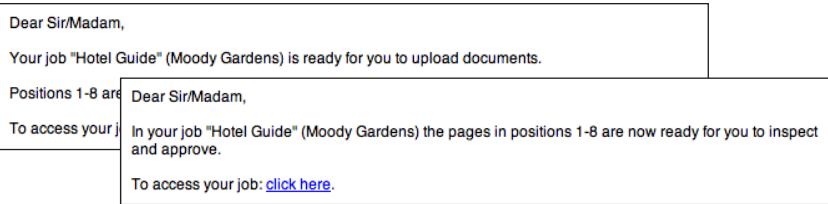


Portal PageMaster Quick Start Guide

As a rule, you'll take your cue to access your jobs when our Portal system sends you an email. You'll get one from us informing you when jobs have been established and are waiting for pages to be uploaded or when proofs are ready for your review and approval.



However, you can access Portal at any time by entering the URL [HTTP://fileupload.jpapontiac.com/PageMaster/](http://fileupload.jpapontiac.com/PageMaster/) in your web browser to log on to your account.

Once you've logged on to Portal, you'll want to use its navigation conventions to move around. You should not use your browser toolbar buttons to change screens, go back or refresh views.

JOBS OVERVIEW

If you log on without using an email link, you're taken to the Jobs overview. To access a job, double click it from the Jobs overview. This takes you to the Job window. On the left hand side, there are several panes that allow you to interact with the current job.

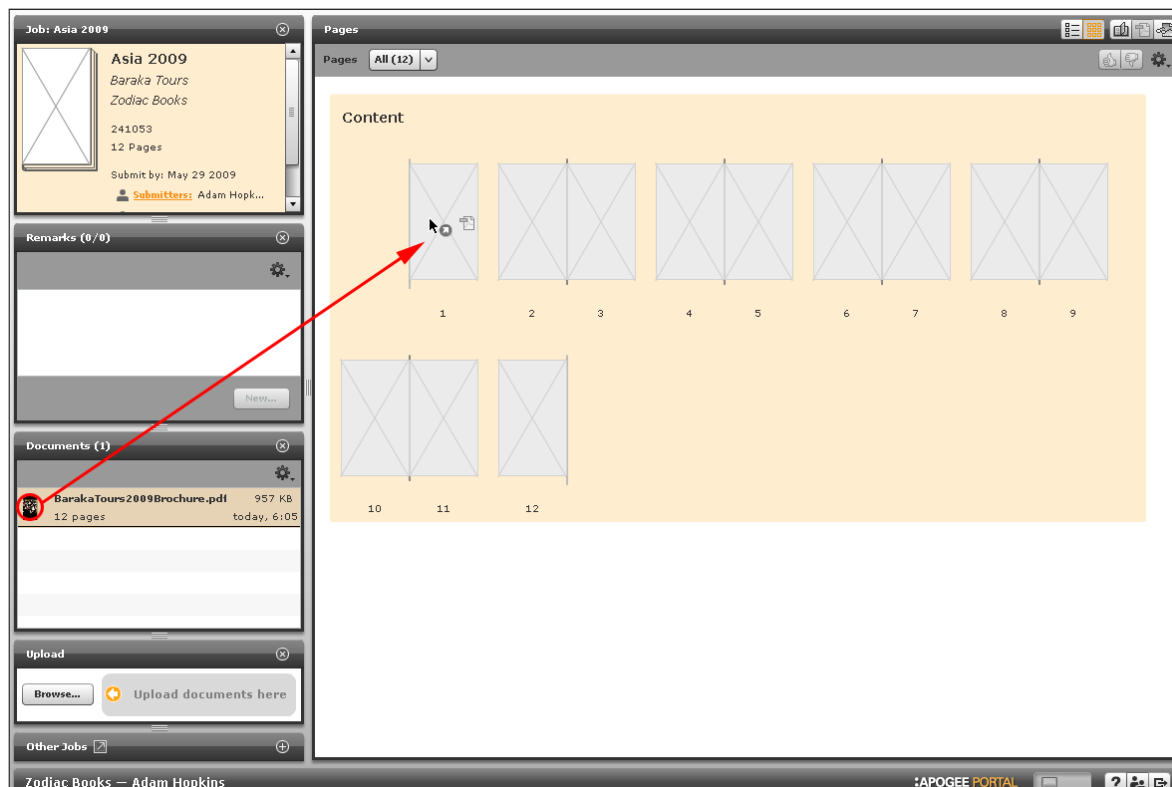
UPLOADING DOCUMENTS

Locate the Upload pane at the lower left of the Job window. Click the Browse button and navigate to the PDF(s) you want to submit. You can select more than one file at a time: select a contiguous range with the shift key; select a non-contiguous range with the Command (Mac) or Ctrl (Windows) key. When you've chosen all the files you need, click the Select (Mac) or Open (Windows) button.

