

**graphcom.**<sup>®</sup>

**Graphcom Prepress Portal**  
System

**Submitting Revised Pages**  
English

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## Submitting A Revised Page

There are occasions when a new file (PDF) or loose page (extracted from a PDF) will need to be submitted to the Graphcom Prepress Portal system.

**This document assumes you are already viewing your job at proofs.graphcom.com and you are Approving/Rejecting your newly uploaded pages. Your job is in a Pre-Production state\*.**

\*If a job has been moved into Production, files can only be uploaded to the job as a file transfer, they will not process into production pages for preflight and approval. Please contact your Graphcom Project Manager (PM) for assistance.

The screenshot displays the 'Fall Catalog' job page in the Graphcom Prepress Portal. The page is divided into several sections:

- Header:** 'Fall Catalog' with a gear icon, and tabs for 'Summary', 'Pages', 'Downloads', and 'History'.
- Metadata:** 'Created: Wednesday, January 14, 2015 2:37:09 PM', 'Status: Active', and 'Type: Pre-Production'. The 'Type: Pre-Production' text is circled in red.
- Actions:** 'Edit Properties' and 'Manage Access' links.
- Navigation:** 'Upload Files...', 'Smart Review', 'Preview', and 'Email Secure Link...' buttons.
- Approval Summary:** 'Total: 28', 'Requiring Approval: 28'.
- Info Sheet:** 'Info Sheet | Create' link, with the text 'There is no Info Sheet for this job.'
- Signatures:** 'Signatures' section with the text 'There are no signatures for this job.'
- Reviewers:** 'Reviewers' section with the text 'There are no reviews outstanding for this job.'
- File Transfer:** 'File Transfer' section with 'Uploads' listed: 'html5\_upload\_1 1 file, 29MB, Done' and 'html5\_upload\_0 1 file, 29MB, Not Performed'. A link for 'Completed Uploads (2)' is provided.
- Notes:** 'Notes | Add Note' link, with the text 'No notes have been added for this job.'

## General Guidelines

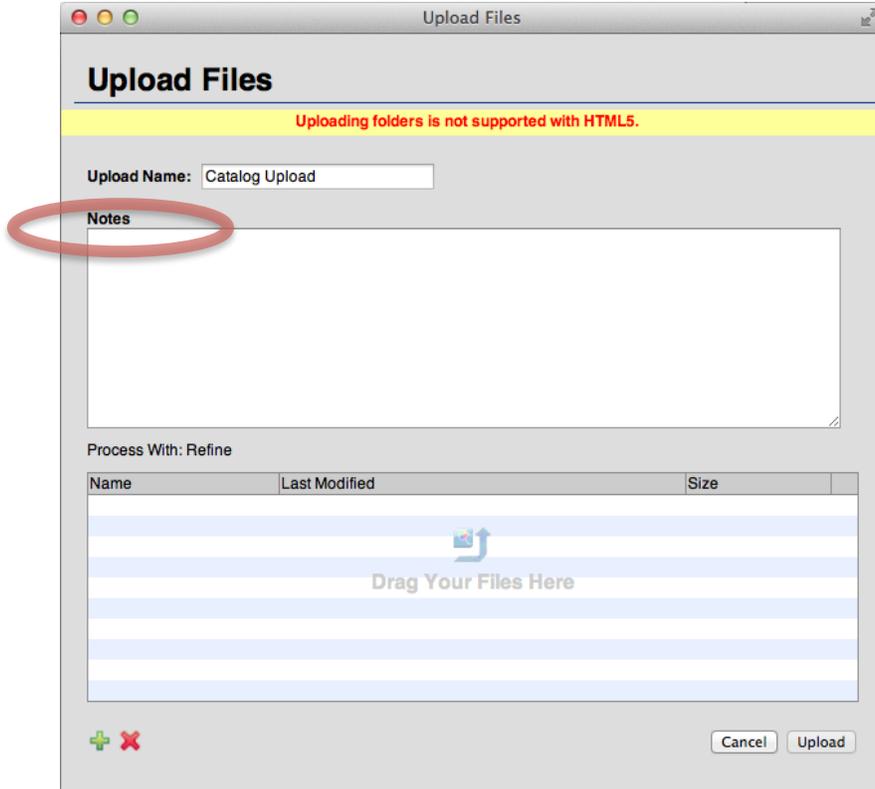
**Changing approvals:** A Customer User cannot change a Final Approval or Rejection in Prepress Portal.

**Replacing pages in Review:** Pages that have Final Approval or are Rejected cannot be overwritten. **NOTE: Reviewed pages CAN still be overwritten.**

**Overwriting input files:** To overwrite a previous upload file of the EXACT same name, the file must contain the same amount of pages as the original. The content and sizes of the pages can change.

- When receiving the error "*Register: cannot replace existing (#) page(s) with (different #) new page(s) for input file YourFile.pdf*", during upload, either correct the number of pages and upload a new file of the same name, or contact your Graphcom Project Manager (PM) for Prepress assistance.

