DRUK**PORTAL**

MANUAL

DRUK**PORTAL**
MANUAL · *VERSION 3 - SEP.2014*

CONTENT

SYSTEM REQUIREMENTS

Microsoft Windows

Internet Explorer 8.0 or newer version

Firefox 17 or newer version

Java Runtime Environment (JRE) 1.7.51

Adobe Flash Player 10.5 or newer version

Adobe Acrobat Reader 9.0 or newer version

Adobe Scalable Vector Graphics (SVG) plugin 3.03 (for IE 8.0)

Screen resolution at least 1280 x 1024 (max. Colour depth)

Internet connection at least 5 Mbit/sec.

Mac OS X

OS X 10.6 or newer version

Safari 5.1.7 or newer version

Firefox 17 or newer version

Java Runtime Environment (JRE) 1.7.51

Adobe Flash Player 10.5 or newer version

Adobe Acrobat Reader 9.0 or newer version

Screen resolution at least 1280 x 1024 (max. Colour depth)

Internet connection at least 5 Mbit/sec.
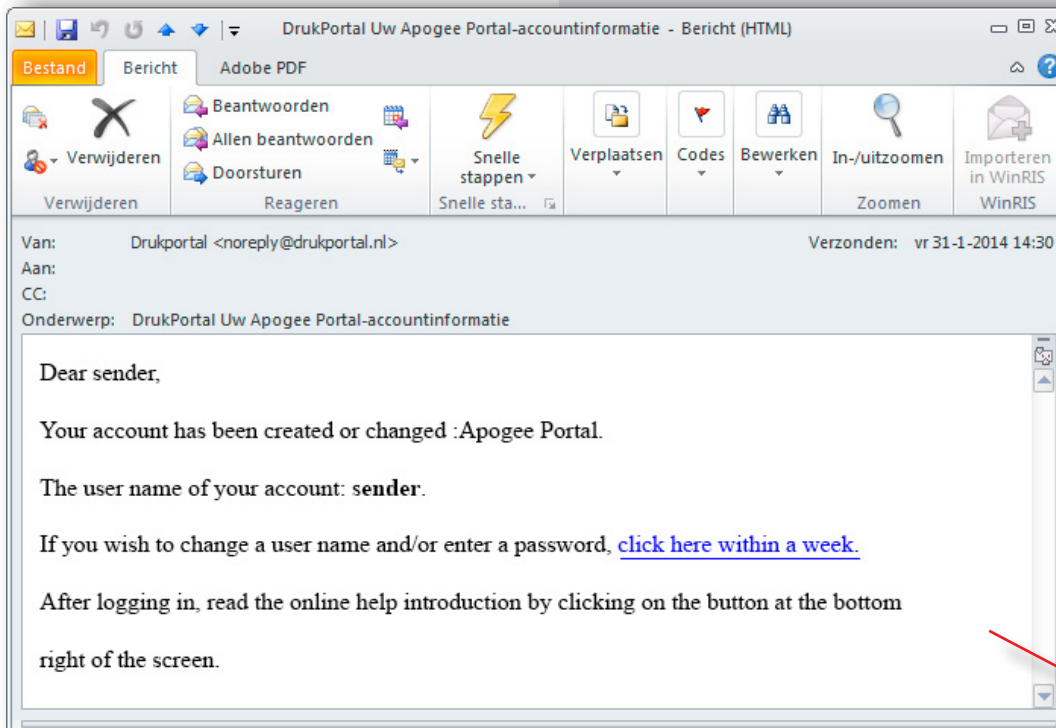
HELP AND SUPPORT

Technical support
+31 (0)13-507 55 47

Support relating to your order.
Please contact your order supervisor.

DRUK**PORTAL**

MANUAL

VERSION 3 - SEP.2014

1 E-MAIL: ACCOUNT HAS BEEN CREATED

Once we have created an account for drukportal, you will automatically receive an e-mail containing the user name. The e-mail also contains a link. You must click on this link within a week in order to activate your account. When you click on the link, a log-in window will appear. Your user name has already been filled in. You need to choose a password yourself:

1   Think of a password and enter it at **New password**. Confirm your password at **Confirm new password**

2   Click on **Log in**

DRUK**PORTAL**

MANUAL   *VERSION 3 - SEP.2014*
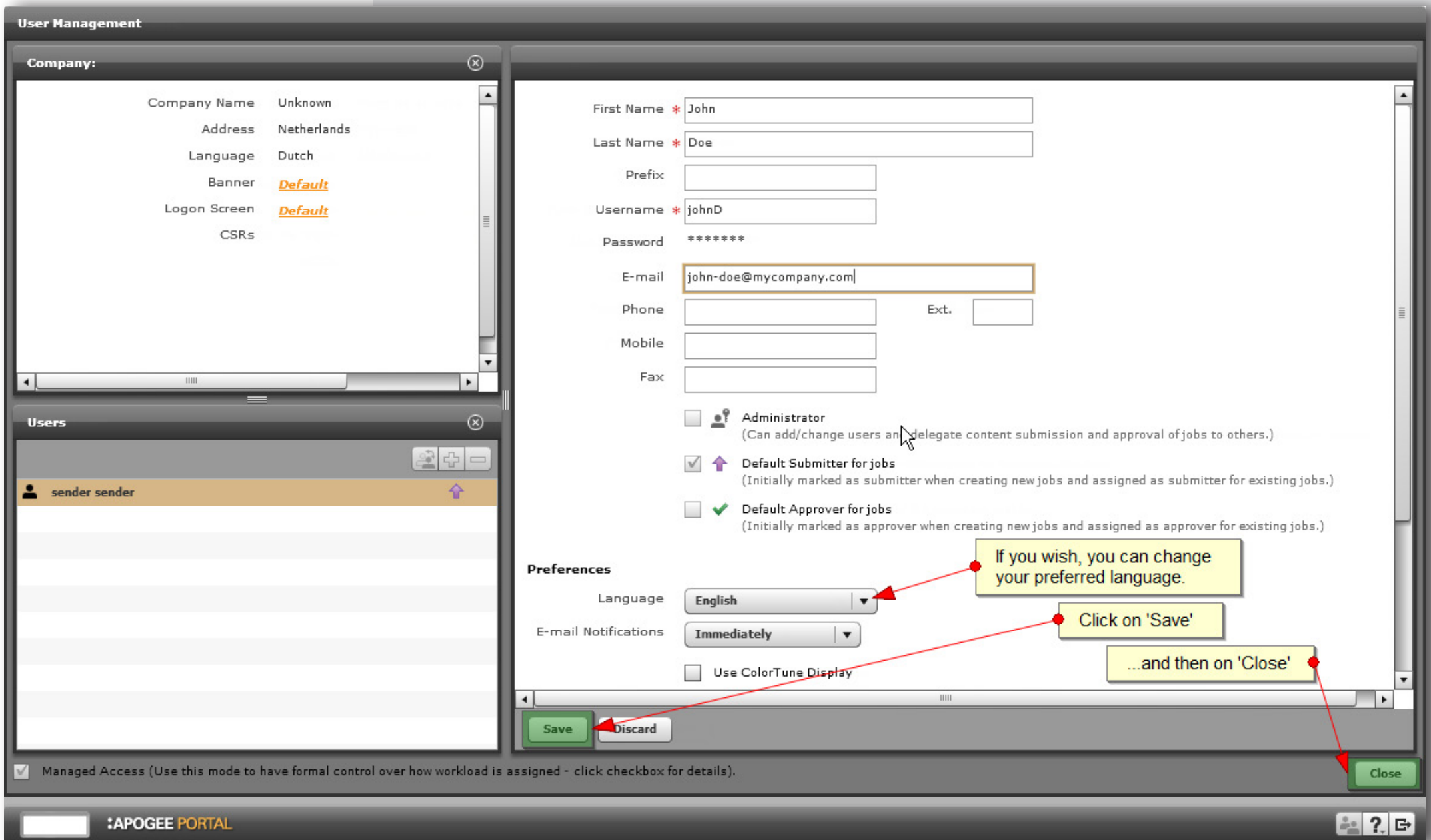
2 CHANGE YOUR USER NAME IF DESIRED

When you log in for the first time, you will see an overview of your user data. You can modify the details by clicking on the **Edit** button. If you wish, you can change your user name and your preferred language. All other data can only be changed in consultation with the order supervisor.

