

# Delano

## Requirements

- Internet-connection
- Windows: Microsoft Explorer 6.0 or newer. Mac: Apple Safari for Mac OS/X 10.2 or newer

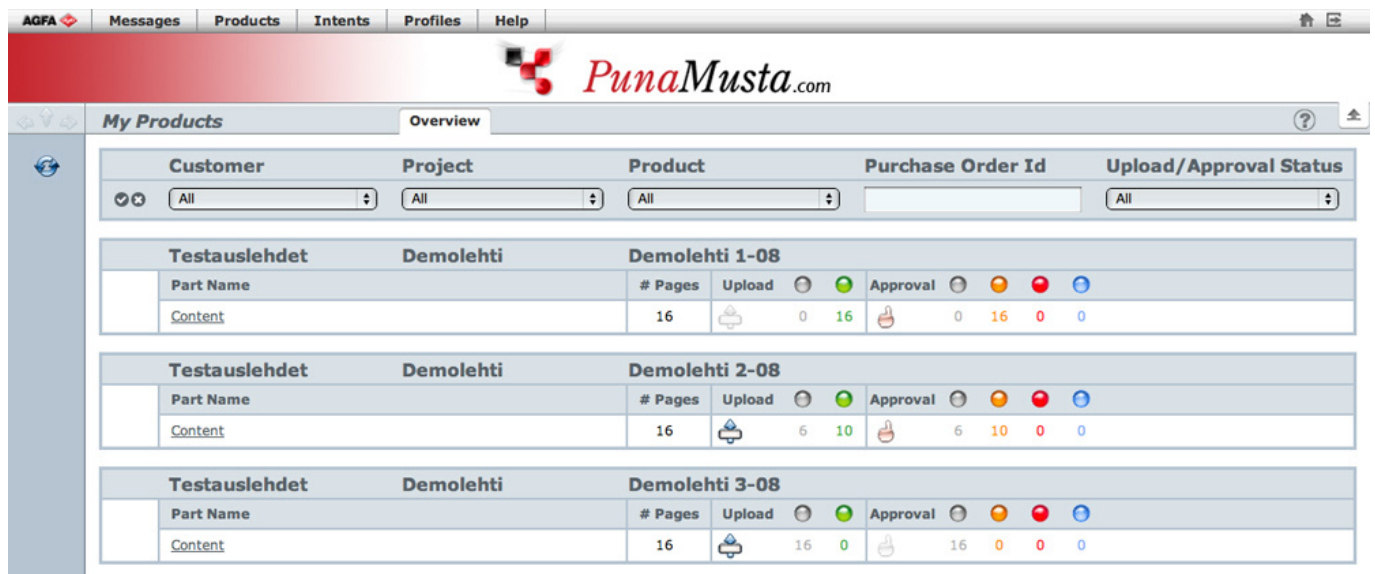
## Workflow

- PunaMusta prepress creates a job to the system for customer to upload pages. Customer views rendered proofs, and approves them to printing. Prepress needs the following information to create a job: Job format (dimensions), number of pages, with (128 p.) or without covers (128+4 p.). If you make covers as spreads, ask the prepress personal to give you the right width of spine.

- In delano product, there are product parts. Always at least "content" -part. If covers will be printed separately, there will be "cover" -part also. Extra parts might be for example appendix.
- In some cases appendix has to be created as separate product. Then it will appear as another product in delano.
- Every part has 5 tabs. "Upload" and "Customer Approval" are the most needed for uploader and approver users.






## Logging in

- Adress: <http://delano.punamusta.com>
- You will get your login account info from your contact person or straight from [prepress@punamusta.com](mailto:prepress@punamusta.com)
- You are able to test the system by logging in with username / password: demo / demo
- Whenever your browser gives you certification warnings, always answer those so that you can continue working with delano. (Example: Trust, ignore, etc.)
- After login you will get links to help-site, in English.
- Your "home"-screen is "My Products" -window. From this window, you can enter to "Upload" and "Customer Approval"-tabs, of each product you have in delano. Whenever you need to get back to this level, press "home"-button on topright of your browser.
- Next to the "Home" there is a "Log-Out"-button for quitting delano.



Customer	Project	Product	Purchase Order Id	Upload/Approval Status
All	All	All		All
Testauslehdet	Demolehti	Demolehti 1-08		
Part Name		# Pages	Upload	Approval
Content		16	0 16	0 16 0 0
Testauslehdet	Demolehti	Demolehti 2-08		
Part Name		# Pages	Upload	Approval
Content		16	6 10	6 10 0 0
Testauslehdet	Demolehti	Demolehti 3-08		
Part Name		# Pages	Upload	Approval
Content		16	16 0	16 0 0 0

In "My Products" -window, coloured dots will tell you the current status of pages in each product:

-  Gray: number of free page sites
-  Green: number of uploaded pages.
-  Orange: number of pages waiting for approval.
-  Red: number of rejected pages
-  Blue: number of approved pages.

## Upload of pdf's

- You can upload pages either uploading them to our FTP-server or by using browser's Java upload. Pdf's may contain multiple pages.

