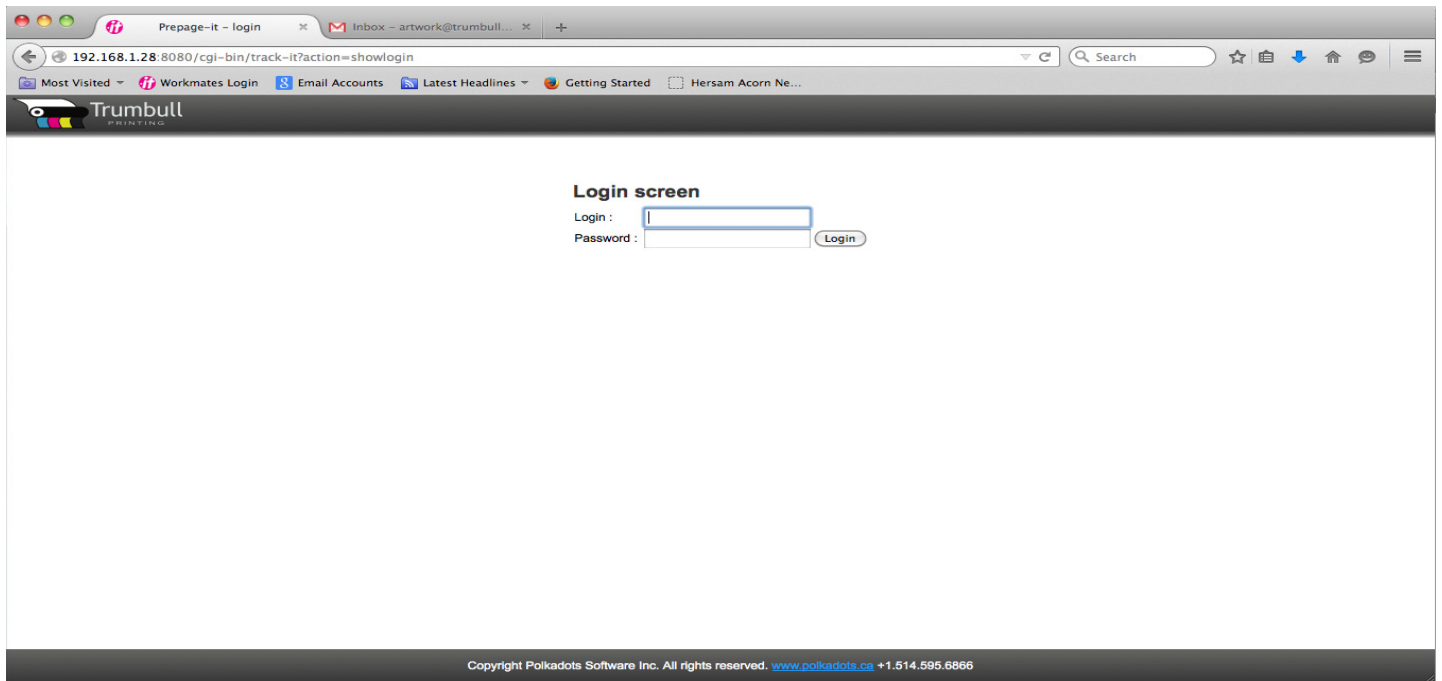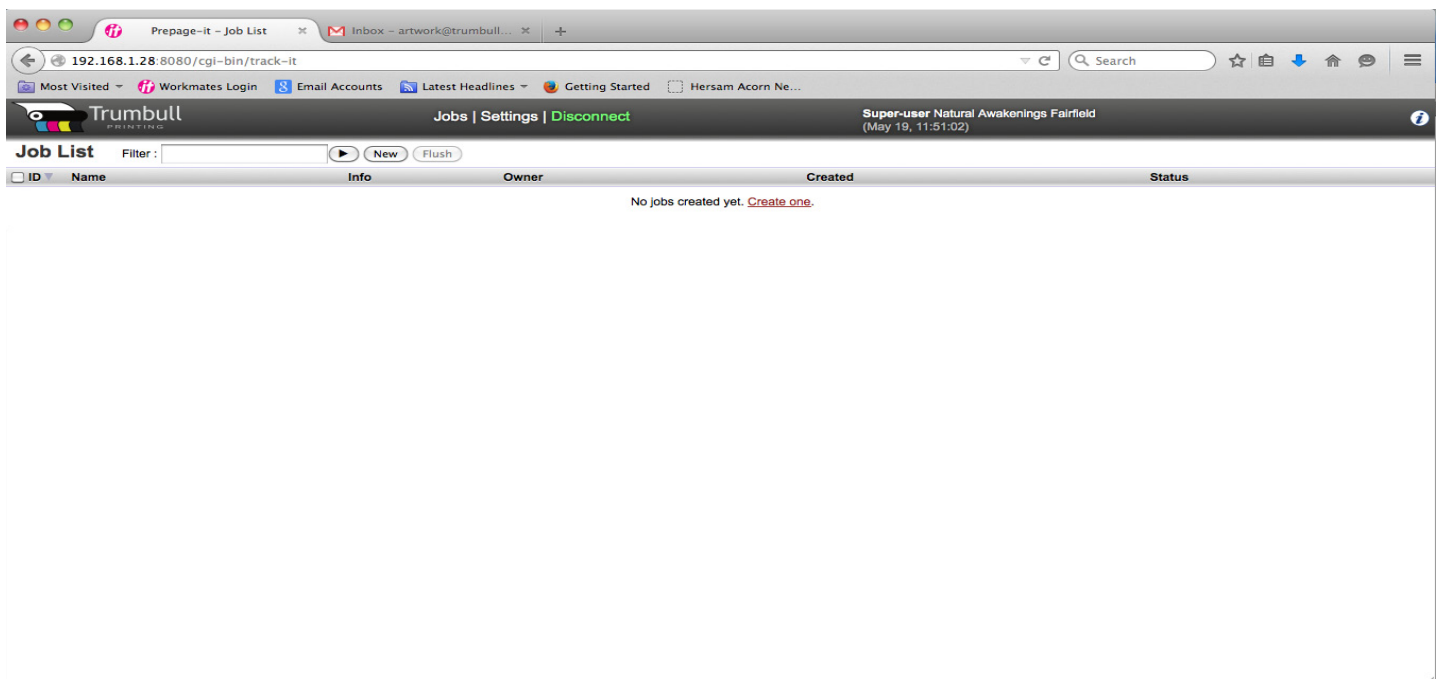# Send•It

We now offer our customers access to our automated workflow through Send•It. Send•It can be accessed through your web browser by typing in the following address: http://97.107.173.42:8080. This will bring you to the following screen:

Enter the name and password provided by your Customer Service Rep. This will bring you to the following screen:

From this screen you can preview (proof) your job, or upload files either for testing or for publication. The next page will discuss proofing.

Proofing in Send•It

When your job is ready to proof, you will see a list of jobs as shown below. Click the job name to open the folder:

This shows thumbnails of individual pages as shown below. To view the pages, click on the thumbnail and select "View-it" from the list of instructions above. Note: you can view multiple pages by either selecting "Select all" or by selecting more than one individual pages.

This opens another window that shows the page selected. (Note: the example below shows multiple pages selected. You can go through the pages by selecting the thumbnail on the left.)

The page view can be enlarged as needed using the "+" button or reduced using the "-" button. As the page is enlarged, a thumbnail image will appear in the bottom left corner. This may be used for navigation.
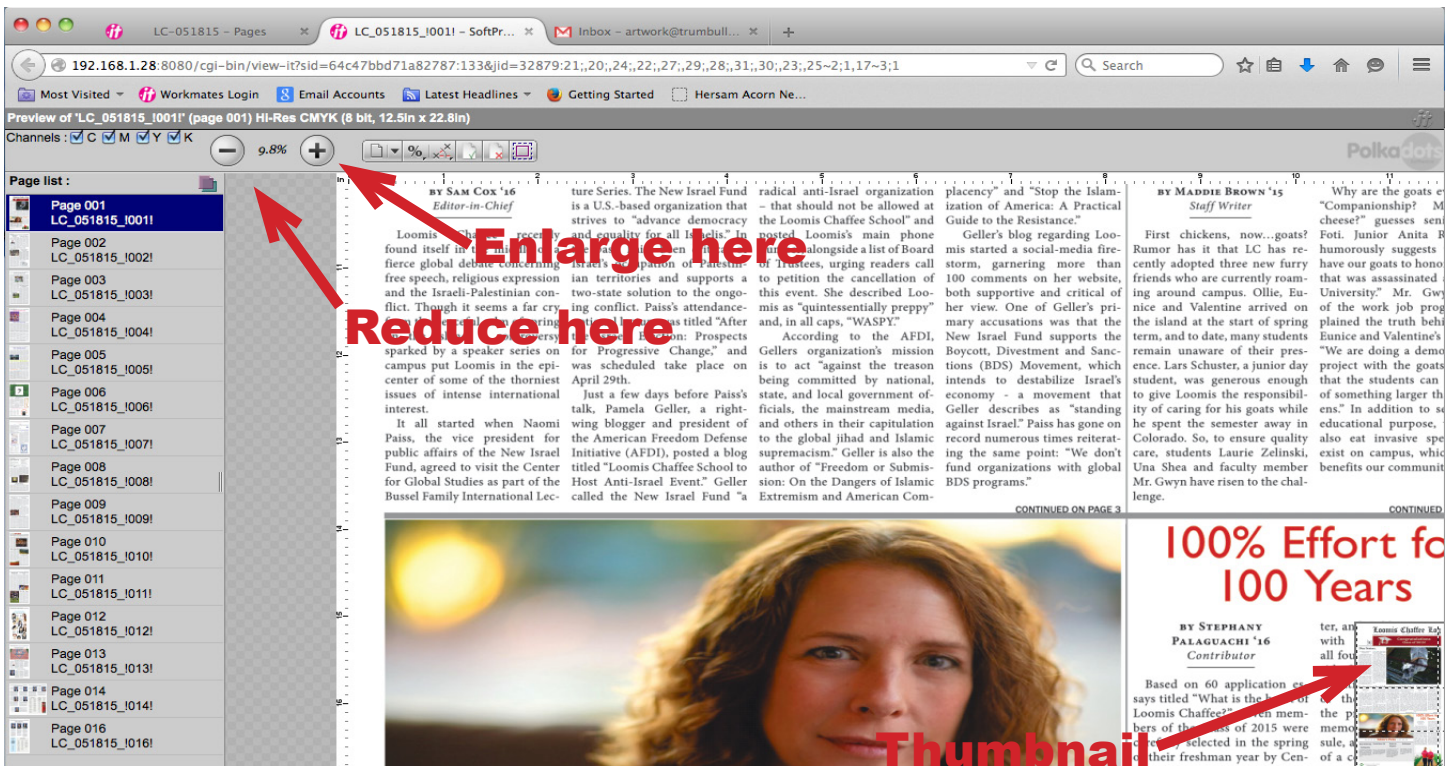
