

Portal PageMaster Client Specs

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HOW IT WORKS

Here's a brief overview of how the process works:

1. We create a digital job for you in our Portal system.
2. You're notified via email when the job is available for you to begin uploading your documents.
3. After you upload your pages, you assign them to the job, in the desired order.
4. The system then begins processing your documents into online digital proofs. When they're ready, Portal will send you another email.
5. Log on to Portal and review your pages.
6. If they look good, approve them. If you find a problem, reject the page, upload your replacement page and repeat the approval process.
7. Notify your CSR that all pages have been approved.

Once you're done, Portal automatically routes your approved pages through our production system. That means that we can get your job on press quickly without the need for additional approvals.

BROWSERS

You access Apogee Portal over the internet with a web browser. Mac OS X users can use Safari 3.1.2 or higher. Windows users may use Internet Explorer versions 6 or higher.

Unfortunately, Firefox through version 3.0.x is not supported for use with Portal PageMaster on either platform due to inconsistencies and stability issues when uploading files and displaying proofs.

*Firefox 3.5.+ seems to work fine but it is not fully supported as of yet.

POP-UP WINDOWS

You should disable your browser's pop-up blocker for Portal. You can turn it off in the Safari menu in Mac OS X or in the Tools menu in Windows Internet Explorer. If you want it on for other sites, you can turn it off in the preferences of either browser for our site only.

BROWSER PLUG INS

In addition to a browser, you'll also need some standard plug ins. You probably have most of these loaded already, but you should check their versions before you begin using Portal.

- Download Adobe Flash Player 10 or higher. This will allow you to take advantage of the Adobe Flex technology used by Portal.
<http://www.adobe.com>
- Java is required for proofing and uploads. It's already built into Mac OS X, but you should check to make sure that your software is up to date. Windows users should use the Sun Microsystems Java environment. The Microsoft Java Virtual Machine has been discontinued and will not work with Portal.
<http://www.apple.com/softwareupdate/>
<http://www.java.com>
- An SVG Viewer is needed to view page boxes. This functionality is native in Safari 3. Windows users can download it from Adobe Systems.
<http://www.adobe.com/svg/viewer/install/>

PDF VIEWER

The full version of Adobe Acrobat is the preferred application for viewing prepress-ready PDFs and softproofs.

The next best thing to full Acrobat is Adobe Reader. While not as feature rich as Acrobat, Reader does have the ability to show overprints, which allows separated PDF softproofs to display properly on screen.

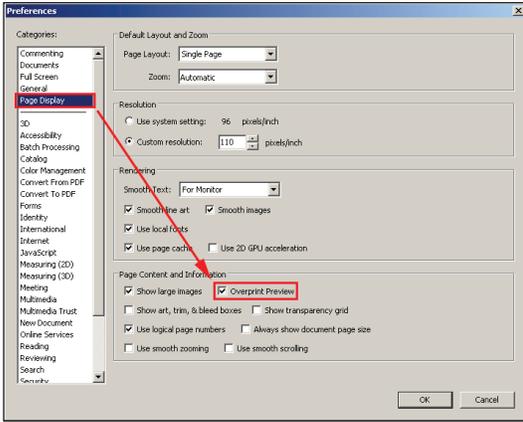
<http://get.adobe.com/reader/>

Mac OS X includes a great application called Preview. It's very flexible for the average user but it suffers as a prepress application. You can use Preview with Portal, but it's not recommended as you won't be able to view bleeds or separations.

Firefox running on a Mac will not preview PDFs within the browser, but it will prompt you and ask if you want to open them in an application or save them to your computer.

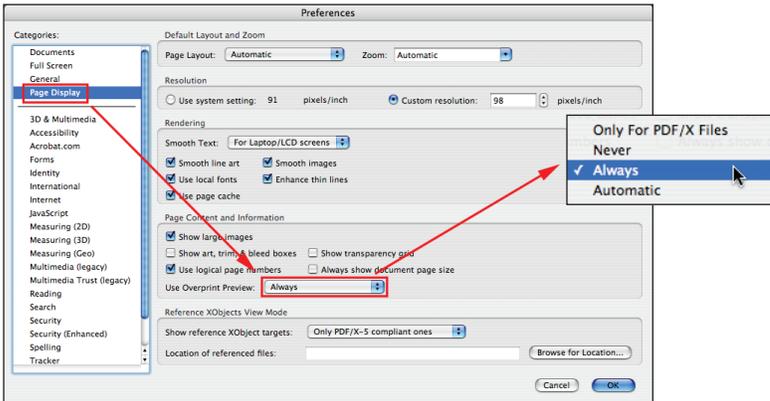
CONFIGURING ADOBE READER AND ADOBE ACROBAT

Whether you are using Acrobat or Reader, you'll want to configure it before you start using Portal.



Both Adobe Reader and Acrobat have the ability to show overprints. In versions 7 and 8, access the Preferences menu, select Page Display from the left hand side and check Overprint Preview.

The screen shot below is from Adobe Reader 9 which configures a bit differently. It's still under Page Display in Preferences, but you can choose when you want overprints turned on – we suggest “Always.”



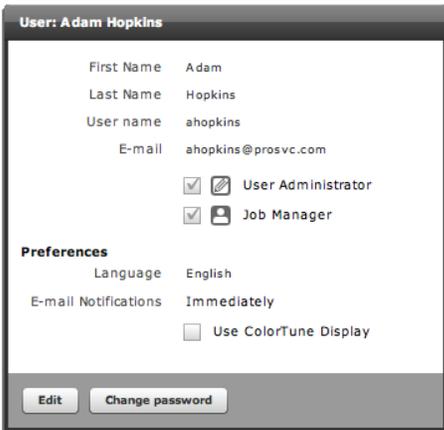
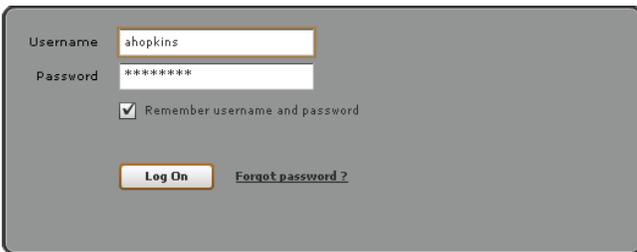
You should also set the default PDF viewer for your web browser. For Internet Explorer, this is done automatically when you install Acrobat or Adobe Reader. For Safari, you select it from within the Acrobat/Reader application itself. Access the application preferences and choose the Internet category on the left hand side of the window. Pick the Acrobat or Adobe Reader from the drop down menu under Web Browser Options.

Once we establish your Portal account, you'll be able to log on. This account is yours alone and allows you to interact with the jobs we set up for you. You've probably already received an email from us confirming your account setup. If not, give us a call and we'll set one up for you right away.

INITIAL ACCESS

The first email you receive from Portal confirms your account and prompts you to log on and change your password. One has already been generated for you, but you can change it if you like.

Click the link in the email to reach Portal. Or in your browser type [HTTP://fileupload.jpapontiac.com/PageMaster/](http://fileupload.jpapontiac.com/PageMaster/) This will take you to the log on screen. Enter the username and password provided in the email. If you'd like, you can ask the system to remember your credentials for the next session.