User Management

Company: Unknown

Company Name	Company Name
Address	Address
Language	Dutch
Banner	*Default*
Logon Screen	*Default*
CSRs	

User: sender

First Name	sender
Last Name	sender
Username	sender
Password	*******

- [ ] Administrator
- [x] Default Submitter for jobs
- [ ] Default Approver for jobs

Preferences

Language	English
E-mail Notifications	Immediately

- [ ] Use ColorTune Display

Users

👤 sender

Edit   Change password

☑ Managed Access (Use this mode to have formal control over how workload is assigned - click checkbox for details).   Close

:APOGEE PORTAL

DRUK**PORTAL**

MANUAL · *VERSION 3 - SEP.2014*

1   Only change the fields marked with a **＊**, and - if desired - your preferred language. **Do not change the e-mail address.**

2   Click on Save, and then click on Close and log out by clicking on 🔛 at the bottom left corner of your screen

Your account is now active. You will receive an e-mail if a job is waiting for you.

User Management

Company:

Company Name	Unknown
Address	Netherlands
Language	Dutch
Banner	*Default*
Logon Screen	*Default*
CSRs	

Users

👤 sender sender

First Name ＊ John
Last Name ＊ Doe
Prefix
Username ＊ johnD
Password *******
E-mail john-doe@mycompany.com
Phone   Ext.
Mobile
Fax

☐ Administrator
(Can add/change users and delegate content submission and approval of jobs to others.)

☑ Default Submitter for jobs
(Initially marked as submitter when creating new jobs and assigned as submitter for existing jobs.)

☐ Default Approver for jobs
(Initially marked as approver when creating new jobs and assigned as approver for existing jobs.)

Preferences

Language   English

E-mail Notifications   Immediately

☐ Use ColorTune Display

> If you wish, you can change your preferred language.

> Click on 'Save'

> ...and then on 'Close'

Save   Discard

☑ Managed Access (Use this mode to have formal control over how workload is assigned - click checkbox for details).

Close

:APOGEE PORTAL

DRUK**PORTAL**
MANUAL   *VERSION 3 - SEP.2014*

3   CHECK YOUR SYSTEM

To be able to work well with drukportal, your computer must satisfy a number of conditions. A system check has therefore been created that can be initiated from the login screen of drukportal. The main checks carried out are a check on Java, which is necessary for looking at streamproof and a check of the PDF Viewer (Acrobat) which ascertains whether the correct setting is used for the overprint preview.

3.1   CLICK ON THE LINK 'CHECK MY SYSTEM' ON THE LOGIN SCREEN
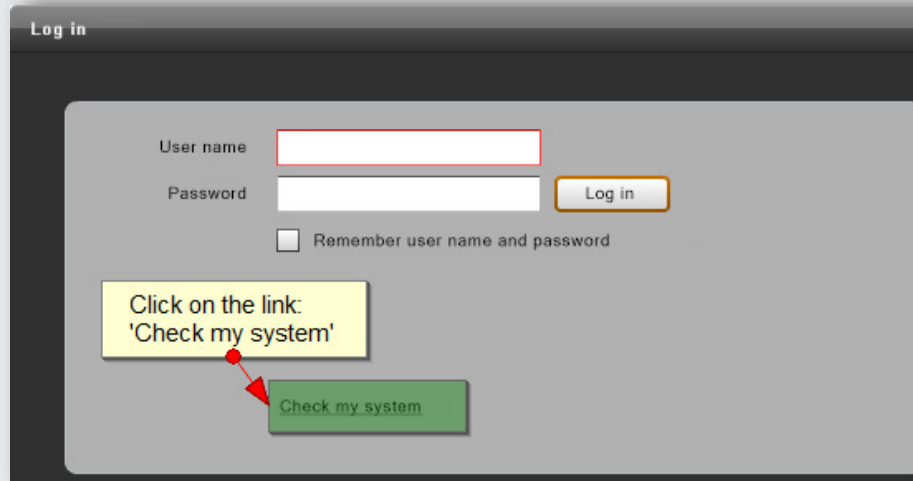
3.2   RESULT OF SYSTEM CHECK

In the following example, the check of Java and of the PDF Viewer (Acrobat) reveals problems. The information on the following pages explains how you can resolve these issues

Systeemdiagnose

Systeemchecks

✓ **Flash Player**
Versie: 11.9.900 (minimum vereiste: 10.1)

✓ **Flash Local Storage**

✓ **Flash External Interface**

✗ **Java Runtime Environment**
Leverancier:
Versie: (minimum vereiste: 1.6.0)

Java

✗ **PDF Viewer (manuele test)**
Plugin: Adobe Acrobat
U zou 2 CMYK beelden moeten zien met de woorden CYAN, MAGENTA, YELLOW and BLACK. Gelieve de

■ CYAN
■ MAGENTA
■ YELLOW
■ BLACK

■ CYAN
■ MAGENTA
■ BLACK

☐ OK   ☐ OK

✓ **Download**
Snelheid: 19.8MB/s

? **Upload (manuele test)**
Snelheid: 0.0KB/s   Blader...

Systeemdetails

Systeem
Windows 7
Browser
Microsoft Internet Explorer 10.0

Aanbevelingen

- Controleer of de Java applets geactiveerd zijn
- Voor download en testen van Java:
- http://www.java.com
- Test de uploadsnelheid met een voldoende grote file