By unclicking the black channel (the K button at the top left), you will be left with a view of the color channels only. This is important to check for 4-color black type, which will not print well on our web presses.
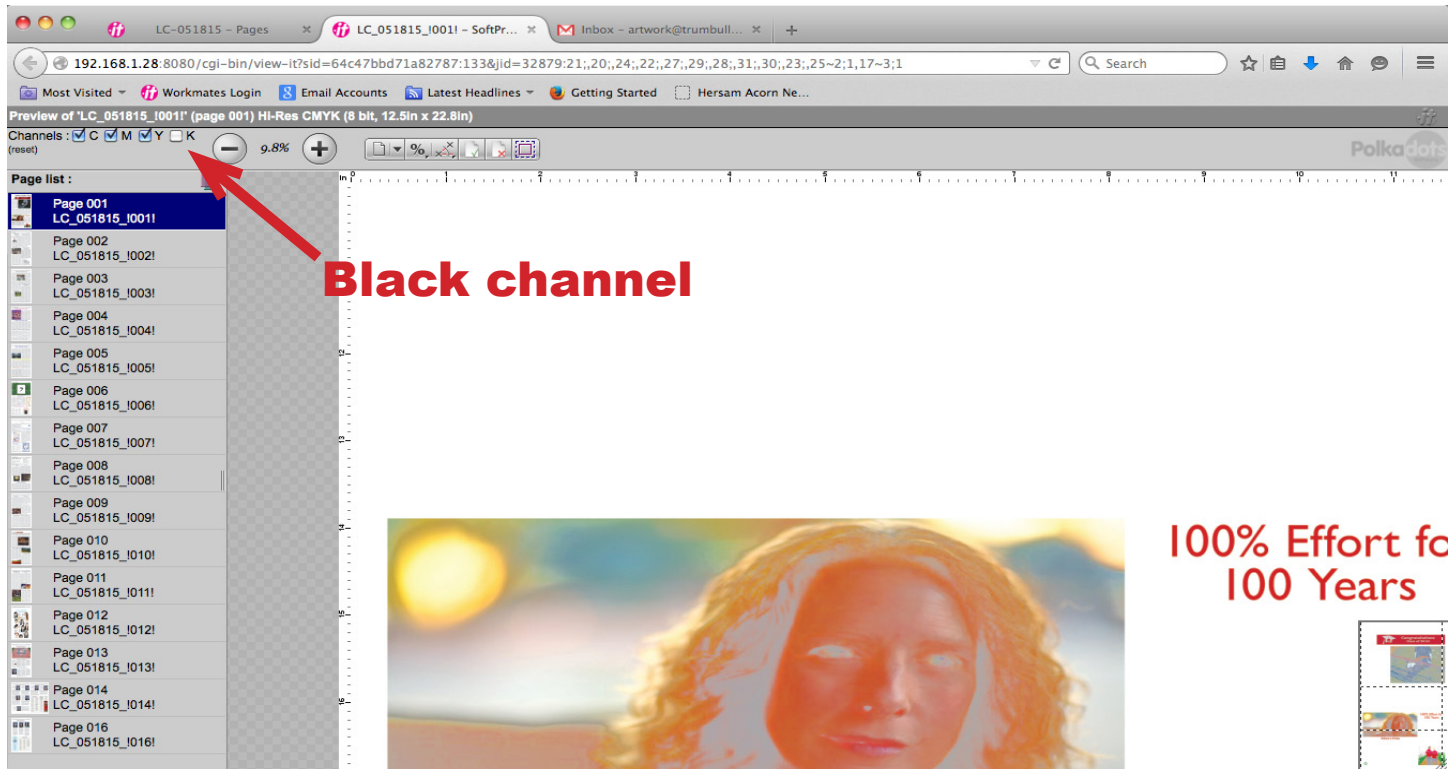
To approve the page for printing, click the "Approve Page" button at the top. A green "APPROVED" button will appear in the gray bar at the top of the page view.
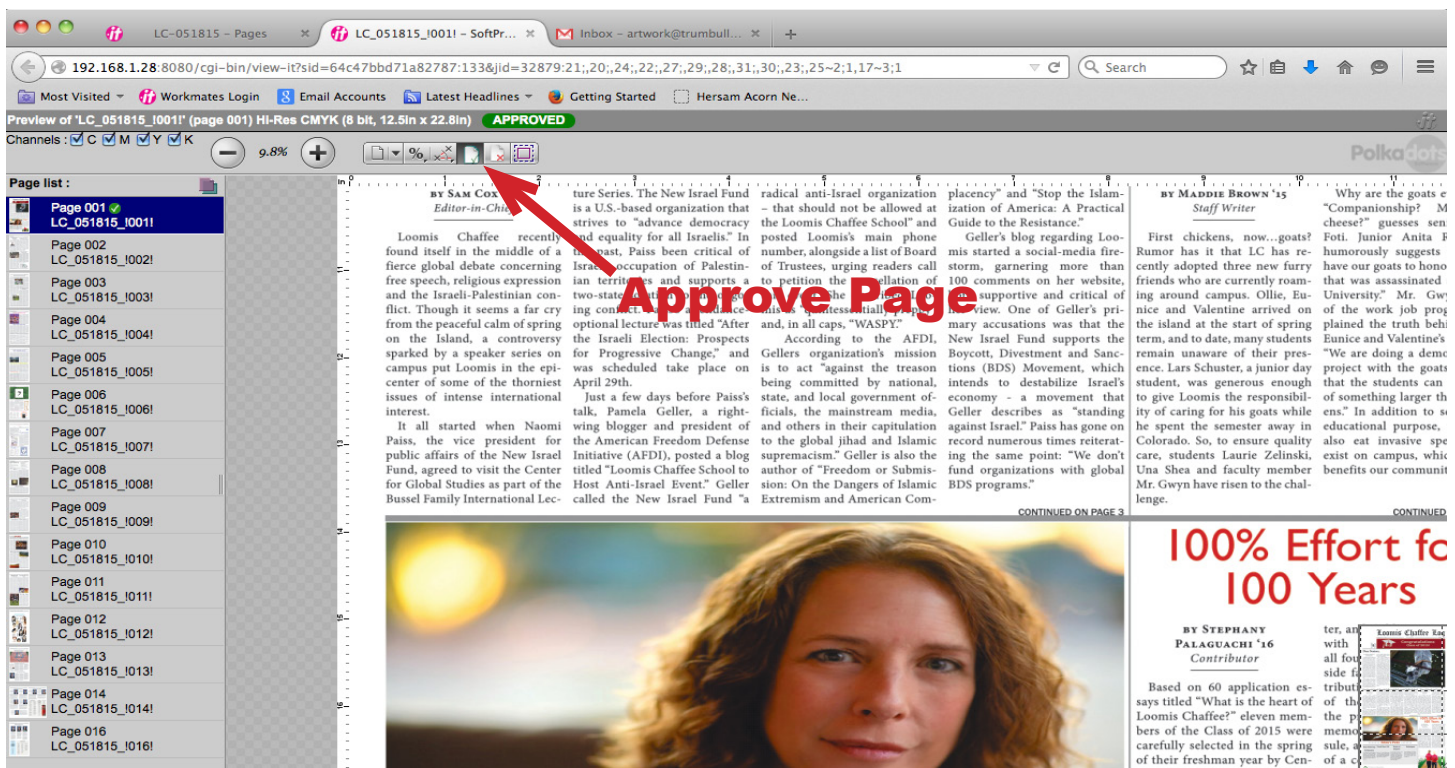
On the Send•It main screen, a green checkmark will appear below the approved page.