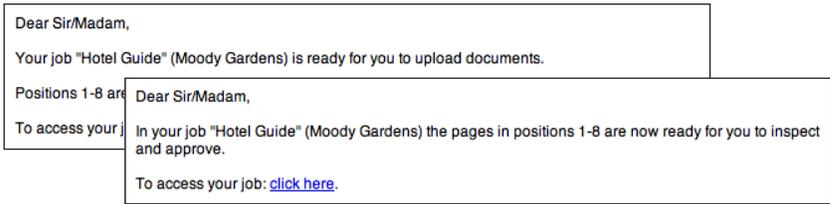


When you access Portal through the link of that first email, you're taken to your user profile. This is where you can change your name, username or email address. Click the Edit button at the bottom of the screen to make changes. There's a button to change your password too.

Click the Close button when you're through making changes to your profile.

FINDING YOUR WAY AROUND

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.

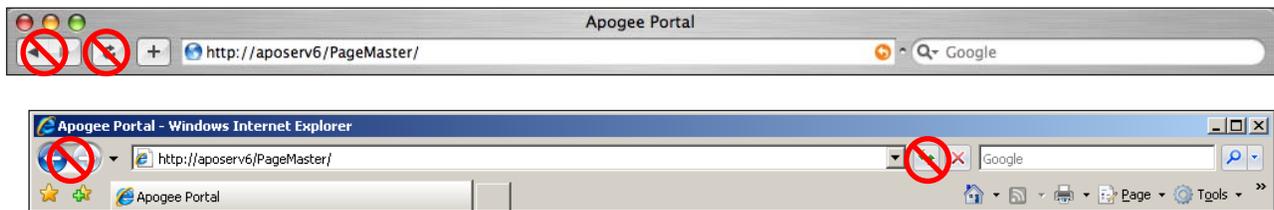


However, you can access Portal at any time by entering the URL [HTTP://fileupload.jpapontiac.com/PageMaster/](http://fileupload.jpapontiac.com/PageMaster/) in your web browser to log on to your account.

We'll cover specific tasks regarding uploading documents, reviewing pages and making approvals and rejections later in this document. For now, let's cover some of the basics of the Portal environment and how to move around the interface.

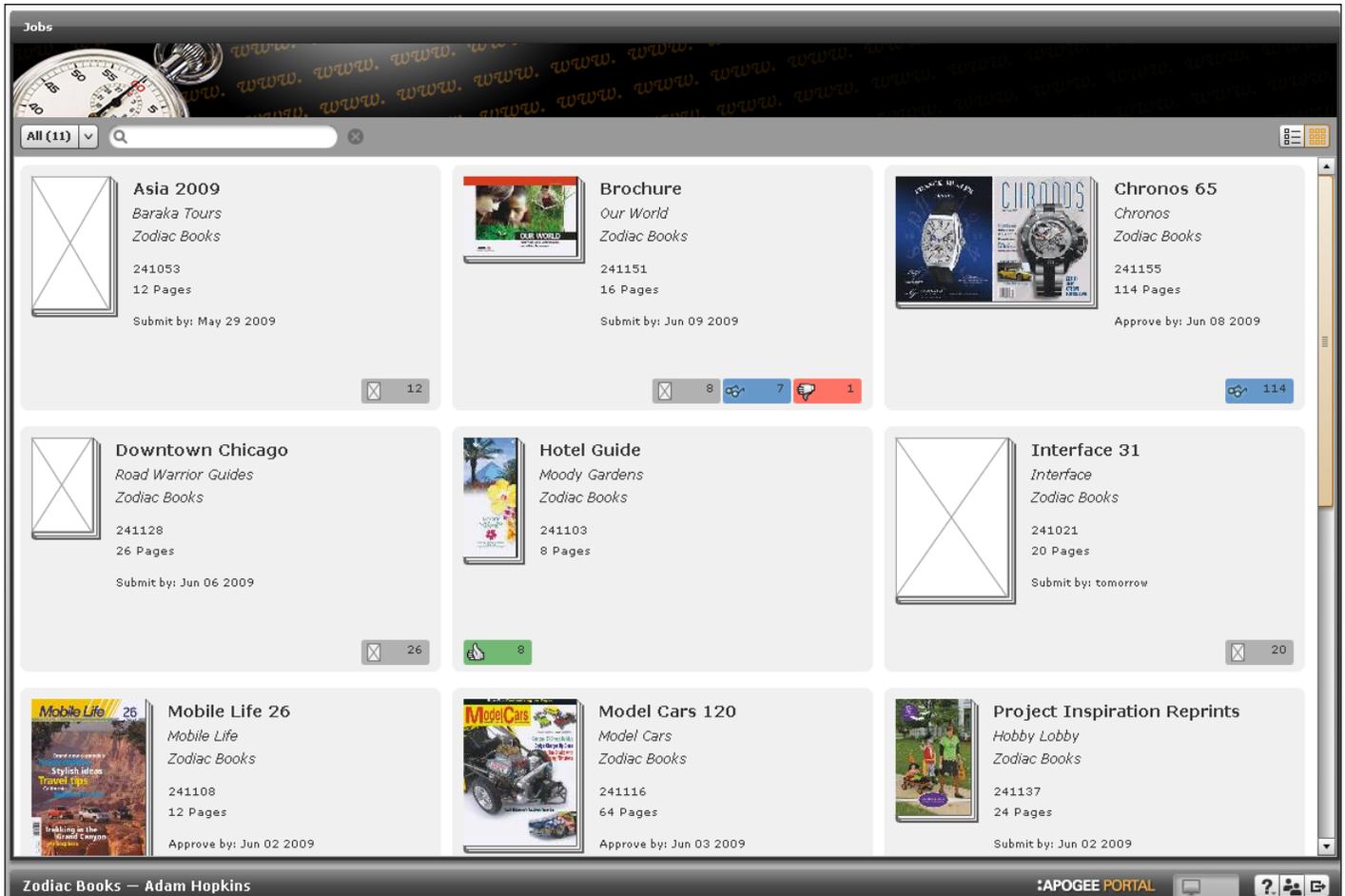
First, let's talk about what Portal is. Although it runs within a web browser and looks like a web site, Portal's user interface is actually an application built using Adobe Flex. Developers use Flex to create rich Flash-based applications like Portal's highly graphical interface. This technology allows content to be delivered in real time to your desktop via your browser without you needing to run a program locally.

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

When you log on without using an email link, you're taken to the Jobs overview.