Links

Browser
- Microsoft Internet Explorer
- FireFox

PDF Viewer
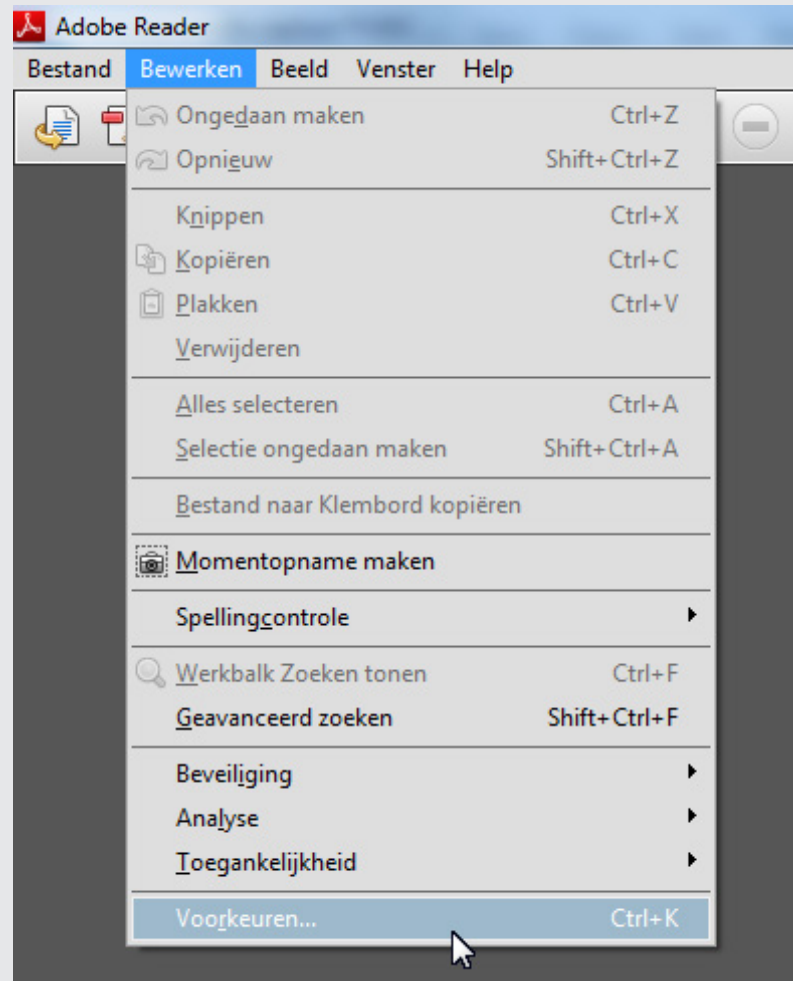- Adobe Acrobat

Herstart Test   Sluiten

3.3   PDF VIEWER CHECK

The result of the PDF Viewer check reveals a problem. In a check revealing no problems, all the colours must be visible in the picture on the right.
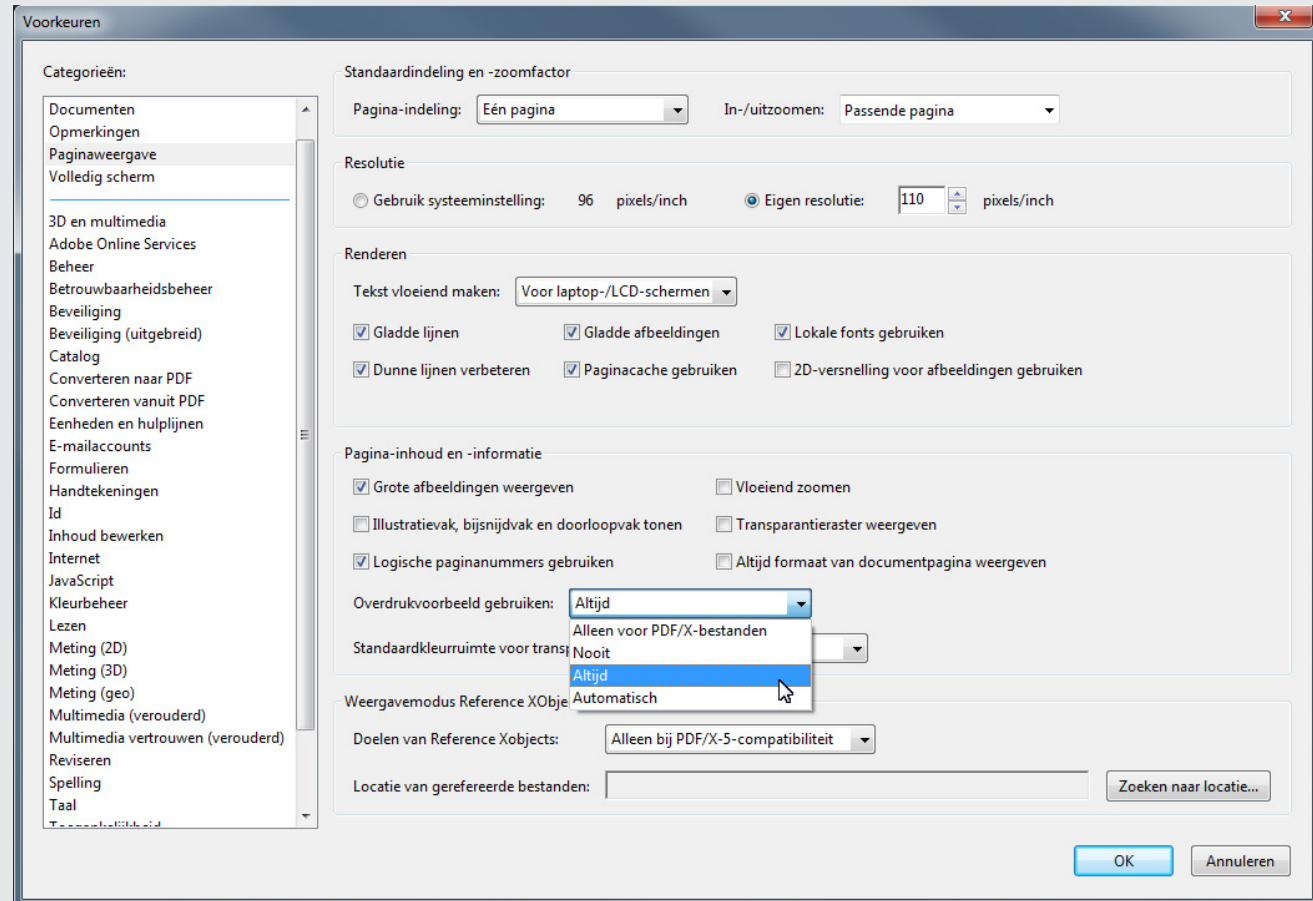

This can be resolved as follows.

1   Open Acrobat Reader and/or Acrobat Professional

2   Go to the menu **Edit** and the sub-menu **Preferences**

DRUK**PORTAL**

MANUAL

3   In the **Preferences** window, go to the sub-menu **Page Display**

4   At **Overprint Preview**, select **Always**

5   Save the setting by clicking on **OK**.

> ⚠ **HINT** *If both Acrobat Reader and Acrobat Professional are installed on your workstation, perform steps 1 to 5 for both packages.*

6   Now close your browser and restart it. Go to the drukportal and perform the check again. The image on the right should now show all the colours. By placing a tick in both OK boxes will result in a green tick for Check.

DRUK**PORTAL**
MANUAL   *VERSION 3 - SEP.2014*

3.4   JAVA CHECK

To be able to work correctly with drukportal, Java must be installed on your computer. You must have at least version 7 update 51 or a newer version. How can you tell which version is installed?

1   Click on the start menu and enter **Configure Java** in the search field. The program will be shown in the sub-menu Programs.
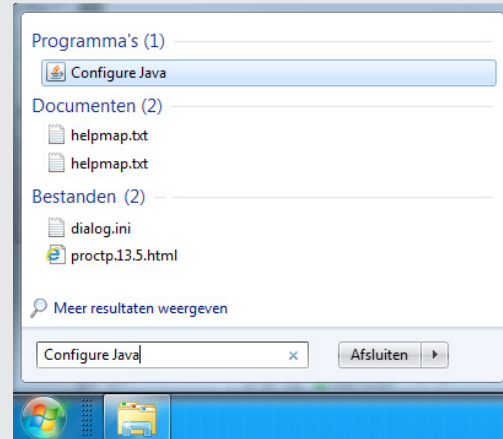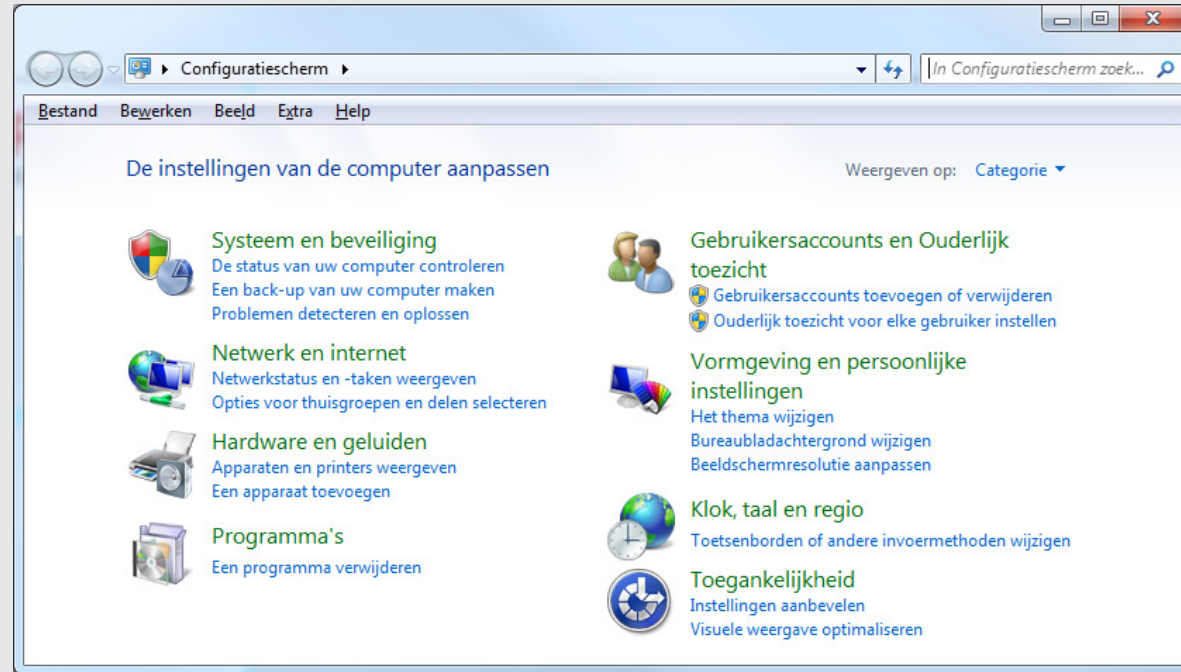
2   Start the program **Configure Java**. Go to the tab **General** and click on **About**. Check the version number.
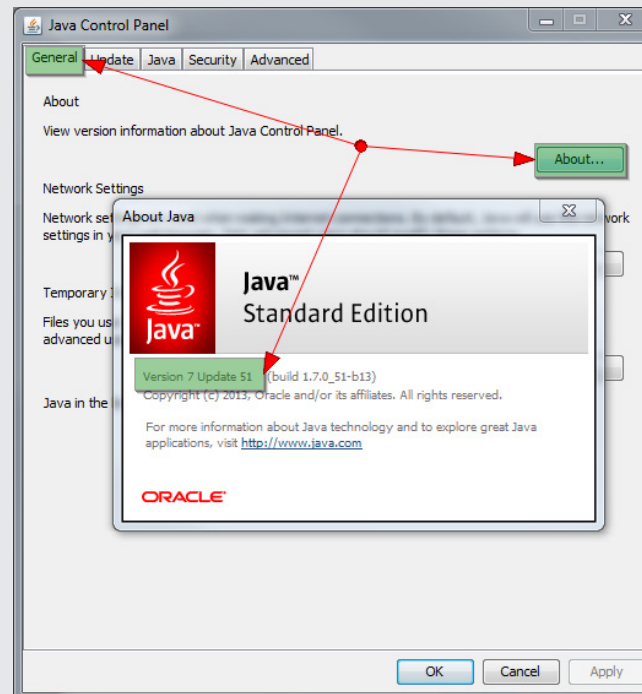
If your computer has an older version of Java installed on it, first uninstall all older versions before installing the new version. You can uninstall the older versions as follows:
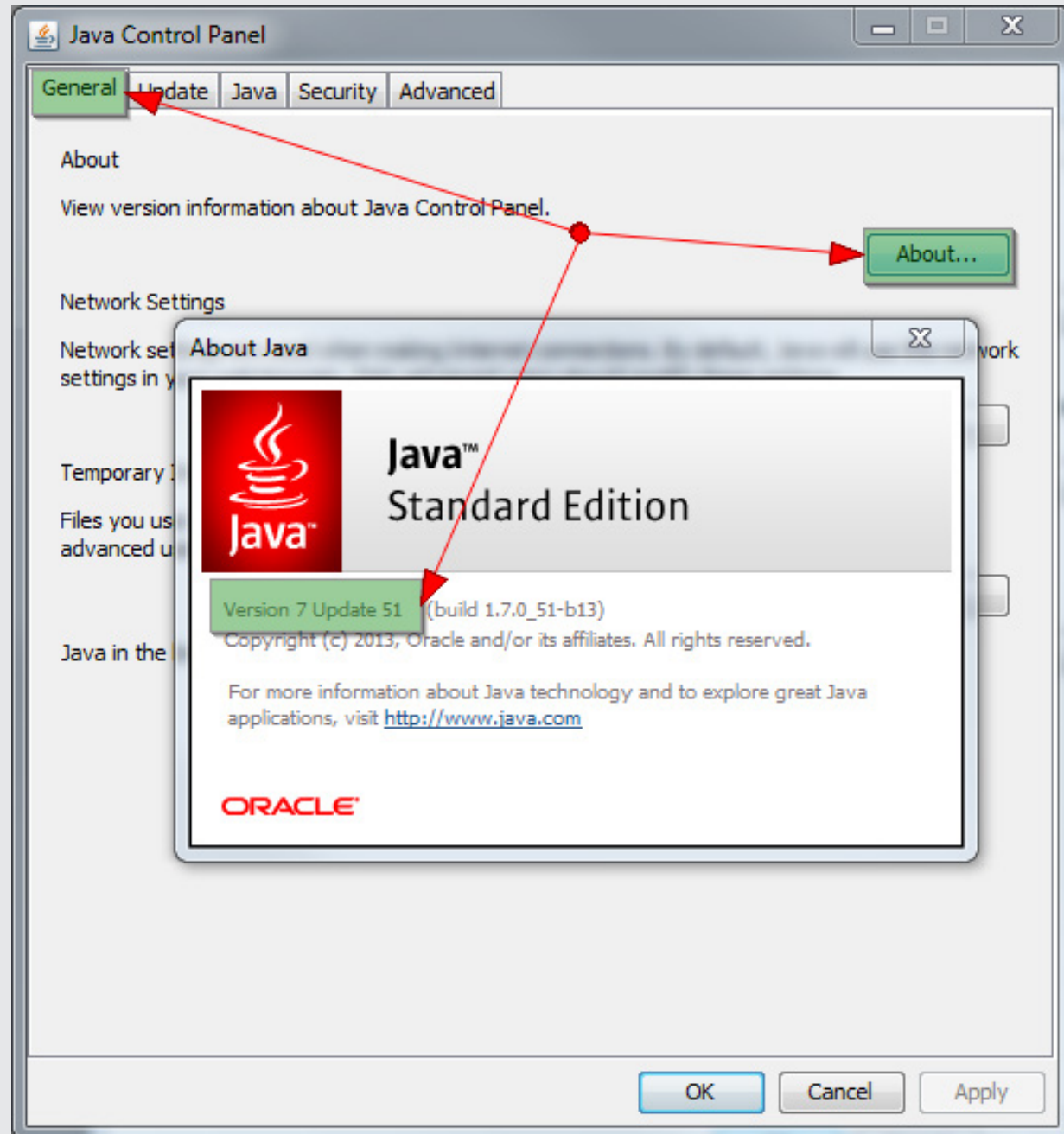
1   Under the **Start menu**, open the **Configuration Panel**

