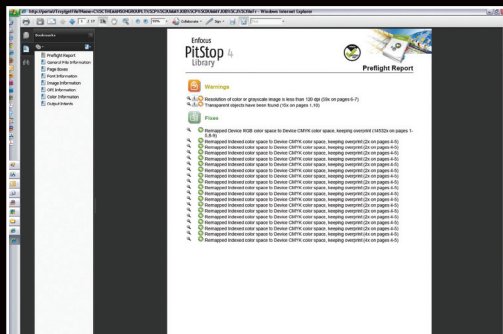
Studio Email - studio@manson-grp.co.uk

Studio Phone - 01727 733260

Preflight Reports

Our system will run every PDF through a Preflight to check that your file is ok to print. This process will check for trim size, image resolution and unembedded fonts. The report can be accessed by double clicking on the page you want to check and then click on the small clipboard icon below the thumbnail to open the report.

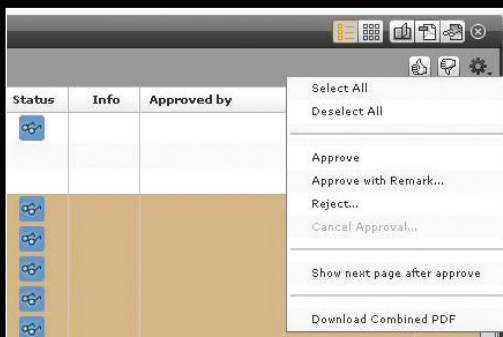
Preflight Report screen (right)
Preflight location (below)



Download a Pdf

To download a pdf of your files you will need to select the pages you wish to view (Ctrl and click) then in the top right of the page click on the cog icon and select Download Combined PDF. Please note that this option will be greyed out if you have selected a empty place holder.

Please note that in order to access this function, all pages must be present - the option will be greyed out if any placeholders are empty.



Drop Menu (right)

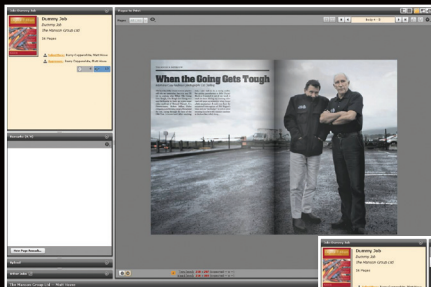
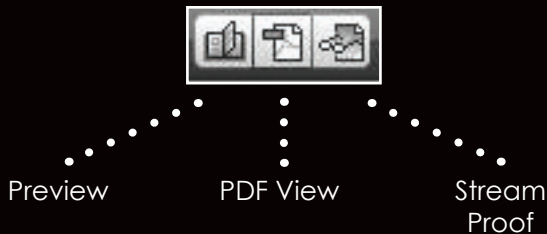
Proofing

Portal has 3 types of proofs.

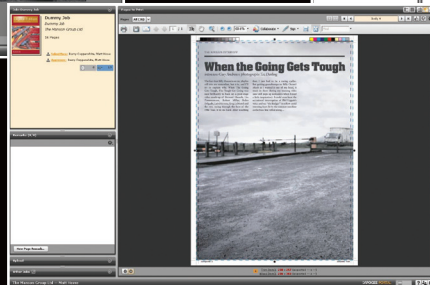
Preview is a digital book that you can turn the pages on screen.

Pdf View is a low resolution proof, in this you can also view the trim box and bleed box. Note that you need to have overprint settings to ALWAYS show overprint preview as described under **Recommendations**.

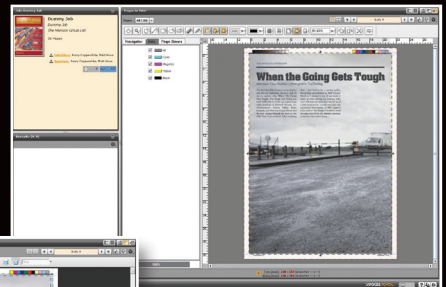
Stream Proof is a high resolution proof. In this view you can zoom in, view trim box, bleed box, check ink coverage and also take measurements to check sizes. Note that although this is high resolution, we restrict the resolution as 200 dpi to allow for slow to moderate connection speeds. If you would like us to reduce this resolution for higher speed or increase for more detail, we'll be happy to help.



Preview
Book View



PDF View
Low-Res Proof



Stream Proof
High-Res Proof

Main Job Page

Job: Dummy Job

Dummy Job
The Manson Group Ltd
16 Pages

Submitters: Barry Copperwhite, Matt Howe
Approvers: Barry Copperwhite, Matt Howe

6 10

Remarks (0/0)

New Job Remark...

Upload

Browse... Upload documents here

Other Jobs

The Manson Group Ltd — Matt Howe

Pages to Print

Pages All (16)

1 2 3 4 5 6 7

Uploaded Documents (3)

Dummy3.pdf 10 pages 13 MB

today, 8:12 10

1 2 3 4 5 6 7

Callouts:

- To place files simply drag PDF from 'Uploaded Documents' to desired page number in 'Pages to Print' window, if correct select 'Submit' and pages will be rendered for proofing
- Use this button to change Views from List to Grid
- Use this button for Preview Proof
- Use this button for PDF View Proof
- Use this button for Stream Proof
- Use this button to access Drop Down menu
- Use this button to Reject Pages
- Use this button to Approve Pages
- Use this button to Upload Files
- Use this button to go to Job List
- Click this icon to open Preflight
- Use this button to access AGFA Help
- Use this button to Manage Users
- Use this button to Log Out