

New!

PEPPER WEB APPROVAL is here



Pepper webapproval User Guide

From 2018, all of Pepper's print work will be proofed out via our Web Approval system.

The system enables us to automatically create approval web links from within our Pre-Press system, which will deliver a post-rip, high res PDF to your internet browser.

Don't worry, you won't need any additional software, just your normal web browser.

Please note: Once a job is approved, it displays within our Pre-Press system as ready to print! If a change is required following approval, then additional charges may be incurred.

Please note: Approvals are final. Once a page has been approved in WebApproval, you cannot unapprove.

Please contact your account manager as soon as possible to discuss options.

How it works

1. You send your artwork to us in the normal way via email or WeTransfer.
2. The Pre-Press team then perform all necessary checks and preflights.
3. The pages are then processed (ripped) and a link automatically generated, and sent, to access your digital proof.
4. Open the link from your email, check over the pages and approve for print when happy to proceed.

Simple!



General Layout

Please note the following points:

1. The title of this job

Defines what the job is. If your job consists of multiple versions, each version will be available here as a separate drop-down item.

2. The pages in this job

This is an 8 page job. Can't see this? Check the drop down menu above displays 'Navigator'.

3. The first page for checking

The page you are currently inspecting.

4. Page view option (page/spread)

Clicking here allows you to alternate between single page and spread view.

5. Status of job/Problem reports

The top icon displays the status of the job. It will appear as a pair of glasses if ready for inspection, or a green tick if already approved! The yellow remark box highlights any issues with the artwork (technical issues flagged by our automated preflight check).

6. Approval/Rejection controls

Use these controls to either approve or reject the page you're inspecting.