2   Click on **Uninstall a program**, and uninstall all older Java versions.
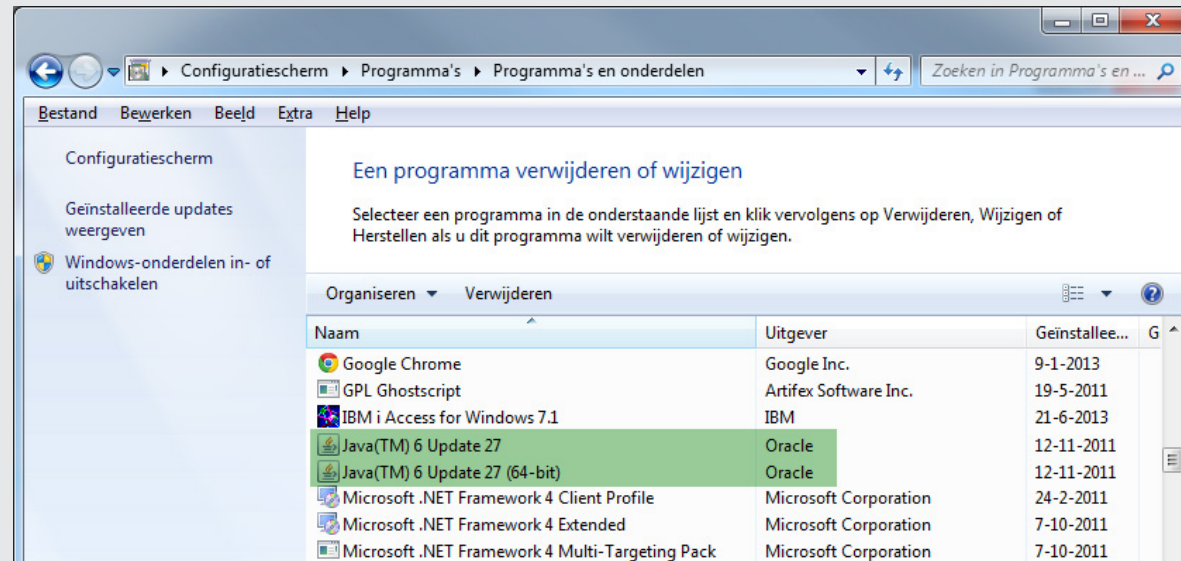
3   Go to http://www.java.com to download and install the latest Java version.

4   Start the program **Configure Java**. Go to the tab **General** and click on **About**. Check the version number. This should now show version 7 update 51 or a newer version.