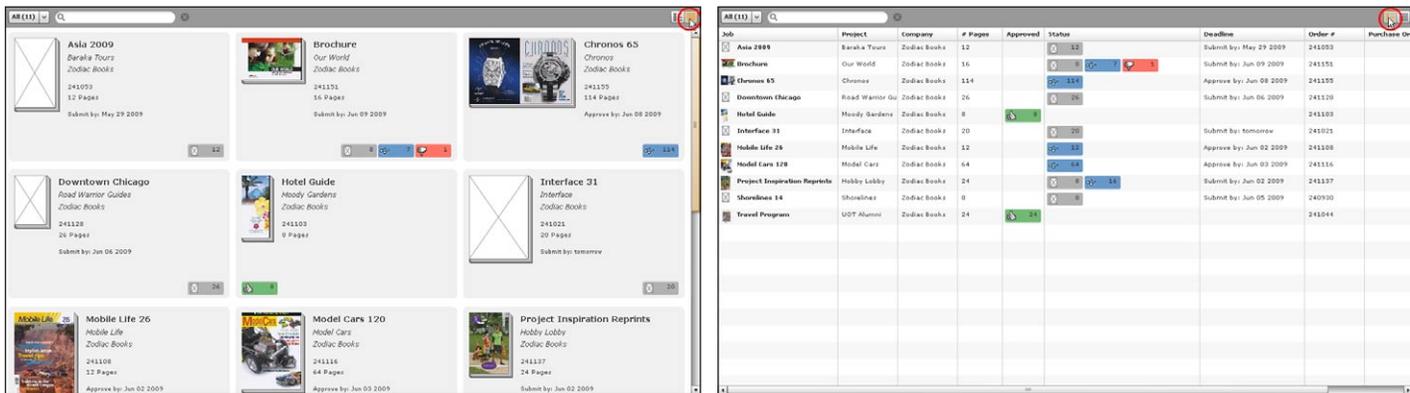


The Jobs overview allows you to see the status of your work currently on our system.

The lower right corner of the Portal window is called the Status Bar. In it, you'll see three icons:

-  Online Help – Available anytime. Click to open a pop-up menu of topics covering both basic features and advanced tasks.
-  User Management – Allows you change your username and password and set your email and language preferences. The first email you receive from Portal takes you to this window.
-  Log Out – Click to end your Portal session.

The Job window toolbar runs across the top of the Portal window. You can control how jobs are displayed by using the buttons on the far right of the toolbar. You may choose between the default Grid view () or List view ()



Job status is communicated through a series of color coded icons so you can quickly determine what needs your attention:

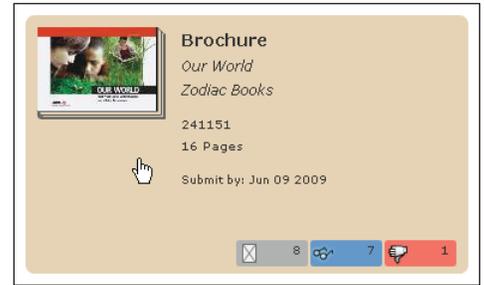
-  1 Empty – The number of page positions without assigned content.
-  15 Ready to Inspect – The number of proofs ready for review.
-  3 Approved – The number of pages you've approved.
-  1 Error – The number of pages in error from Preflight failures or severe document issues.
-  1 Rejected – The number of rejected pages waiting for new content.

All icons are tool tipped. If you hover over them, a pop-up will appear. There is also a comprehensive icon chart in the online help.

ACCESSING YOUR JOBS

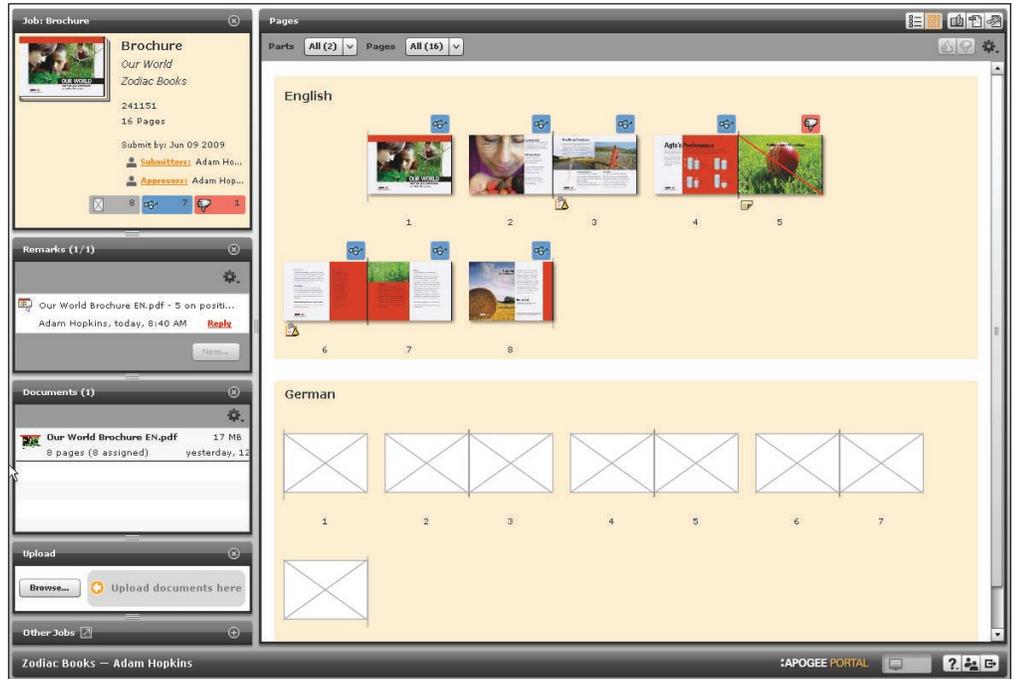
To access a job, double click it from the Jobs overview. This takes you to the Job window. On the left hand side, there are several panes that allow you to interact with the current job or switch to other jobs. In descending order, the panes are:

- Job Status – Displays a thumbnail of the first page and gives you a quick summary of interactions and upcoming deadlines; provides basic job details.
- Remarks – Provides a quick summary of any remarks added to the job by you or other people in your company.
- Documents – All documents that have been uploaded to the job are available in this pane.
- Upload – Used to add your PDFs to the job.
- Other Jobs – Allows you to quickly switch to any job currently assigned to you. You can click the Maximize button () to return to the Jobs overview.

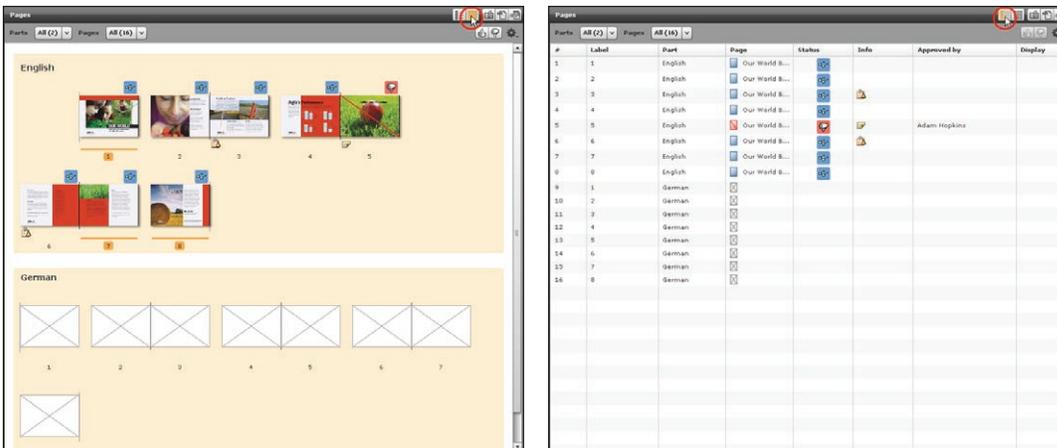


You can collapse panes with the Close button (), expand them with the Open button () or resize them by dragging the handle () in the middle of the separator bar.

