

Softproof Viewing Quick Start Guide

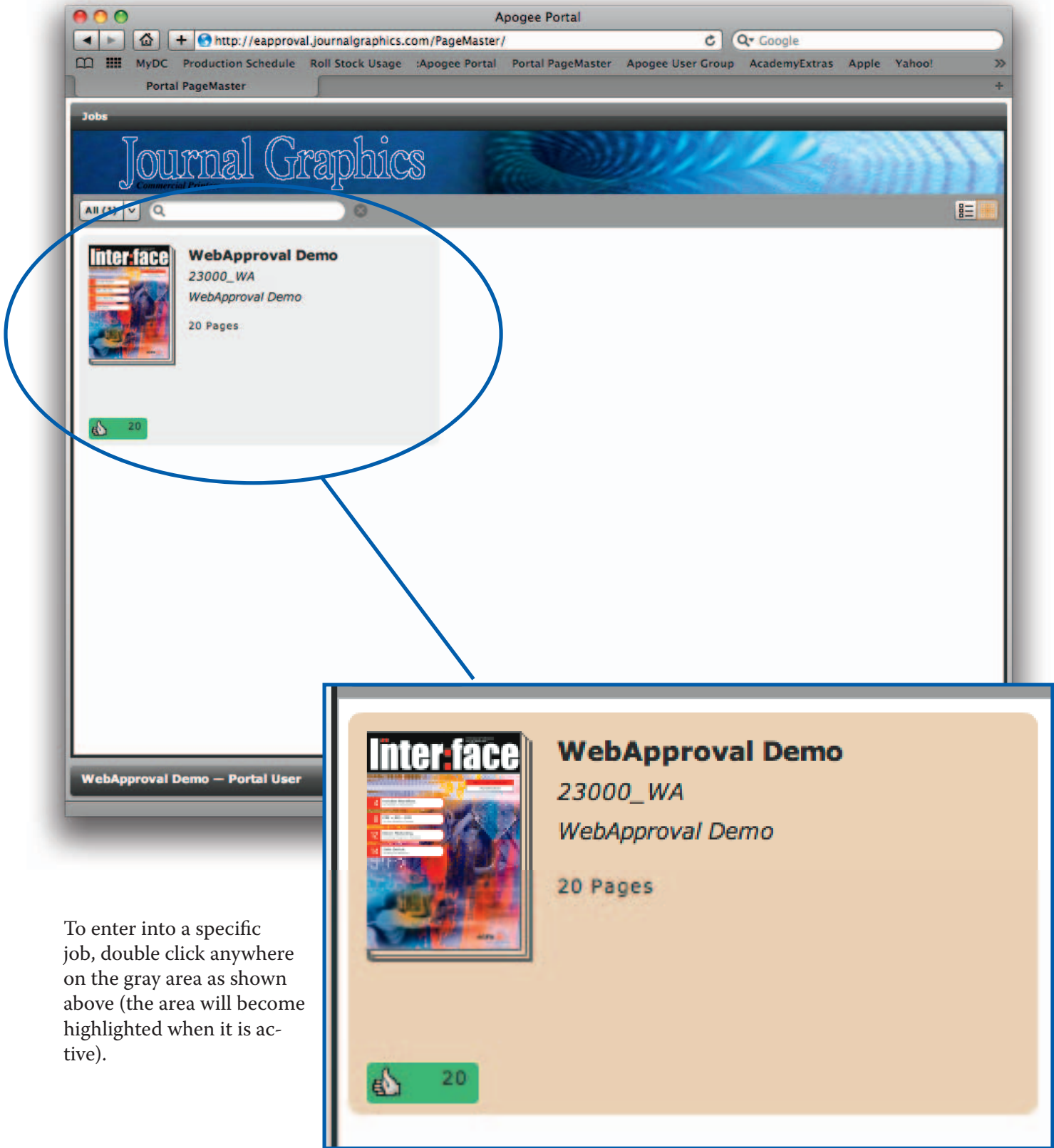
Viewing electronic proofs just got easier. No longer will you have to download PDFs from our FTP site. You can view high quality electronic proofs of your jobs at Journal Graphics from any supported browser on either Mac (Safari) or Windows (Internet Explorer) PCs. And even if you have never looked at digital proofs via the Apogee Portal interface before, with this Quick Start Guide, you'll be viewing your high resolution digital proofs within minutes.