5   Now permission should be given to run the Drukportal Java applet on the computer. Click on the tab **Security** and then on the button **Edit Site List**
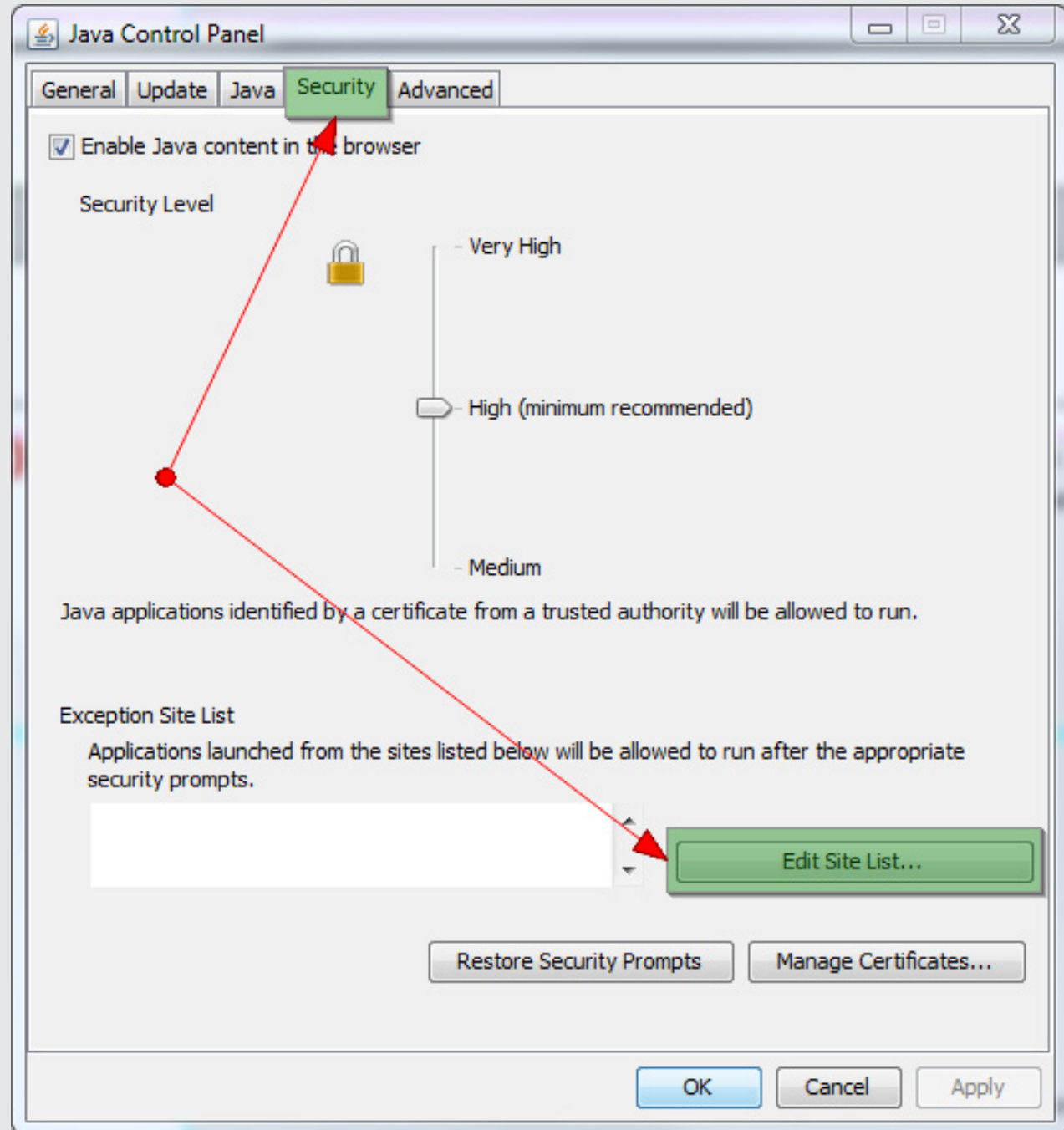
6   Add the following addresses to the **Exception Site List** by clicking on the **Add** button and filling in the address. Click on **OK** once all four of the addresses shown below have been added. Please note the spelling and capitalization of PageMaster. The two capital letters are important.
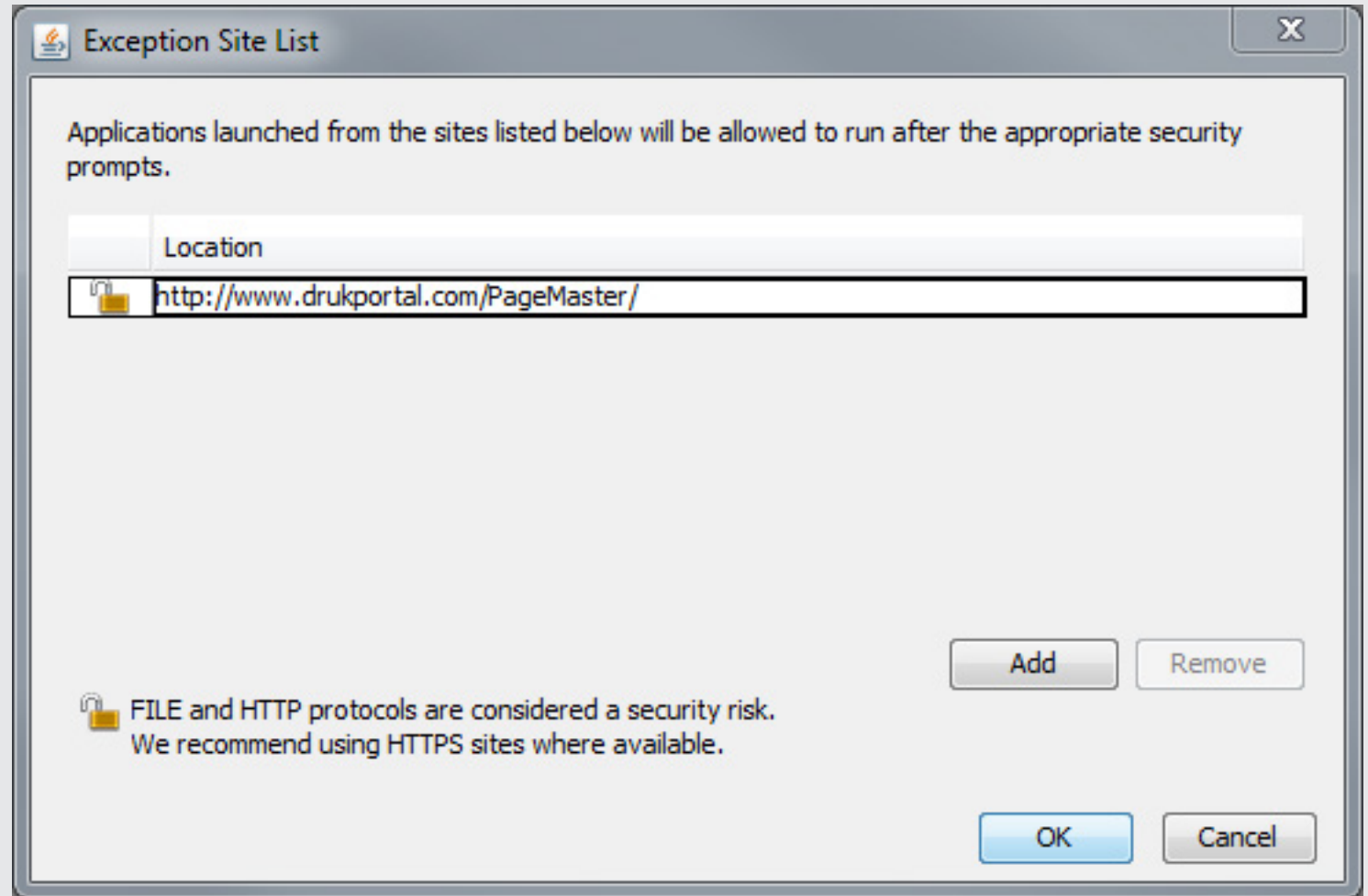
7   Close the **Java Control Panel**

8   Restart the browser and go to Drukportal.

9   Perform the check '**Check my system**' once again. The result should be the same as shown in the image on the next page.

DRUK**PORTAL**

MANUAL   *VERSION 3 - SEP.2014*

Systeemdiagnose

Systeemchecks

✔ **Flash Player**
Versie: 11.9.900 (minimum vereiste: 10.1)

✔ **Flash Local Storage**

✔ **Flash External Interface**

✔ **Java Runtime Environment**
Leverancier: Oracle Corporation
Versie: 1.7.0 (minimum vereiste: 1.6.0)

✔ **PDF Viewer (manuele test)**
Plugin: Adobe Acrobat

U zou 2 CMYK beelden moeten zien met de woorden CYAN, MAGENTA, YELLOW and BLACK. Gelieve de

■ CYAN
■ MAGENTA
■ YELLOW
■ BLACK

■ CYAN
■ MAGENTA
■ YELLOW
■ BLACK

☑ OK   ☑ OK

✔ **Download**
Snelheid: 20.5MB/s

? **Upload (manuele test)**
Snelheid: 0.0KB/s   [Blader...]