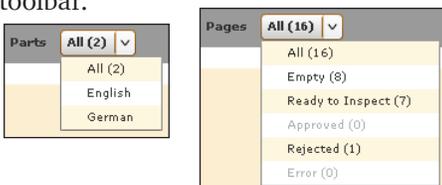
The right hand side of the Jobs window is called the Pages area. You assign, review, approve and reject pages here.



The Pages area has its own toolbar across the top. Like the Job overview, you can choose to view pages in a Grid () or in a List ().



You can also quickly find different job parts or certain pages through the pull-down menus in the toolbar.



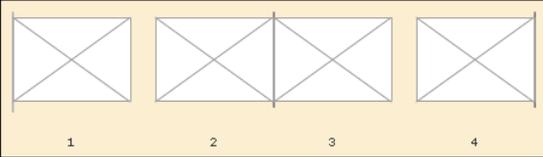
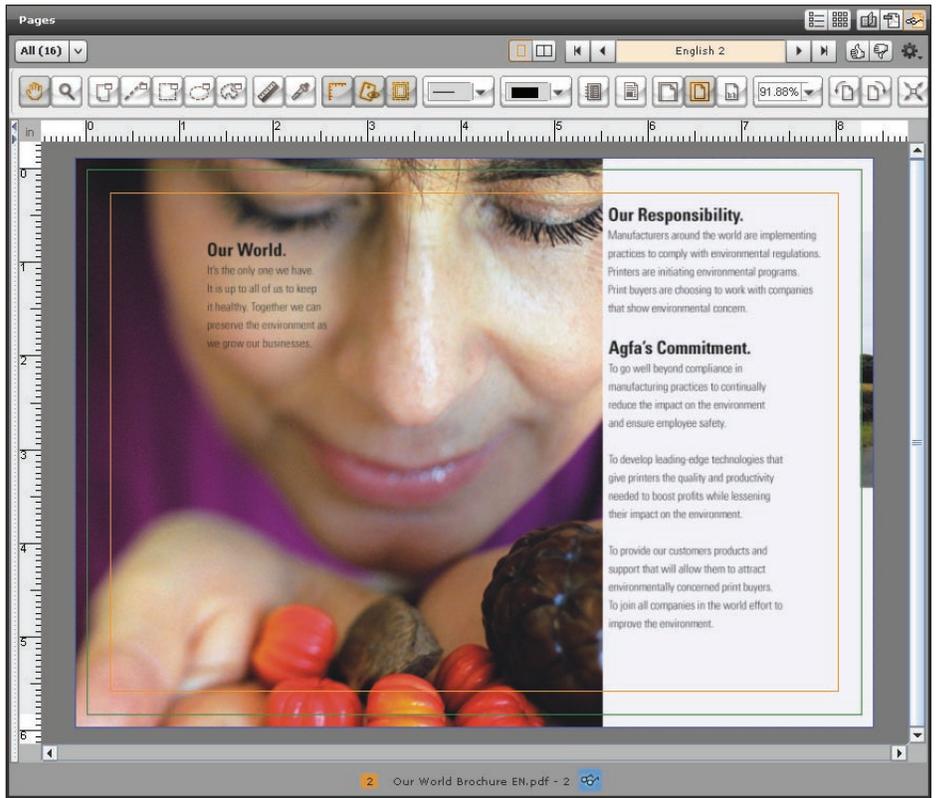
DISPLAYING A PROOF

You open individual pages or spreads by double clicking any thumbnail in the Pages area. There are detailed instructions for reviewing, approving and rejecting pages in subsequent chapters, so don't worry about that yet.

Once the proof is displayed, you'll be able to zoom in, display separations, check trims and bleeds and see overprints and traps. The online proof is prepared by the very same interpreter that prepares the final plate files for press, so you'll see what we see.

Use the arrows in the toolbar to move to another page. To return to the Pages area, click the Grid view () or List view () buttons.

No thumbnail is displayed if nothing has been assigned to that page position. An empty page is represented by a box with an "X" through it. Once you assign content, Portal generates a thumbnail and places a status icon above each position.

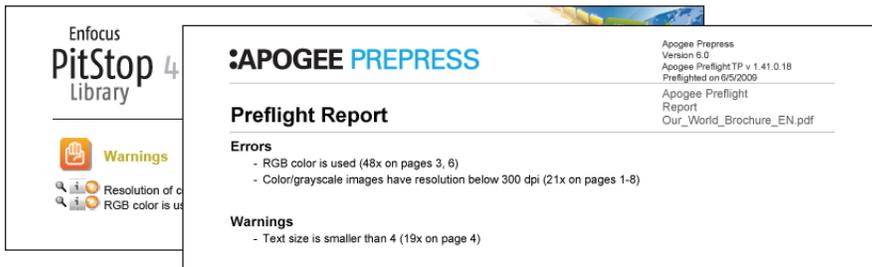


PREFLIGHT REPORTS

Our system has the ability to Preflight your documents. Preflighting is a process of running checks for known problems such as low resolution images, missing fonts, etc. If a problem is detected, an icon appears below the page thumbnail. Depending on the severity of the issue, one of these icons may be displayed:

-  Preflight Warnings Report – The page can be processed but it has one or more issues that should be corrected for optimal output.
-  Preflight Error Report – The page has one or more fatal issues and cannot be processed as is. The problem must be corrected and a new PDF supplied.

Double clicking the report icon will open the preflight report which details any issues detected on the page.



If you have any trouble interpreting the report or resolving the issue, give us a call.

UPLOADING DOCUMENTS

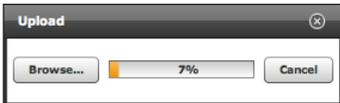
Dear Sir/Madam,
Your job "Asia 2009" (Baraka Tours) is ready for you to upload documents.
Positions 1-12 are waiting to have pages assigned.
To access your job: [click here](#).

Once we start a job for you, you'll be able to upload your documents. The Portal system will send an email telling you the job is ready. Clicking the link included in the email takes you directly to the Job window.

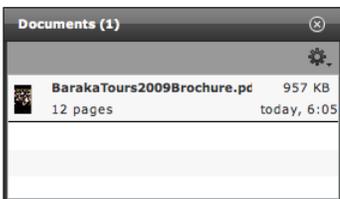
Unlike an FTP site, you cannot send native files directly to Portal. Instead, you'll need to make PDFs from your design software. If you're not sure how to create a print-ready, high resolution PDF, give us a call and we'll be happy to assist you.



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.