Log On

Throughout this process, for every job, you will receive automatically generated emails from Apogee. The first email will give you your username & password combination. From that email you will be able to click on the hyperlink that will take you to the interface below, or at any time, you can simply enter the URL: <http://eapproval.journalgraphics.com/PageMaster> (this is case sensitive).

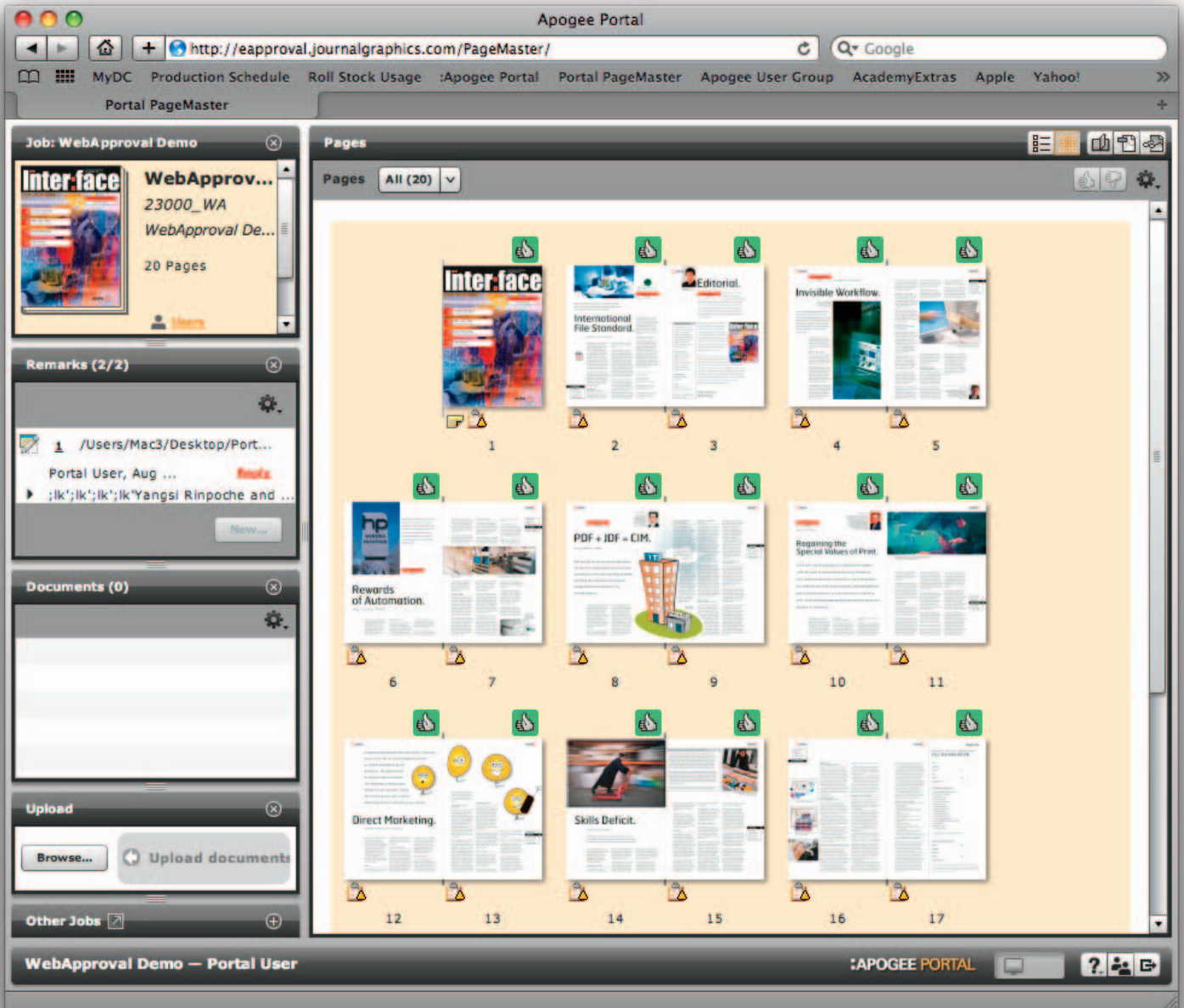


This will bring you to the main window of your company. On this page you will see all jobs currently active at Journal Graphics.



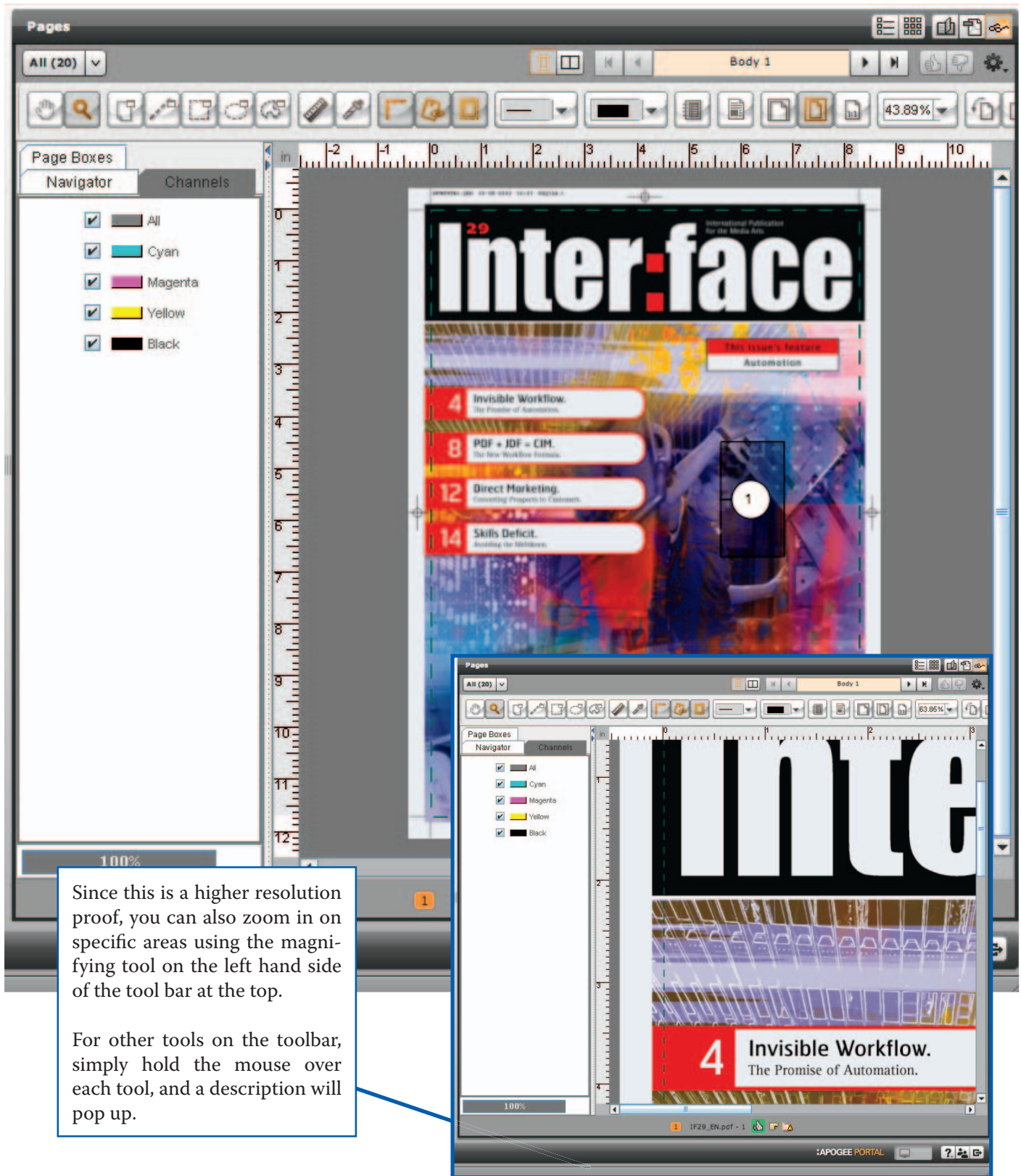
To enter into a specific job, double click anywhere on the gray area as shown above (the area will become highlighted when it is active).