Systeemdetails

Systeem
Windows 7
Browser
Microsoft Internet Explorer 10.0

Aanbevelingen

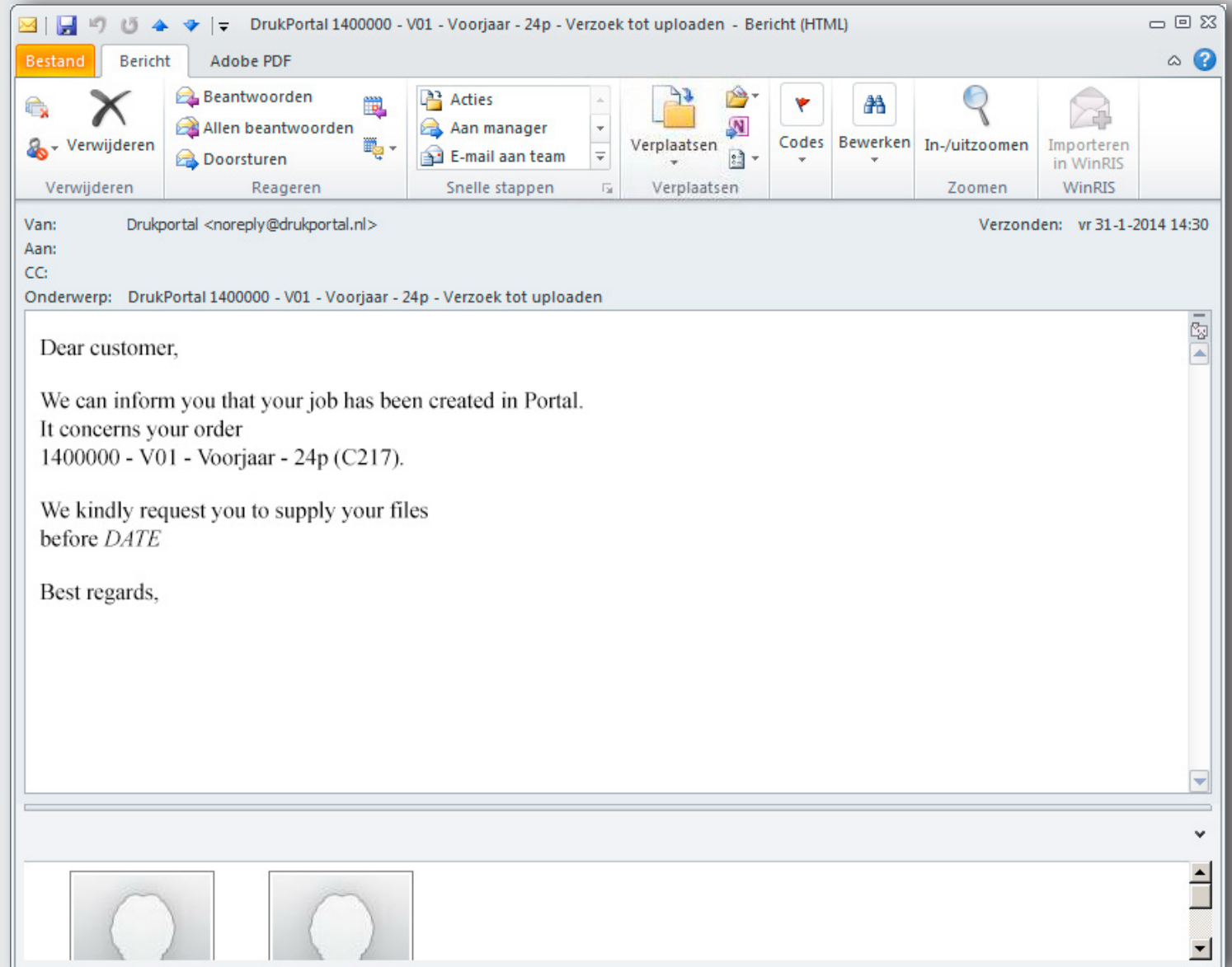- Test de uploadsnelheid met een voldoende grote file

Links

Browser
- Microsoft Internet Explorer
- FireFox

PDF Viewer
- Adobe Acrobat

[Herstart Test] [Sluiten]

DRUK**PORTAL**

MANUAL — *VERSION 3 - SEP.2014*

4   UPLOAD REQUEST

If a job has been placed in the portal for you, you will be sent an e-mail by the system with an upload request.

5 THE JOB WINDOW

From the upload request that you receive by e-mail, you can directly click through to the Job window of the job in question. Below is a description of the various components of the Job window.

Job:1400000 - V01 - Voorjaar 905039 - 24p

1400000 - V01 - Voorjaar 905039 - 24p

C217

24 pages

Submit Pages by: 07-Apr-2014

Submitters: sender

Approvers: approver

CSRs: Michiel van Lisdonk

24

Job and Page Remarks (0/0)

Uploaded Documents (0)

Upload

Browse...   Upload documents here

Other Jobs

:APOGEE PORTAL

Pages to Print

Pages   All (24)

1   2   3   4   5   6   7   8

12   13   14   15   16   17   18   19   20   21   22   23

24

Switch between list view and grid view

Switch between:
- Booklet view
- Individual page view
- Streamproof

Approve or reject pages

Please note!
For checks, it is best to use the streamproof. Any preflight reports can also be viewed there

Run list

Job info

Job and/or page comments

Your previously uploaded files

Click on Browse to upload your files

Click here to return to your Job overview window

Log out

Help files

Manage your own data

DRUK**PORTAL**

MANUAL

6   UPLOADING PAGES

1   Click on the **Browse** button in the upload panel in order to browse through your files.

2   Select al your files for the Job.

3   Click on **Open** in the dialogue box.

> ⚠️ **HINT** *Deliver your files as individual files per page. If you end the file name with '_P001', '_P002', etc. whereas the index number is the correct number of the run list position, they will be ordered automatically and can also be processed faster.*

Your pages can automatically be placed on de correct runlist postion by the system. For this the filenames should meet the following conditions:
- Upload only single pages.
- The filenames should end with '_P001', '_P002', etc.
- The index number in the filename must be the correct runlist position.

In case you are uploading a correction page, the de page will not be automatically placed.

If your pdf file contains more than one page, than it is better not to use the above filenames.

Click on 'Browse... ' and go to the folder in which your files are saved

Select all the required files and click on 'Open'.

7   PAGES ARE READY FOR APPROVAL

In drukportal, a distinction is made at user-level between a user who can upload pages and a user who can approve pages. Naturally, you can also have both tasks carried out by one user. This can be taken care of through user rights.

In this example, the user named **sender** has uploaded the pages and does not have the rights to be able to approve them. For this reason, the approval and rejection icons (👍 👎) are not available. After **sender** added the pages, the user named **approver** received an e-mail (see 7.1) asking him/her to check the pages and to approve or reject them.

Pages with a blue icon showing a pair of spectacles (👓) have yet to be approved.

From this window, you can drag and drop pages manually to the correct position in the run list.

Your pages are automatically placed in the correct position because the PDF file names feature a serial number.