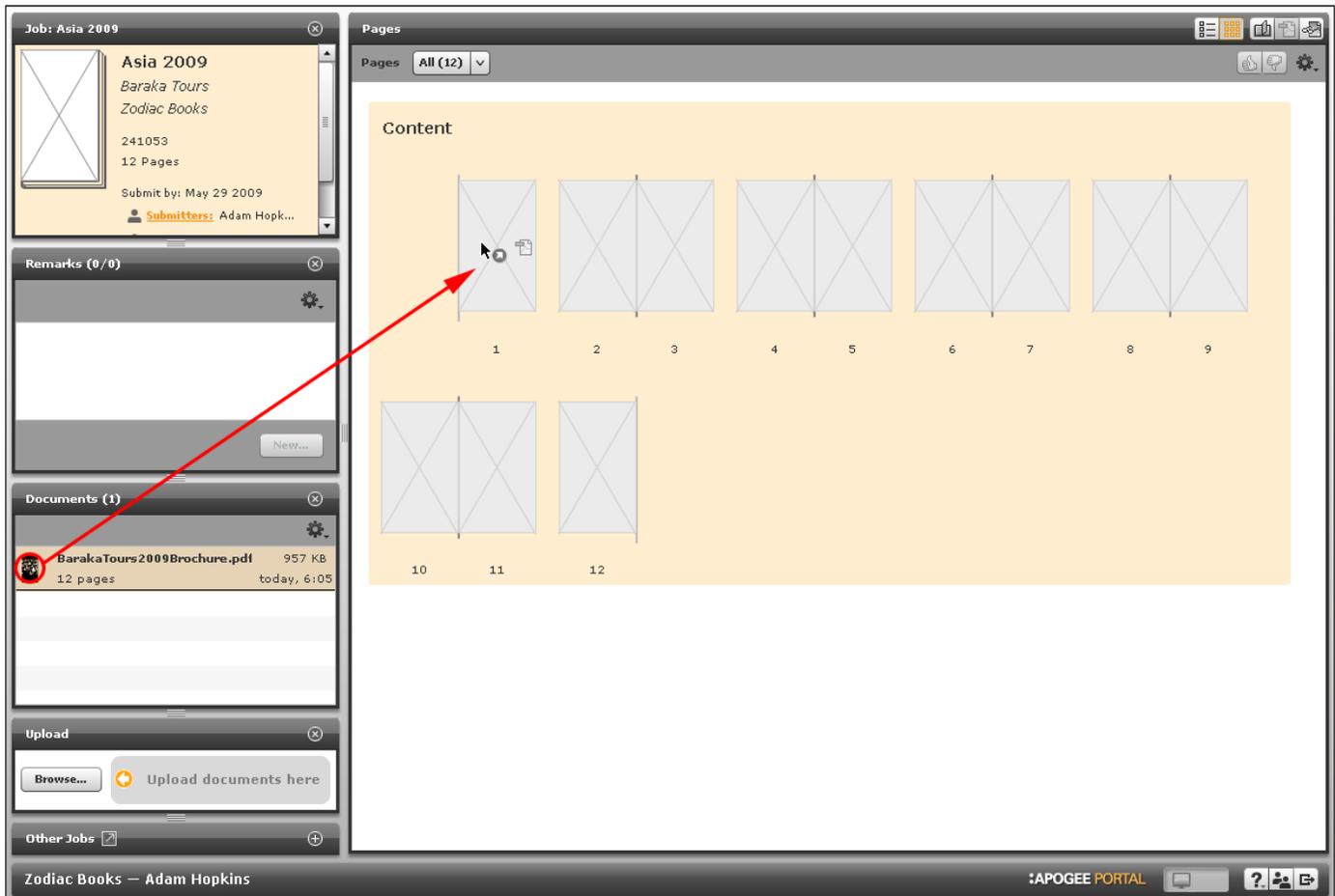
Portal begins to transfer files from your local computer to our server and displays a progress bar. You can browse for additional files or even switch to another job while the upload is in progress. Do not quit your browser or browse to another site or you'll abort the file transfer.



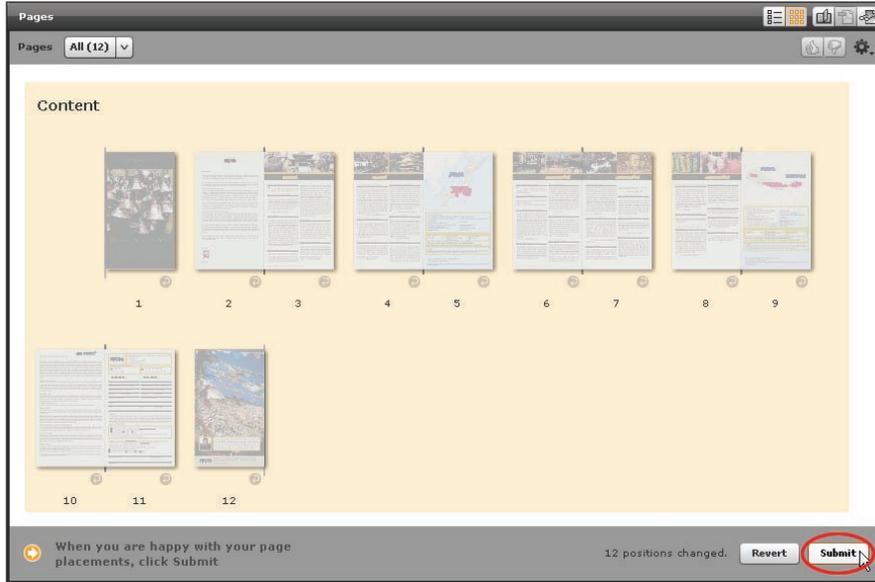
Once the file is transferred to our system, it appears in the Documents pane and is represented by a standard PDF icon. After Portal analyzes the file it generates a thumbnail for each page. These thumbnails help you visualize your pages as you place them in the job. Depending on the size of the file and how busy our system is, it might take a few minutes for thumbnails to appear. However, you can begin assigning pages immediately – you don't have to wait for thumbnails.

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.

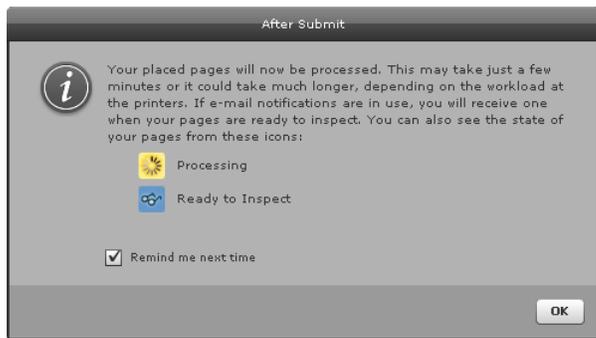


When you are satisfied with the placement of your pages, click the Submit button to complete the assignment. If you make a mistake, click the Revert button to clear all page assignments for the current session and reassign the pages.



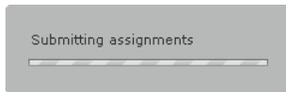
You can also undo the placement of an individual page with the Revert icon (↺) located beneath each placeholder. This allows some flexibility in working with multi page documents. For instance, you could place a 12 page document, revert only page three and then drag a single page PDF into the empty placeholder.

Once your pages are assigned and submitted, your job is automatically queued by Portal into our :Apogee workflow system. Because this is the very same system that we use to prepare our final printing files, your proof results may not be ready immediately. As soon as they are processed, Portal will send you an email notification.



When you submit pages, a dialog box will remind you of this. You can uncheck the box at the bottom to suspend further reminders.

After clicking the Submit button, your page positions are communicated to the Portal server. Please wait until the progress bar has cleared the screen before moving on to another task.



