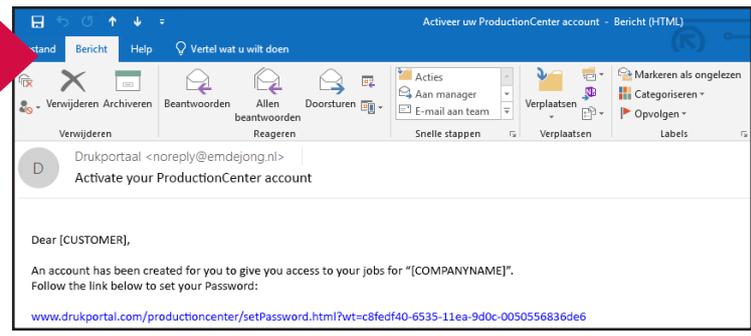


Drukportal

INSTRUCTION

1 Activate your account

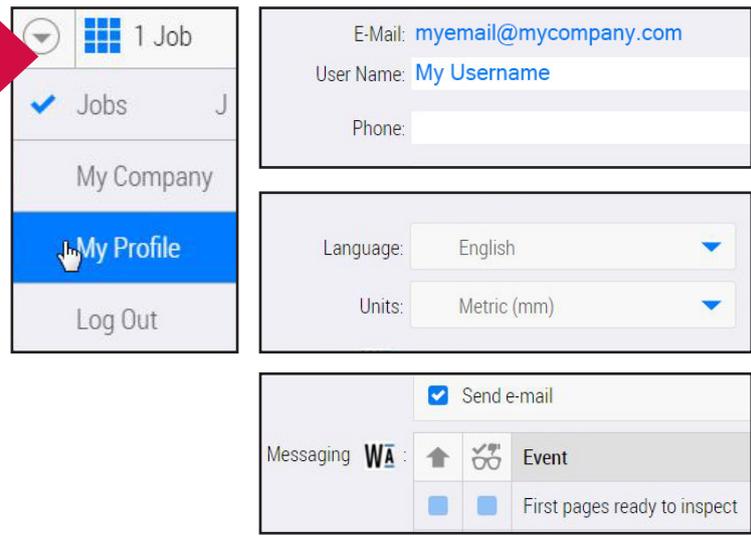
If you are a first time uploader or validator, you'll receive an e-mail with information that will enable you to activate your account. You can choose your own Password when you activate your account.



1 Edit your profile

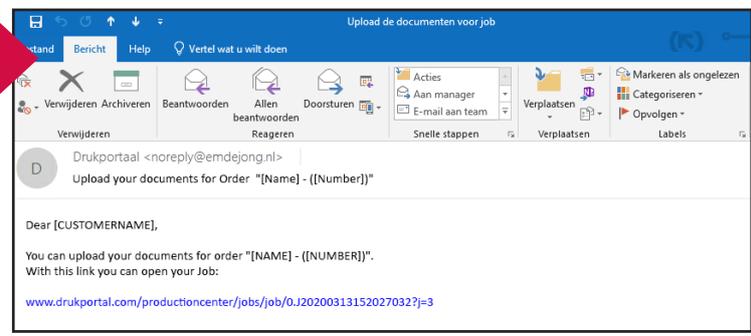
Note! If your account has already been activated with a different company name, you will get this popup to select the correct company name for job.

You can choose your Username and change the Language and/or units. The Username must be unique. Also you can change which notifications to get from the server. By choosing a Username, you can use that in stead of you e-mail.



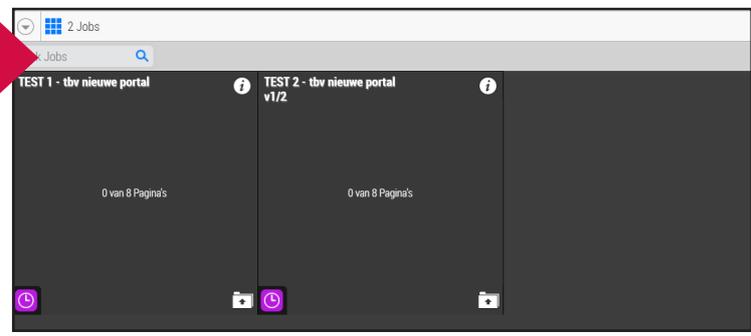
2 Processing your Jobs

In order to be able to process your Job, the system will send you an e-mail. In this e-mail you will find a link that enables you to enter your Job directly. When you click the link you will first find yourself on the login page. When you enter your Username and Password you will be forwarded to your Job.



2 How to open your Job

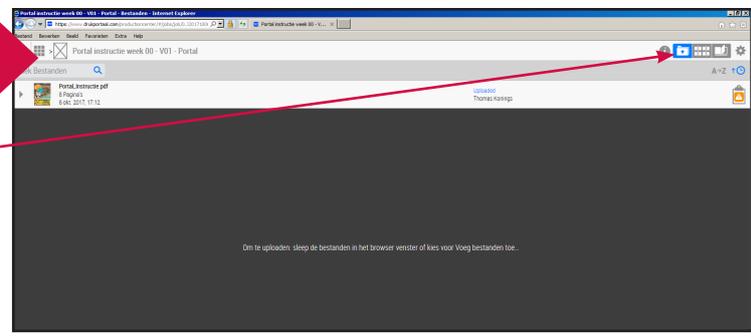
After Login you are able to view alle your Jobs. In the example you see 2 Jobs. Test 1 is a Job with 1 version. Test 2 is a Job with more than 1 version. Double click on your Job in order to open a Job.