7.1   **E-MAIL REQUEST TO APPROVER .**

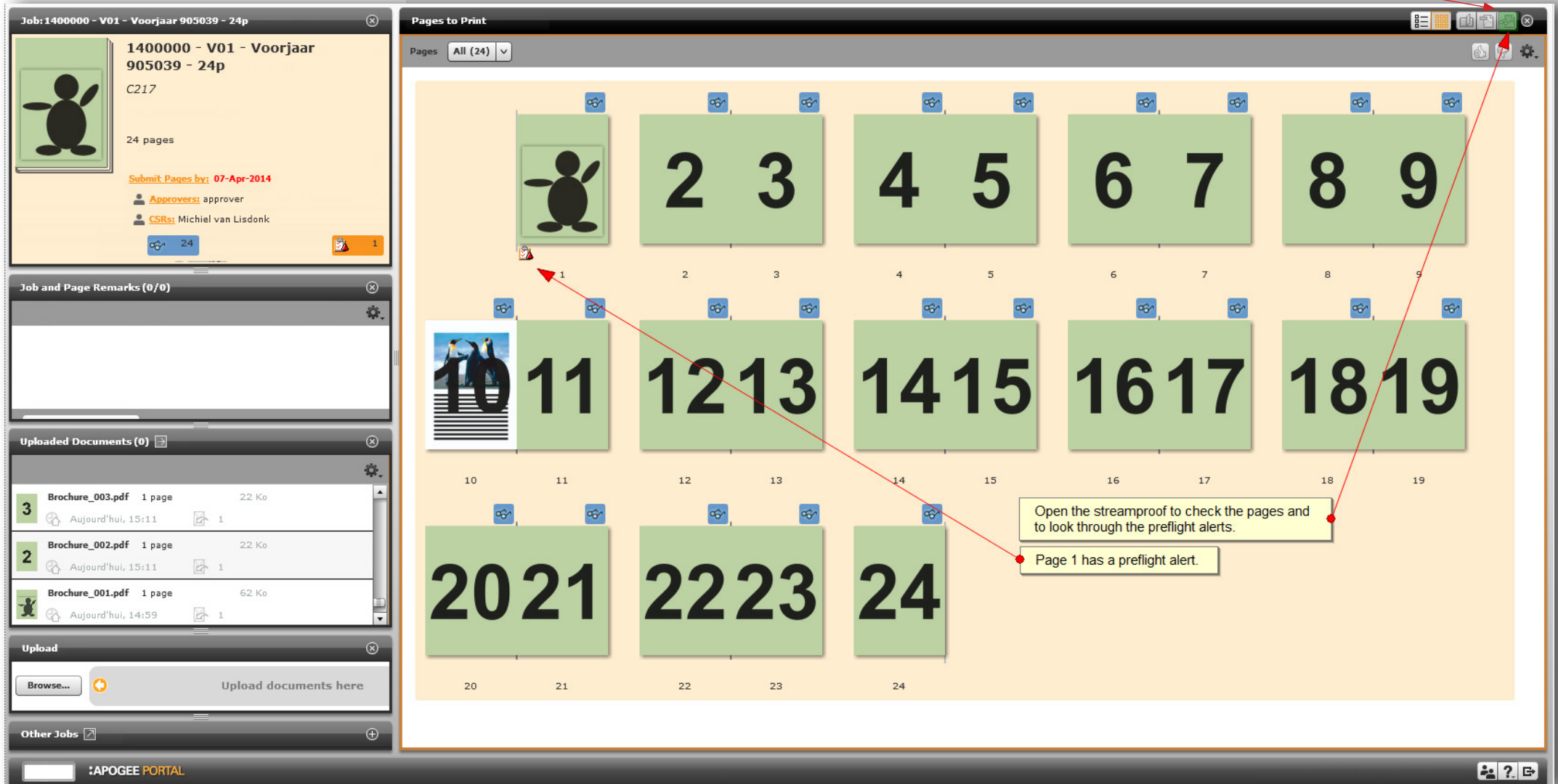The approver receives the e-mail shown below once the pages are ready.
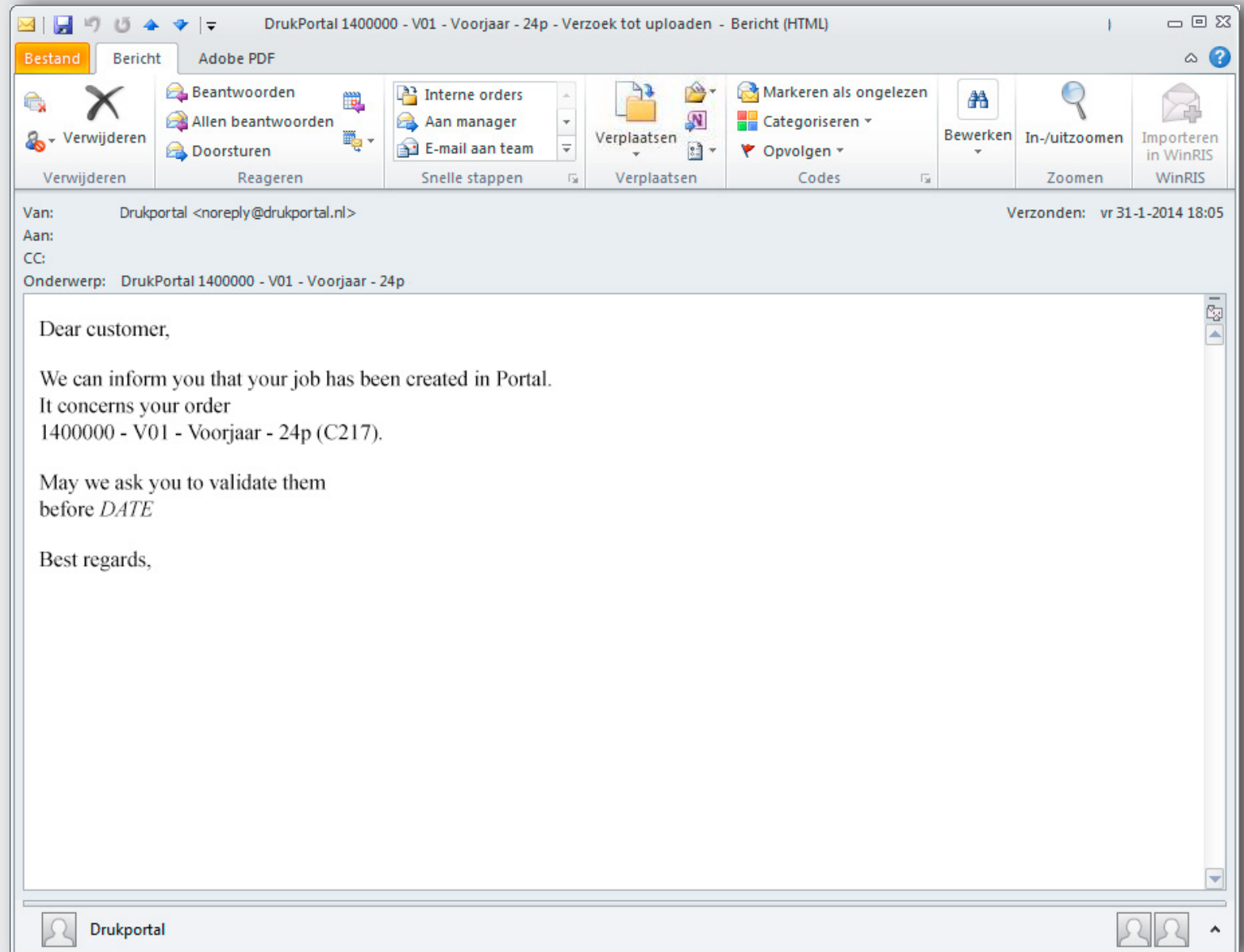
8   CHECKING AND APPROVAL OF THE PAGES

After clicking the link in the e-mail shown under 7.1, the approver is taken to the Job window of the job concerned. All the pages can best be checked in the streamproof mode. This mode works faster than the PDF mode. In the example shown below, a preflight report has been created in connection with possible problems, shown on page 1. These can also best be viewed in streamproof mode because by selecting the alert you can then also see where the problem lies in the page.
Set to work as follows.

1   Open the streamproof mode by clicking on the symbol 🖼 .

It may take a little while before the streamproof window is displayed.

Open the streamproof to check the pages and to look through the preflight alerts.

Page 1 has a preflight alert.

Various tools

Set zoom factor

Show additional info panels

Switch between individual pages and spreads. It is generally better to assess the individual pages. Spread view is suitable for checking consecutive pages.

Browse

Approve
Reject
Add comments

This allows you to request a comments report or a test. This will appear on your screen as a PDF, and you can save it.

Click on this field to see all preflight alerts.

Brochure_001.pdf [1]

DrukPortal, 31-Jan-2014, 18:43
Apogee Preflight: 5 Fout(en), 1 Waarschuwing(en), 11 Correctie(s).
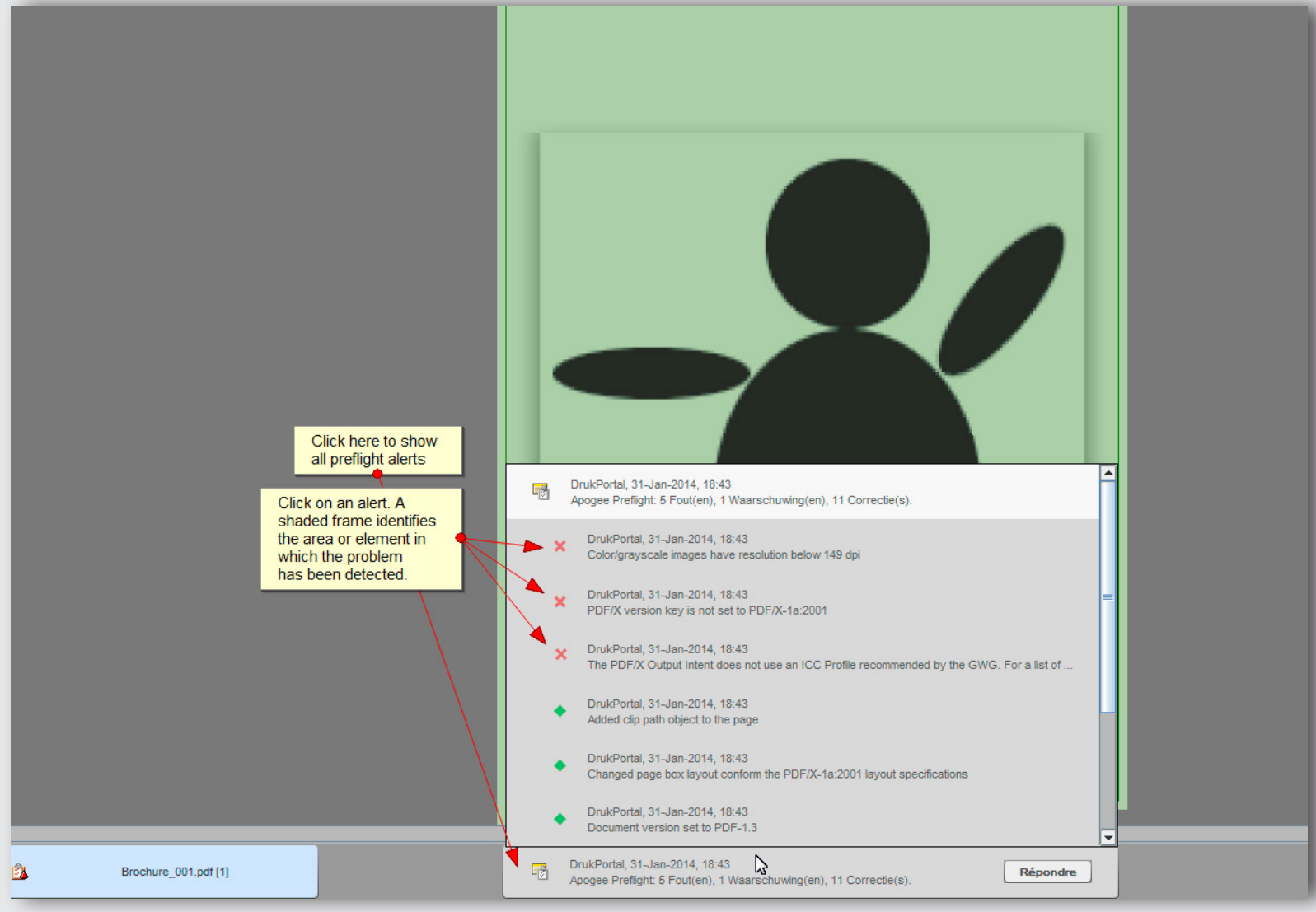
Beantwoord

8.2   EXPLANATION OF PREFLIGHT ALERTS

If there are any preflight alerts, you can view them. The alerts are classified as follows:
errors (✖)
warnings (●)
fixes(◆).
You only need to assess the errors. One possible error is for example that the fonts are not properly embedded. This kind of error must always be resolved.