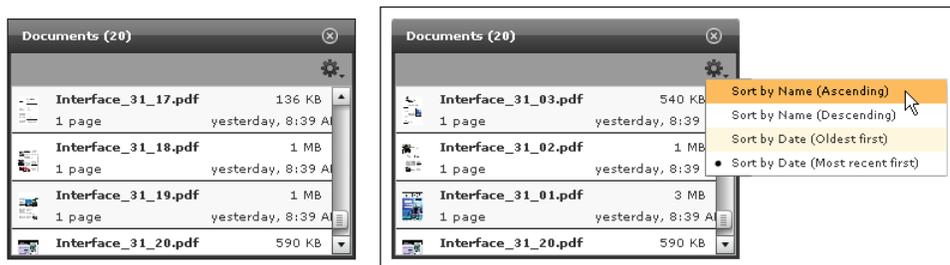
There is no update or refresh button in Portal. Instead, you maintain real-time contact with our server. While your proofs are being prepared, they will display a Processing status (☀) icon over them. The icon will change to Ready to Inspect (⚙) as proofs become available.

You're welcome to stay in Portal after you submit your pages and wait for proofs to become available. Or you may prefer to go on to something else and wait for the email notification.



SORTING THE DOCUMENTS LIST

By default, Portal lists uploaded PDFs in the Documents pane from newest to oldest. If you've uploaded a lot of files, you may want to choose a different sorting order to more easily locate the files you want to use. Click the Sort (⚙️) menu to change how files are ordered in the Documents pane.



SINGLE OR MULTIPLE PAGES?

Currently, you cannot assign individual pages from a multi page document to your job or assign them to nonconsecutive positions. Here's some simple advice on how best to create PDF files for use in Portal.

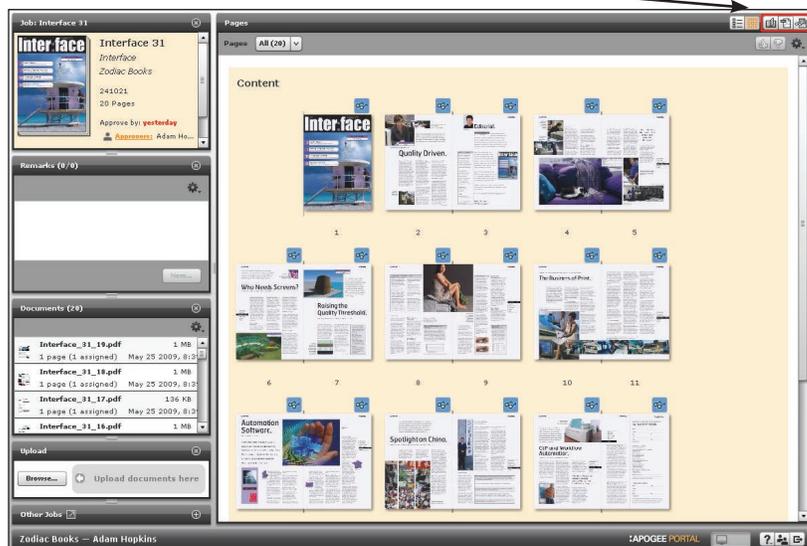
For new jobs, export the whole document as a single, multi page PDF. If you'd like to break the document into multiple exports to keep the files sizes manageable, that's fine too. Just be sure that any multi page document has the pages ordered consecutively. When creating a multi page PDF, be certain that you do not export the document as spreads. Portal allows you review your pages as spreads, but you must supply them as single pages.

Correction pages are best handled as single page PDFs. Of course, if you're replacing a consecutive range of pages, you may want to export them as a multi page PDF.

Keep in mind that Acrobat (not Reader) has some excellent tools for extracting and combining pages.

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 – 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.

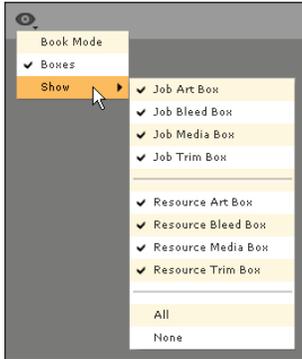
NOTE: If viewing Preview proofs you receive a message stating "The 3D-Viewer functionality is not available for this product". Click on the "eye" icon in the upper left part of window and uncheck the option for Book Mode.

USING PREVIEW

To view any page, double click it from the Pages area, then select Preview mode () in the upper right corner of the toolbar.

The example to the right is in Single Page () mode. Just below, you'll see an example of Spreads () mode. You can switch between modes using the icons on the toolbar.

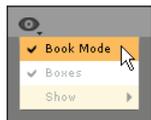
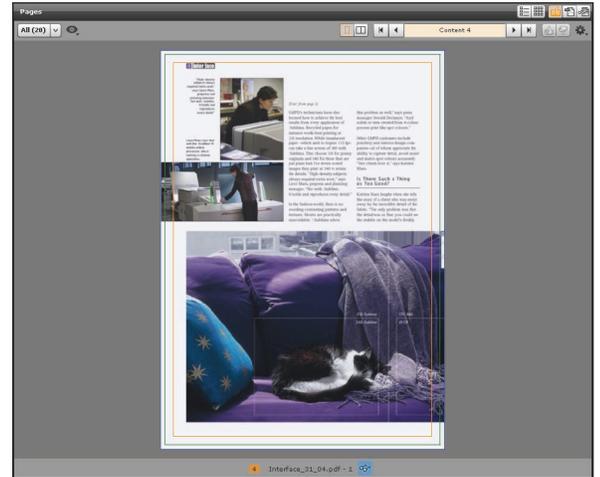
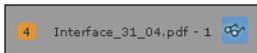
If you want to see page boxes, go to the View menu () at the upper left of the Preview window. Page boxes show how the content is positioned relative to its size. For example, trim indicates where we will cut your page, bleed indicates the extra area that will print.



The part and page number are displayed in the toolbar. Navigate to different pages using the arrows. From left to right they are: First Page, Previous Page, Next Page and Last Page.



Page information is displayed below the proof. It indicates the run list position, document title, document page, revision number and status.



Another feature of Preview is Flipbook – a special preview that features an animated page turning mechanism. To enable it, select Book mode from the View menu () in the toolbar.



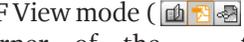
NOTE: If viewing Preview proofs you receive a message stating “The 3D-Viewer functionality is not available for this product”. Click on the “eye” icon in the upper left part of window and uncheck the option for Book Mode.

To move through the book, click and drag the corners to “turn” the page. You can also double click on the corners or face edges or use the navigation arrows in the toolbar, but none of those are nearly as fun!

In Book mode, only the first and last pages are displayed as singles. The rest of your pages are shown as spreads. Page boxes are not displayed in Book mode.

To exit Preview you can select another proofing mode () or click the Grid () or List () views to return to the Pages area. To work with another job, select one from the Other Jobs pane or click the Maximize () button to return to the Jobs overview window.

USING PDF VIEW

Double click a page from the Pages area and select PDF View mode () in the upper right corner of the  toolbar.

The part name and page number are displayed in the toolbar. Move between pages using the arrows. From left to right they are: First Page, Previous Page, Next Page and Last Page.