Below is the basic window for the specific job. Since we are dealing solely with viewing electronic proofs (or softproofs), we are only concerned with the larger window at the right. This contains all the pages of the job as well as the method of viewing proofs.

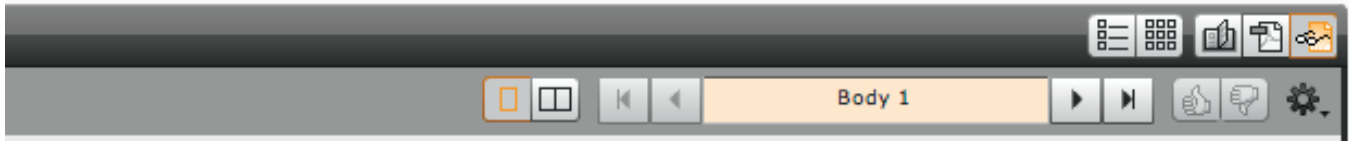


There are two ways to enter into the proofing window. The fastest is to double click on a page. This will open that page up in StreamProof view. This is a hi-resolution electronic proof that will allow you to scrutinize your content in great detail.

The StreamProof window provides excellent tools to examine the pages of your document. If you select the “Channels” tab on the left hand side (as shown), you can check color builds. This is handy for determining black vs. rich black builds, useful in larger areas (as shown in the masthead of the page below).

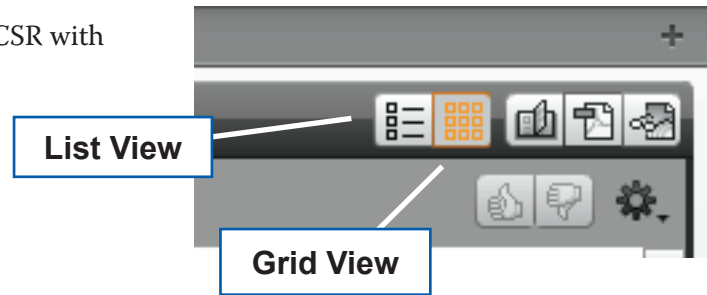


When you are finished reviewing a specific page and want to move onto another page, go to the upper right-hand side of the window and either click on the left or right arrows to move one page before or after (the set of arrows on the outside will go to the first and last pages of the document, respectively).



Another option is to select either the List View or Grid View buttons to see the grouping of pages as a whole, then double click on a specific page to view the hi-res proof of that page.

Once you're satisfied with your pages, contact your CSR with the approval.



If you have any questions regarding the Portal interface, please contact your CSR.

This Quick Start Guide is meant to cover the very basics of Apogee Portal as it pertains to viewing electronic proofs. There are many additional features and possibilities available in Portal, including uploading pages to the actual job as well as customer final approval of pages directly by the customer. Things that will expedite and streamline the process of taking customer jobs from final files to printed product.