- **FTP:** pdf must be named so, that before page number there must be a "\_" -mark, but the file name cannot start with that "\_" -mark. Example: Magasine\_003.pdf or Magasine\_004-016.pdf. Not like this: "\_003-magasine.pdf"

On <ftp://ftp.punamusta.com> -server, there is a following folder structure: "ToDelano"/"your project"/"current product"/"cont" or "cove". You must drop your pdf's to exact part folder of the exact job. Only pdf's dropped to "cont" or "cove" will go to the right part of your product in delano.

- **HTTP:** Go to "Upload" -tab of the product and part, you want to send pages.

- If you are on "home" -page, press -button, below "Upload".

Select JAVA Upload. Press "**Browse**", and select files to upload. You may send multiple files at the same time. After delano lists you the pdf's, on "**Part Pages**" -block you will enter page numbers for placing your pdf's. An orange notification will show up, if selected page site is already occupied. At the end, press "**Upload**", if you have denied pop-up windows in browser preferences, then you will have to press "**start upload**" once more.

**Part** Specification Content Groups Upload Page Status Customer Approval Log

[Company] Testauslehdet [Project] Demolehti [Product] Demolehti 1-08 [Part] Content

Job Bag Id: 12351

Use Java applets to upload files.

**Step 1: Select Files**

Please wait for the "Browse" button, then click it to select files for upload...

You are allowed to upload content to the following part pages: 1-16.

**Step 2: Assign Pages**

Advanced Mode.

<input type="checkbox"/>	File Name	Nr Pages	File Pages	Part Pages	Auto Range	Overlap	Replace	File Size [kB]	Path
<input type="checkbox"/>	Demolehti 1-08_04-09.pdf	6	1-6	4-9 [1-16]	Auto Range		<input type="checkbox"/>	18525	/Demolehti 1-08/_pdf
<input type="checkbox"/>	Demolehti 1-08_11-15.pdf	5	1-5	11-15 [1-16]	Auto Range		<input type="checkbox"/>	11915	/Demolehti 1-08/_pdf
<input type="checkbox"/>	Demolehti 1-08_KORJ_10.pdf	1	1	10 [1-16]	Auto Range		<input type="checkbox"/>	3308	/Demolehti 1-08/_pdf
<input type="checkbox"/>	Demolehti 1-08_KORJ_16.pdf	1	1	2 [1-16]	Auto Range		<input checked="" type="checkbox"/>	6401	/Demolehti 1-08/_pdf

Current Number Of Part Pages: 16  Extend if needed (when checked, Part Pages above 16 are also allowed)

Total File Size [kB]: 40149

[How to upload a spread](#)

**Step 3: Start Upload**

AGFA Messages Products Intents Profiles Help

**PunaMusta.com**

**Part** Specification Content Groups Upload Page Status Customer Approval Log

[Company] Testauslehdet [Project] Demolehti [Product] Demolehti 1-08 [Part] Content [Page Approval] Customer Approval

Job Bag Id: 12351

Content Group: All Pages Edition: Demolehti 1-08 View: Ganging View


Content 16 Pages

1

500 Rows Per Screen



## Monitor proof and page approval

If you are on "home" -page, press  -button, below "Approval".

Notice, that it will take at least 3 minutes before pdf's will be processed in the system, and are approvable. It depends of the occupation of our systems. Web browser environment causes that your view does not update automatically, to refresh your view, press  -button.


On "Page Approval" -tab, you can change the view by selecting one of these: Spine, Cover, Ganging or List View. **Please notice that thumbnails on the list are NOT ripped proofs.** You can open ripped proof preview by pressing on the page. On "preview" -tab, select "Use SVG viewer" on low right of the view, then you will be able to see pages as spreads. On top-right of the view, you can use arrows or numbers to jump from page to another. If you need to zoom, measure, pick colors or view separation channels, go to **Streamproof** -tab.


By selecting pages with X you will be able to use buttons on left side of the view

–  -button approves page and  -button rejects the page. Approved page will go immediately to imposition in our workflow. If you reject a page, a comment is not necessary needed, but make sure that: **"Resubmit this resource"** is selected.

–  - button lets you upload pdf to selected page site.

On every page on the list, there are buttons:

–  -button opens a preflight-report of the page. The icon is coloured orange if there has been something to warn about, and red, if the pdf has caused errors.

–  -button opens the streamproof of the page.

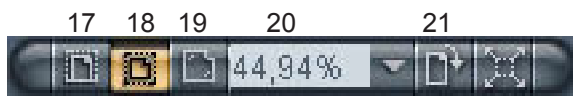
## StreamProof

On "StreamProof" -view there are some tools for viewing the proof.



Buttons above the view:

- 1 Do not use
- 2 For scrolling the zoomed page
- 3 Zoom-tool, select area to zoom.
- 4–8 Do not use
- 9 Measuring tool, for distances etc.
- 10 Eyedropper for color sample
- 11 Show / hide page rulers
- 12-15 Do not use
- 16 Print the page to your own printer.



Buttons below the view:

- 17 Fit width
- 18 Fit height
- 19 100 % magnification. (Depends of your monitor resolution)
- 20 Current magnification
- 21 rotate view 90° clockwise

On left side of the proof view there is a tab for "Channels"