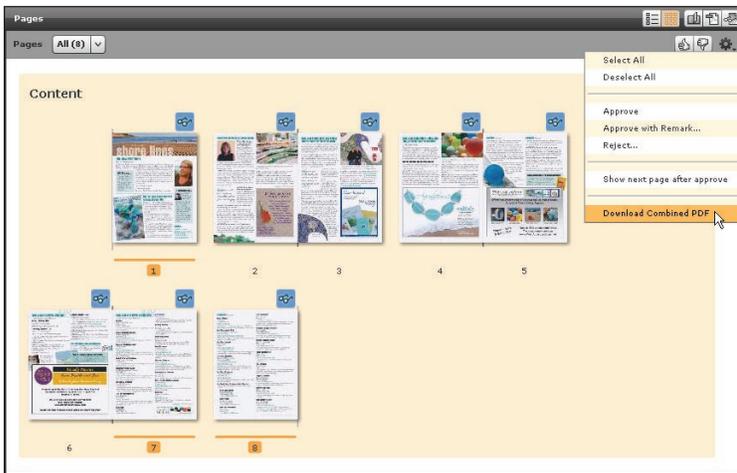


Page information is displayed below the proof. It indicates the run list position, document title, document page, revision number and status.



PDF View does not offer Spreads. Viewing preferences are controlled by your browser's PDF helper application. If you use Acrobat or Reader, you can scale the PDF view from the toolbar.

You can also use the Acrobat toolbar to print or save an individual page.



You can download one or more PDF proof pages to your local computer through Portal. What's especially nice is you may select non-consecutive pages. For example, you could download just the cover pages of a book and email the PDF to someone who doesn't have access to your Portal account or print your own content proofs and pass them around the office.

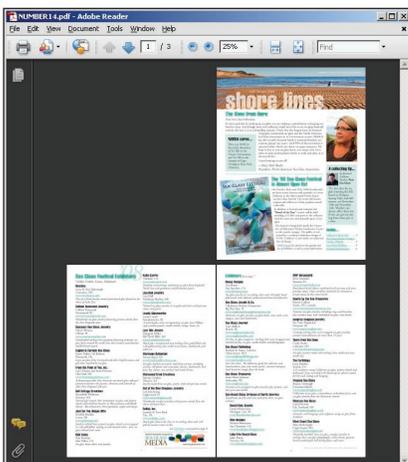
In the Pages area, select the page or pages you want to download. You can select a contiguous range with the shift key or select a non-contiguous range with the Command (Mac) or Ctrl (Windows) key.

Once the pages are selected, choose Download Combined PDF from the Action menu (). Safari downloads the PDF through its Downloads window to your default location. Internet Explorer prompts you for a location.

The resulting PDF contains only the pages you selected.

Remember, all proofs in Portal are rendered by our system. The PDFs you download no longer contain live type or objects so be careful not to overwrite your original files.

To exit PDF View you can select another proofing mode () or click the Grid () or List () views to return to the Pages area. To work with another job, select one from the Other Jobs pane or click the Maximize () button to return to the Jobs overview window.



USING STREAMPROOF VIEW

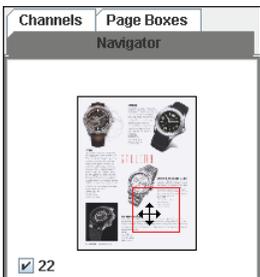
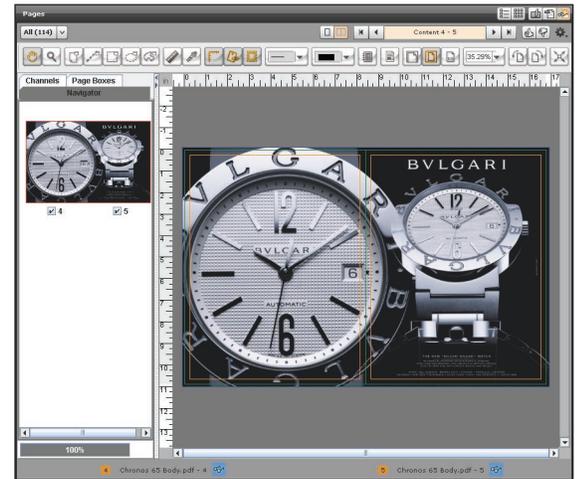
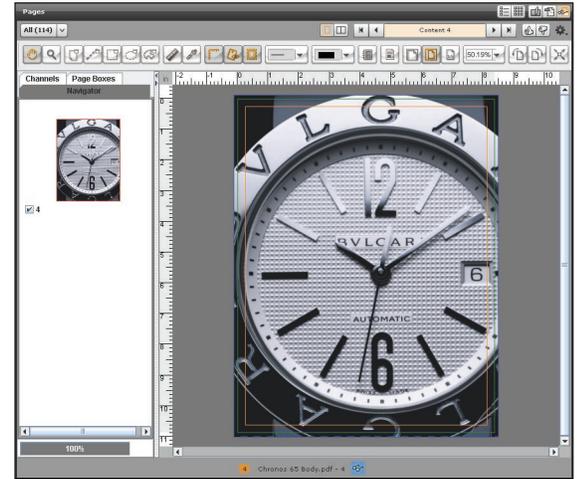
Double click a page from the Pages area and select StreamProof View mode () from the upper right corner of the toolbar.

The example to the right is in Single Page () mode. Just below, you'll see an example of Spreads () mode. You can switch between modes using the icons on the toolbar.

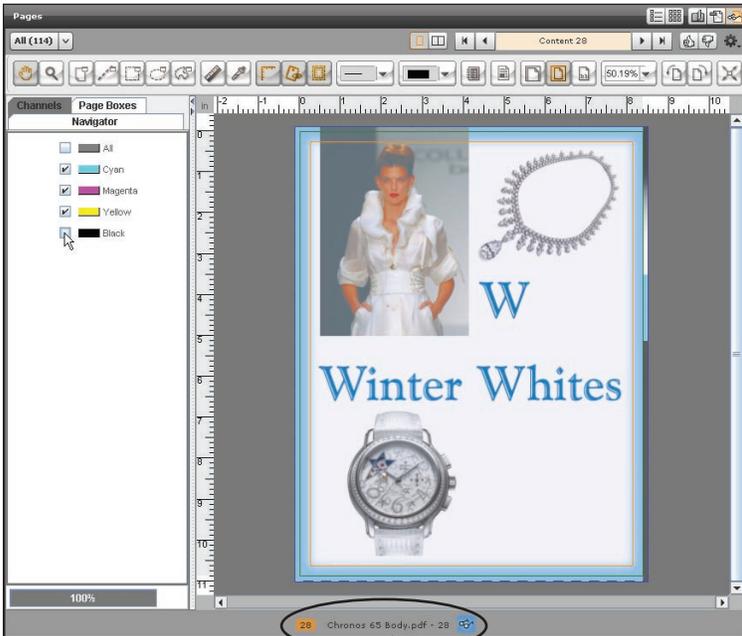
StreamProof has its own toolbar that sits just below the Page toolbar. You'll use the StreamProof toolbar to access its various features.

There are several ways to resize the view in StreamProof. Use the Zoom Tool () to click or click to magnify an area. You can Fit Width (), Fit Page () or view at Actual Size (). Or you can use the Zoom Level menu () to select a standard view level or type in a custom value.

StreamProof uses familiar tools to pan around the image. Use the Hand Tool () to click and drag the image. You can also click and drag the red square in the Navigator panel on the left hand side of the StreamProof window to quickly move to another part of the page. There are also "old school" scroll bars on the bottom and right side of the window.



Use the Show/Hide Page Boxes button () to control the rule up display. You can also show or hide individual boxes in the Page Boxes tab to the left of the StreamProof window.