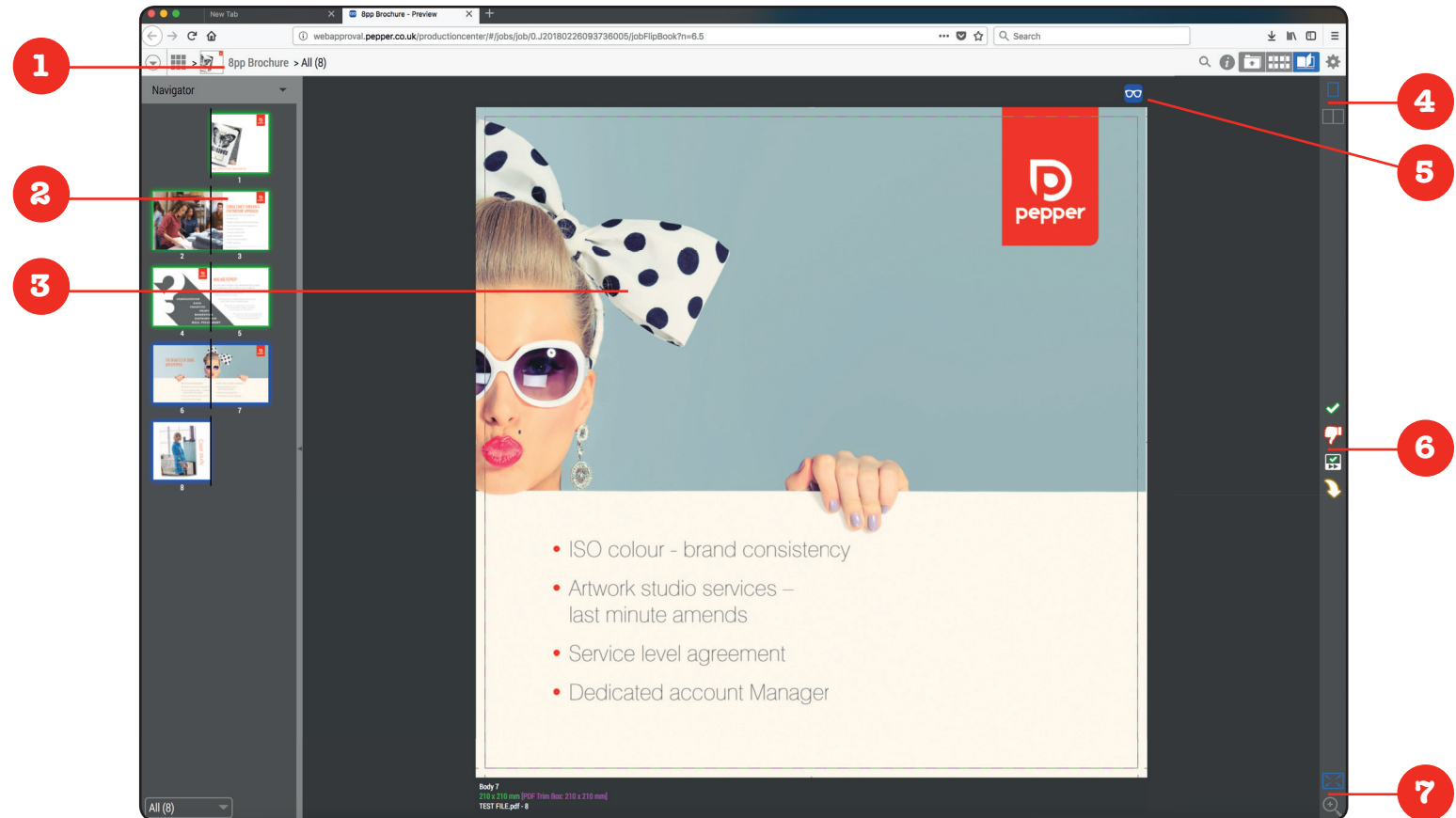
7. Zoom controls

Zoom in and out here!

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Here is how our WebApproval platform looks and works.



Approval/Rejection controls explained

	Approve page
	Reject page
	Quick approve
	File upload This feature will be available in future.

Other controls at a glance

	Ready for Inspection. Please review this page.
	This page has been approved already.
	You have already rejected this page.
	Remark box. Preflight has found a potential issue.

Some Final Notes!

If rejecting a proof, please remember to send a revised page to your Pepper account manager!

The proof files supplied by our WebApproval system use the same RIP settings as used when processing your job for press. You can therefore be assured a high degree of integrity between what you see on screen, and what goes on press.

You should now examine your proof to ensure that everything looks correct, and that our preflight hasn't identified a potential problem with your artwork.

The yellow icon in the upper right corner will list any problems reported by the preflight check (see top image, right). This includes (but is not limited to): low resolution images, artwork too close to trim edges, missing bleed, etc. If our preflight has identified a problem...

1. Go to the Navigator drop down menu.
2. Select 'Remarks'
3. Click on the eye symbol (left of the remark).
4. Look for the **purple box** (to be used as a guide only)

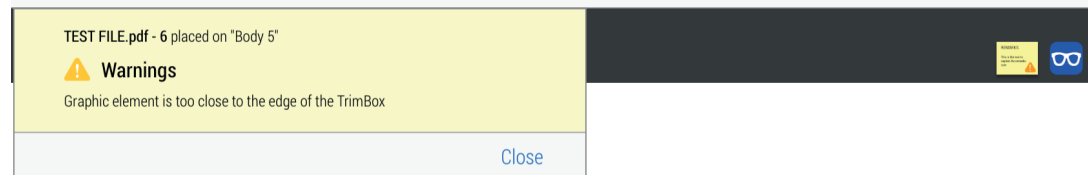
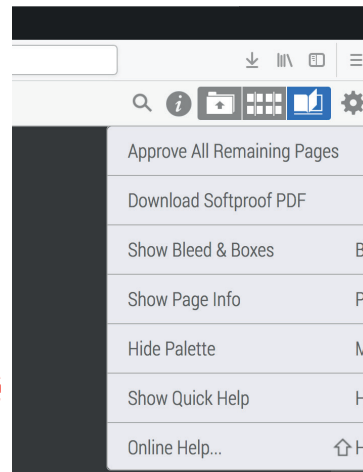
When you've finished reviewing your file, you can either approve or reject the page/spread using the tools on the right hand side (remember to go back to Navigator mode on the drop down menu!)

Here is how our WebApproval platform looks and works continued.

Can I download a PDF proof ?

You can also download a softproof PDF file from our WebApproval system.

Simply select the cog wheel in the upper right hand corner and select 'Download Softproof PDF'.



Note: Clicking on the yellow icon in the upper right corner will reveal a warning panel (as shown above), which will list any problems on the open page.

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