Once the file is transferred to our system, it appears in the Documents pane. You can begin assigning pages immediately after the PDF(s) show up in the Documents Pane.

ASSIGNING PAGES

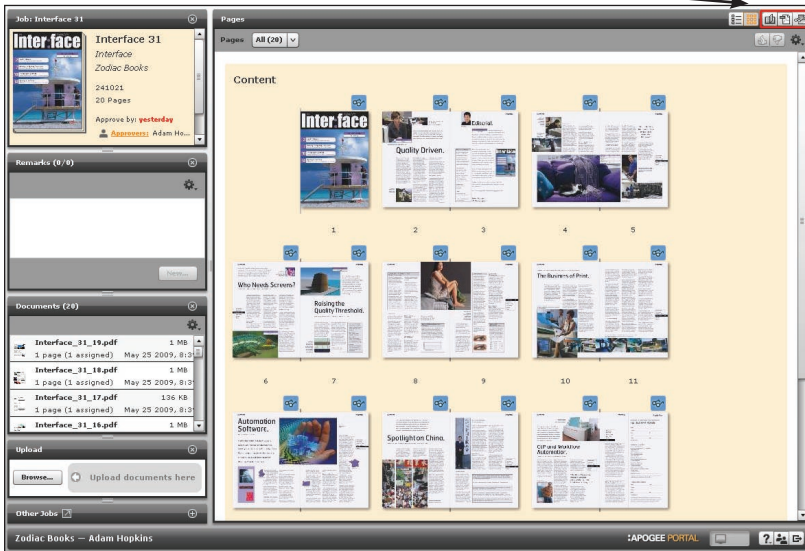
Drag your pages from the Documents pane to the placeholders in the Pages area to position them. If you're using a multi page PDF, you'll need to add all the pages in the file to the job. When you are satisfied with the placement of your pages, click the Submit button in the lower right hand corner of the screen to complete the assignment. If you make a mistake, click the Revert button to clear all page assignments for the current session and reassign the pages. You can also undo the placement of an individual page with the Revert icon (↺) located beneath each placeholder.





There is no update or refresh button in Portal. Instead, you maintain real-time contact with our server. While your proofs are being prepared, they will display a Processing status (☀️) icon over them. The icon will change to Ready to Inspect (🔍) as proofs become available.


PROOF TYPES

There are several proof types available to you within Portal. You can change between the various proofs by selecting the icons on the Pages area toolbar (📄📄📄). You may view any or all of the following proof types:



 Preview – A low resolution image perfect for quickly checking trims and bleeds. You can view pages as singles or spreads.

 PDF View – A rendered page with a PDF wrapper for viewing in your browser’s PDF helper application. PDF proofs can be printed on your desktop printer and downloaded for distribution to those without access to Portal.

 StreamProof View “RECOMMENDED” – A highly optimized rendered proof that accurately displays color breaks. StreamProof offers tools for annotation and measurement and can be viewed as single pages or spreads.

NOTE: If viewing Preview proofs you receive a message stating “The 3D-Viewer functionality is not available for this product”. Click on the “eye” icon in the upper left part of window and uncheck the option for Book Mode.

APPROVALS ARE FINAL

It’s important you understand that the approvals you make in Portal are real and final. Any approved page rejected by JPA will result in correction charges.

You can approve a page as you review it in PDF View, Preview, or StreamProof View. To make an approval, click the Approve button (👍) while displaying a page.

Your approval initiates production processes within our plant and obligates both machine time and materials. Once you approve a page, you cannot change it further in Portal and we assume that the piece is ready for final production up to and including the actual printing. If you approve a page by mistake, you must contact us immediately so we can stop your job from processing and reset the page in Portal.

The first time you make an approval in Portal, a warning dialog pops up regarding final approval. You can uncheck the “Remind me next time” box at the bottom to suppress further warnings.

REJECTING A PAGE

If a page is incorrect, you can reject it in Portal. Click the Reject (👎) button in the Pages area toolbar, or while displaying a page in either PDF view or StreamProof view. Rejection follows the same rules outlined in the previous section.

When you reject a page, Portal prompts you for a remark. Enter the reason for the rejection and be sure to check the “Clear position(s) after reject” checkbox.

UPLOADING CORRECTIONS

Use the Upload pane to browse for replacement pages. Remember, you’re probably better off creating corrections as single page PDFs. Once they’re uploaded, you drag them into the placeholders, then submit to complete the page assignment.

The cycle now repeats – an email is sent to you when the pages are ready for approval, you log on, you review the proof and approve it.

Once you are happy with everything and have approved all pages in the job please contact your CSR and let them know the job has been approved so we can begin processing the job through our production process.