Please note! In principle, you can approve every error alert such as RGB alerts or Resolution messages. In this regard, you yourself are responsible for any problems that this approval causes later in the process or in the final product.

Click here to show all preflight alerts

Click on an alert. A shaded frame identifies the area or element in which the problem has been detected.

DrukPortal, 31-Jan-2014, 18:43
Apogee Preflight: 5 Fout(en), 1 Waarschuwing(en), 11 Correctie(s).

✖ DrukPortal, 31-Jan-2014, 18:43
Color/grayscale images have resolution below 149 dpi

✖ DrukPortal, 31-Jan-2014, 18:43
PDF/X version key is not set to PDF/X-1a:2001

✖ DrukPortal, 31-Jan-2014, 18:43
The PDF/X Output Intent does not use an ICC Profile recommended by the GWG. For a list of ...

◆ DrukPortal, 31-Jan-2014, 18:43
Added clip path object to the page

◆ DrukPortal, 31-Jan-2014, 18:43
Changed page box layout conform the PDF/X-1a:2001 layout specifications

◆ DrukPortal, 31-Jan-2014, 18:43
Document version set to PDF-1.3

Brochure_001.pdf [1]

DrukPortal, 31-Jan-2014, 18:43
Apogee Preflight: 5 Fout(en), 1 Waarschuwing(en), 11 Correctie(s).

Répondre

DRUK**PORTAL**

MANUAL

9   CHECK STREAMPROOF

1. Check that the page has been rendered correctly, i.e. That no elements have disappeared or can be seen where that is not the intention.
2. Check the preflight alerts. In this example, page 1 has been rejected. All other pages are approved.
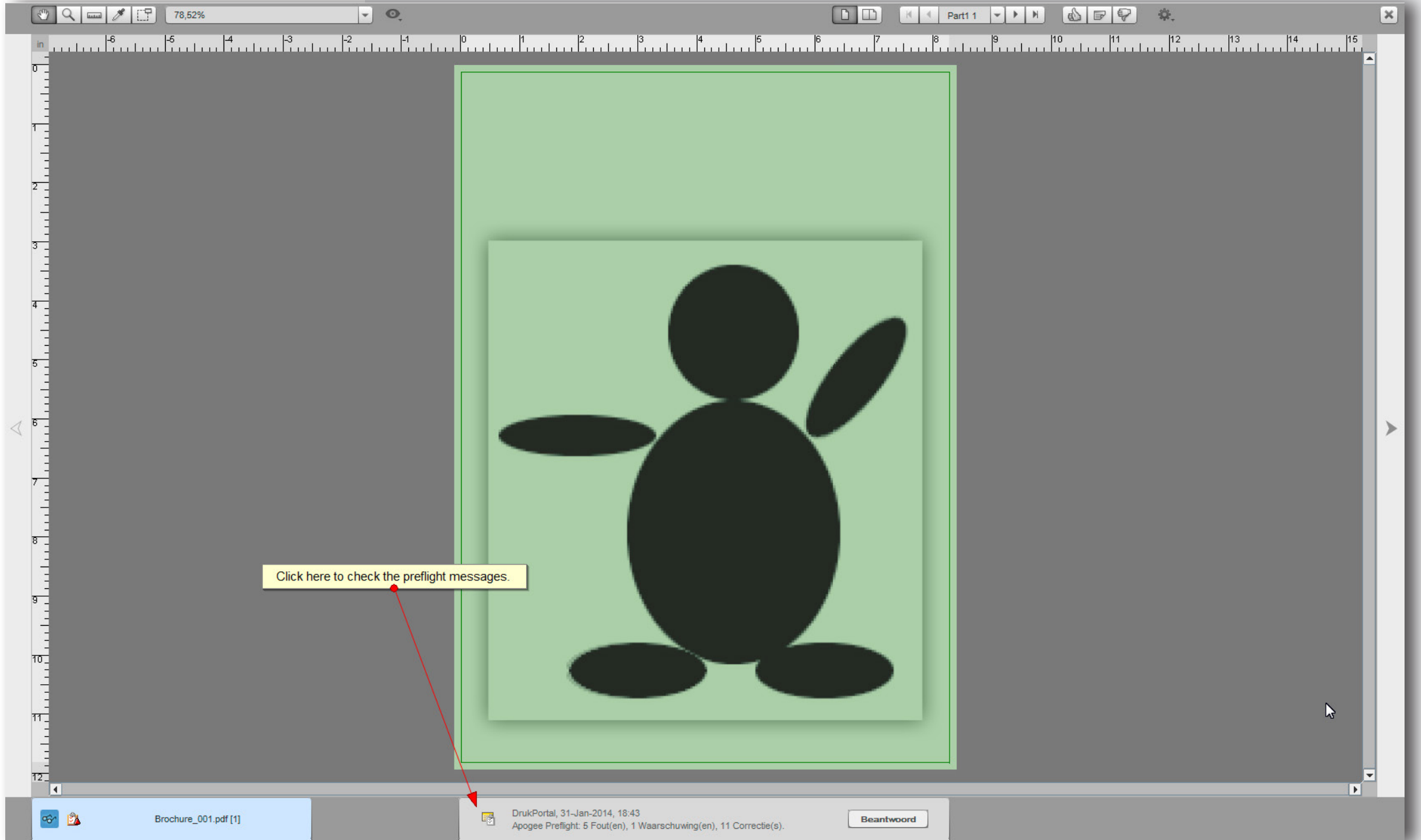
Click here to check the preflight messages.

Brochure_001.pdf [1]

DrukPortal, 31-Jan-2014, 18:43
Apogee Preflight: 5 Fout(en), 1 Waarschuwing(en), 11 Correctie(s).

Beantwoord

10   JOB STATUS AFTER REJECTION OF PAGE 1

In this example, the user named **approver** has rejected page 1, but is not able to upload the new page. He will have to ask the **sender** to upload the new page.

11   JOBS WINDOW OF SENDER

Once **sender** has received the request from **approver**, he/she logs in. He/she will first see the job overview window. In this example, only one job line is visible. For this job, it is immediately clear that 23 pages have been approved, but that one page has been rejected. The Job window can be opened by clicking on the rejected page. See 11.1

Click here to view the Job window and to upload a new page.

11.1 JOB WINDOW SHOWING ONLY THE REJECTED PAGE 1

1   The new page can be uploaded via the **Browse** button in the upload panel.
2   Drag and drop the new page into the run list position that is available.

The new page is ready for approval by approver. Following an alert provided by **sender**, **approver** can therefore log in again and give final approval for the job.

The job has then been concluded, and work on it will continue further along in the work process Corrections can now only be made in consultation with your order supervisor.

DRUK**PORTAL**
MANUAL   *VERSION 3 - SEP.2014*

12   GLOSSARY

Job overview window	The window in which all current jobs are displayed in list or grid form. From this window you can open the Job window.
Job window	The window in which your job is displayed, including sub-panels.
List view	All pages are displayed in a list, one below the other.
Preflight report	A report created by the system during the checking of your PDF file, stating the possible problems in the PDF file.
Grid view	All pages are displayed in book form, beside each other.
Run list	The list in the Job window, in which a position is reserved for each page into which the correct PDF can be placed. The order of the run list is also the order of the pages in the final product.
StreamProof	Rendered file of your PDF. Only the data that is necessary for display in the resolution of your screen is shown. That part of the page will only be shown in a higher resolution if you zoom in on that part. This allows the pages to be displayed more quickly than in a PDF view.