Proofs in StreamProof are separated so you can easily check color breaks. Click on the Channels tab at the left of the StreamProof window to display document separations. You can select or deselect any combination of colors you desire.

You can view your StreamProofs in Full Screen mode (). To view full screen spreads, activate the Spreads mode () before entering Full Screen mode. To exit Full Screen, press the Esc key on your keyboard.

StreamProof has full set of remarking and annotation tools that allow you to collaborate with us and other users (). Refer to the online help for more information on how to use each tool.

The part name and page number are displayed in the toolbar. Move between pages using the arrows. From left to right they are: First Page, Previous Page, Next Page and Last Page.

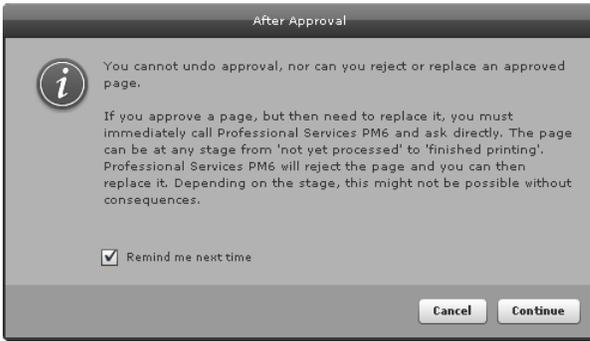


Page information is displayed below the proof. It indicates the run list position, document title, document page, revision number and status.

To exit StreamProof View you can select another proofing mode () or click the Grid () or List () views to return to the Pages area. To work with another job, select one from the Other Jobs pane or click the Maximize () button to return to the Jobs overview window.

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.



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.

SETTING POST-APPROVAL BEHAVIOR

Portal can jump to the next proof requiring approval after you take action on the current page.

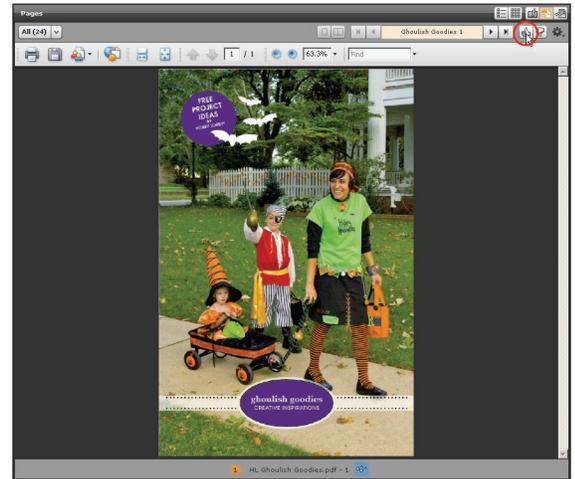
Click on the Action menu (⚙️) on the right side of the toolbar and choose “Show next page after approve.” Then when you approve a page, Portal will skip past pages that are not ready, rejected or already approved.



If you don't want Portal to automatically advance, you can manually advance through pages using the navigation arrows.

APPROVING A SINGLE PAGE

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.



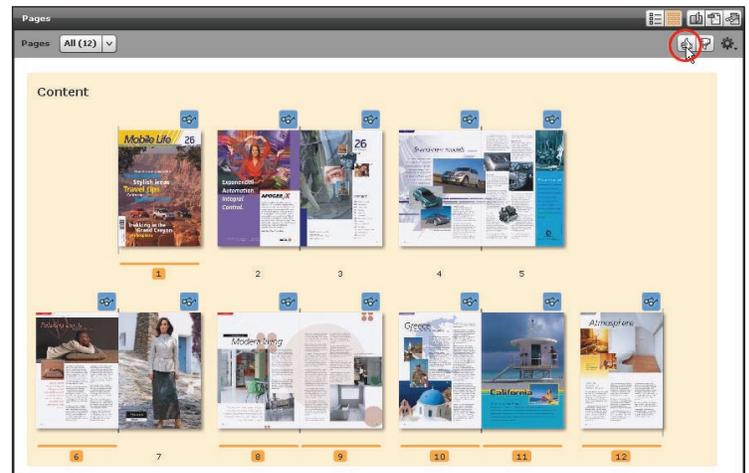
WORKING WITH SPREADS

If you are in Spreads mode in StreamProof, the default approval behavior is to approve both pages in the spread. Deselect a page in the Navigator tab to the left of the StreamProof window before clicking the Approve button to approve just one page. In Preview if you want to approve a single page deselect a page by clicking on the page number below the preview window before clicking the Approve button to approve just one page.



APPROVING MULTIPLE PAGES

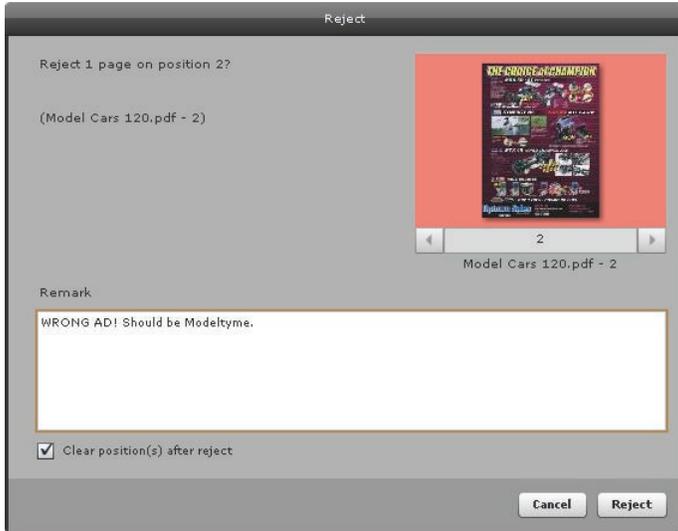
It's possible to approve multiple pages simultaneously from the Pages area. Select the page or pages you want to approve by clicking on them. You can select a contiguous range with the shift key or select a non-contiguous range with the Command (Mac) or Ctrl (Windows) key.



Once you've selected your pages, click the Approve button (👍) in the toolbar.

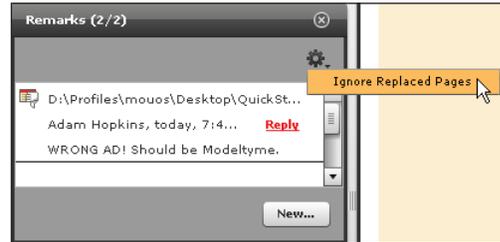
REJECTING A PAGE

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.

The system records rejection remarks. This can be very handy when multiple users collaborate on a job. By default, Portal hides rejection comments. To view them, select “Ignore Replaced Pages” from the Action menu (⚙️) in the Remarks pane.



Even when remarks are suppressed in the Remarks pane, you can tell that a page has comments by the presence of the Remark icon (🗒️) below the page thumbnail.

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.

HELP RESOURCES

Knowing where to get help when you run into an issue is important.

Questions about using Portal?

Portal has a built in help system. Most of the topics you’ll need are already clearly labeled in the pop-up menu. To perform a search, select any topic then click the Show Navigation (📄) icon in the upper left corner of the window. From there you can click on the Search tab.



LET’S COLLABORATE

Welcome to our online proofing and approval system. We’re sure you’ll find Portal easy to use, efficient and beneficial to your business in both reduced proofing costs and time savings.

See you online!