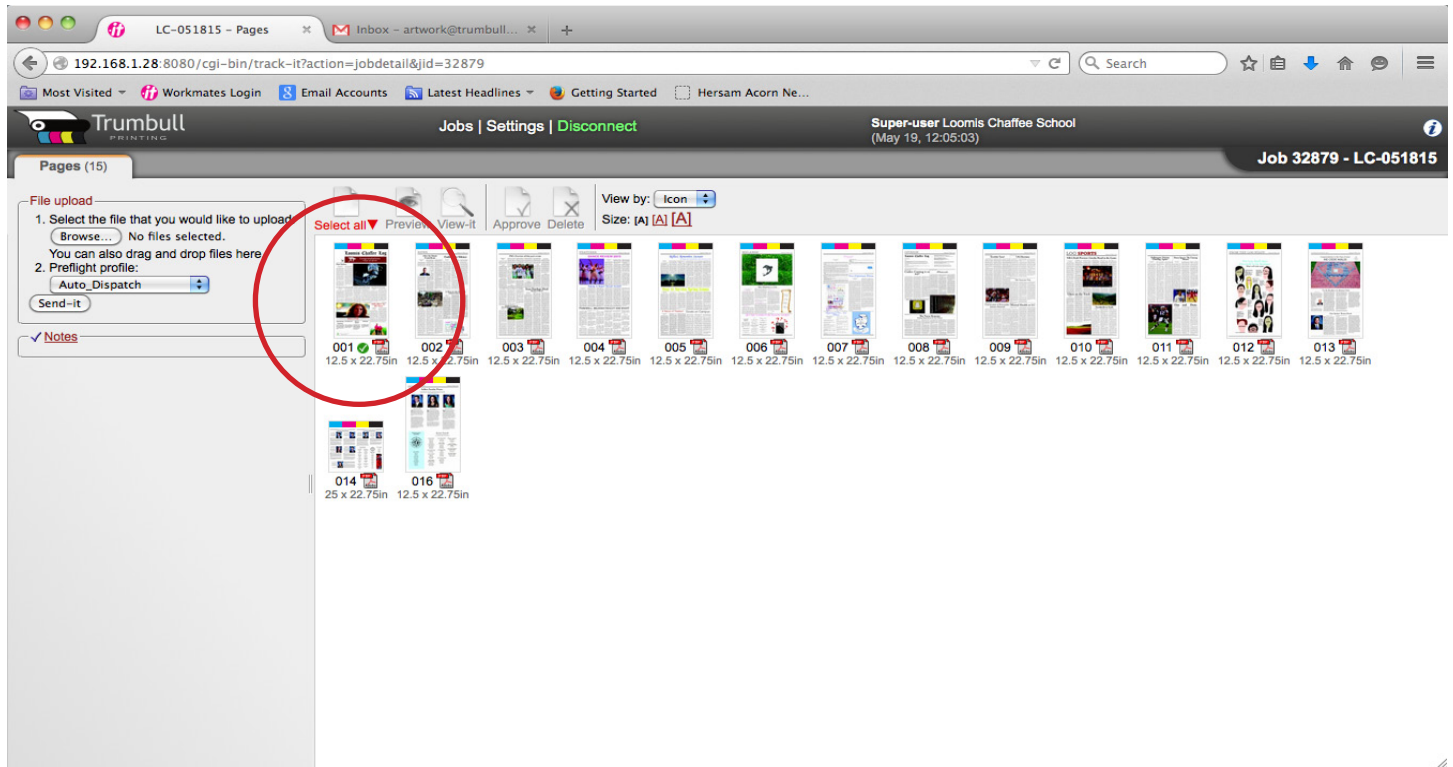
Another way to approve the pages is from the main screen. Click "Select all" and then click "Approve". This will approve all pages showing on the screen. If there are more than 100 pages, the remainder will be on a second screen. There will be a "1" and "2" at the top of the screen.