2 Uploading your pages

After shutting down the instruction pop-up you'll find the upload button at the upper right side of your screen.

Subsequently, you can start your upload by dragging the pages onto the screen or by clicking on **Add files** so you can browse through your files.



2 Processing your Jobs

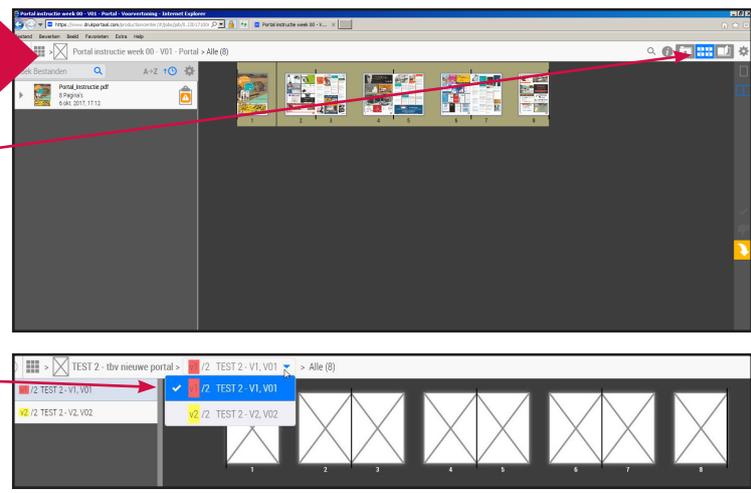
Placing your pages into the run list

There are two ways to place your files. First, click on the Page Overview Button.



1. When you choose to place your pages manually you have to drag them into the run list yourself. When you are ready, click on Transfer.

Caution! If your Job contains multiple versions, first select de correct version with the dropdown, before placing de files into the runlist.



2 Processing your Jobs

Placing your pages into the run list

2. Automatically placing your files by using specific file names.

Add version number and page number “_v01_P001” to the file names as shown in the example. After uploading, the system will use version numbers and page numbers in order to place your pages automatically. After rendering the pages will be ready for approval.

My_file_v01_P001.pdf
My_file_v01_P002.pdf
My_file_v01_P003.pdf
etc.



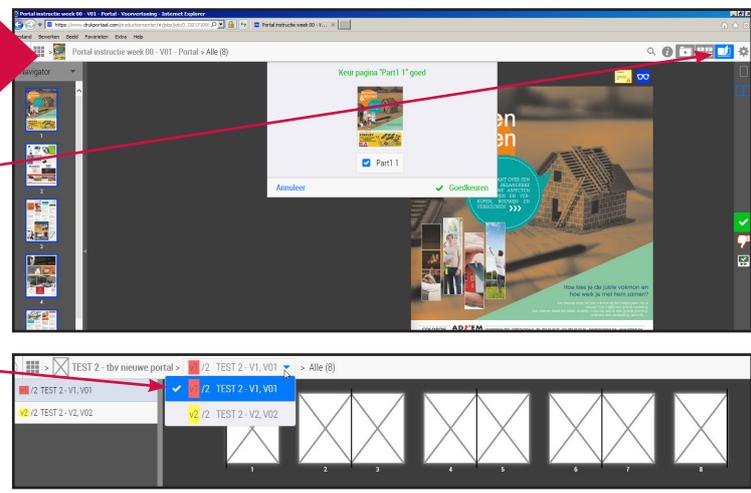
2 Processing your Jobs

Check your pages

Click on Page Preview in order to verify your pages and to evaluate the preflight reports.



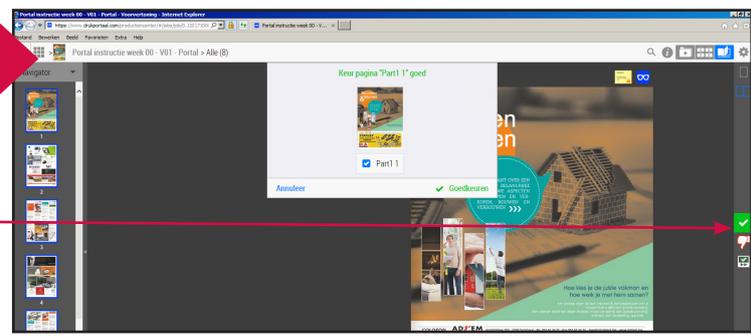
Caution! If your Job contains multiple versions, first select de correct version with the dropdown for approval.



2 Processing your Jobs

Validating your pages

Click on Page Preview, verify your pages and evaluate the preflight reports. When everything is approved, validate your pages by clicking on the green checkmark.



For more detailed help you can also see the online Help Menu. You can find this menu under de settingsbutton. Or just type Shift H