**Previously Approved page replacement:** If you submit a revised page(s) for a previously Approved page(s), please provide specific instruction to replace the Approved page(s) in the Notes when uploading the revised files. Also, notify your Graphcom Project Manager (PM) by email or phone, that the replacement is needed.



The screenshot shows a web browser window titled "Upload Files". At the top, there is a yellow warning banner that reads "Uploading folders is not supported with HTML5." Below this, there is a text input field for "Upload Name" containing the text "Catalog Upload". Underneath the input field is a large, empty text area labeled "Notes", which is circled in red. Below the "Notes" field, there is a section titled "Process With: Refine" containing a table with columns for "Name", "Last Modified", and "Size". The table is currently empty and has a "Drag Your Files Here" message overlaid on it. At the bottom of the interface, there are two buttons: "Cancel" and "Upload".

Name	Last Modified	Size
Drag Your Files Here		

## Naming your revised files.

These naming conventions apply to design files such as InDesign or Illustrator as well as PDFs.

### Naming a revised loose page.

1. Take note of the page number suffix (.p#) added to your rejected page in Prepress Portal. The number just before the “.pdf” file extension of your file name. Add this page number to the end of your revised page filename (this keeps files in sequential order by file name to reduce errors).
2. Add a revision number suffix (\_R#) after the page number at the end of the revised file’s name. Your first revision will always be “R2”. Each revision after should be the next sequential number (there should never be an R1—Your original submission is number 1).
3. **Example:** The first revision of page 20.
  - a. Your original file name: **Your\_Revised\_File.pdf**
  - b. Your original file name for page 20 in Prepress Portal:  
**Your\_Revised\_File.p20.pdf**
  - c. Your revised file name for upload: **Your\_Revised\_File.p20\_R2.pdf**
  - d. Your revised file name after upload into Prepress Portal:  
**Your\_Revised\_File.p20\_R2.p1.pdf**

### Naming a revised file of an entire job.

1. Add a revision number suffix (\_R#) at the end of the revised file’s name. Your first revision will always be “R2”. Each revision after should be the next sequential number (there should never be an R1—Your original submission is number 1).
  2. **Example:** Single or multiple page file.
    - a. Your original file name: **Your\_Revised\_File.pdf**
    - b. Your revised file name for upload: **Your\_Revised\_File\_R2.pdf**
    - c. Your revised file name in Prepress Portal (This example displays page one of a multipage PDF or the only page in a single page PDF):  
**Your\_Revised\_File\_R2.p1.pdf**
-

## Pathways to submitting revised files

### Replacing an entire job.

**You've uploaded a file and realize a revised design needs to be uploaded to replace all pages of the job.**

Review the General Guidelines of this document first.

#### **No Final Approvals have been set for your pages.**

1. Upload a revised file with the *EXACT* same name.
2. All of your pages will be overwritten with the new file's pages.
3. Begin reviewing the new pages for Approval.

#### **Final Approvals have been set for some or all of your pages.**

1. Change the sorting located on the left to view all pages that are "Approval Requested". Select all of the pages in your sorted pages view and Reject all of the pages. Add a note to the Rejection window requesting that all pages be deleted and that you have new files to upload.
  2. To ensure good communication, notify your Graphcom Project Manager (PM) by email or phone, as soon as you realize new files are needed.
  3. To notify your Graphcom Project Manager (PM), you may optionally forward the Prepress Portal upload notification email you had received.
    - a. Request: "Please delete all pages from this job. I have new files to upload." in the body of the email. This email contains all necessary information about the submission you would like deleted.
    - b. Sample subject line of the upload email:  
**Graphcom Prepress Portal Notice: Uploaded files in job: YourJob Description (jobNumber) for customer YourCompany**
  4. Your Graphcom Project Manager (PM) will remove all pages from your job and send notice for you to upload a new original file.
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## Replacing individual pages.

**After rejecting a page(s) during preflight or proof review, you want to correct and replace the page yourself.**

Review the General Guidelines of this document first.

**Final Approvals/Rejections have been set for some or all of your pages.**

1. During preflight or proof review, Reject the page(s) that are unacceptable.
  2. Correct your original file and output a single page PDF of each of the revised pages.
  3. Follow the naming convention for “Naming a revised loose page” in the “Naming your revised files” section of this document.
  4. Upload, preflight and Approve/Reject the new page(s).
  5. When your job enters production the rejected pages will be removed.
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## Submitting files through a job file transfer for Graphcom Prepress to handle.

### **You have new design files (InDesign®, Illustrator®...etc.) to submit for Graphcom Prepress to adjust, output, and process for you.**

1. During preflight or proof review, Reject the page(s) that are unacceptable.
  2. Graphcom Prepress will only output and process the pages that have been Rejected in Prepress Portal or are additionally required for the revision.
    - If further pages have been revised, please indicate clearly which additional pages, so that Graphcom Prepress can efficiently process and output the pages you would like additionally replaced.
  3. See the Graphcom Prepress Portal-Customer Guide to Submitting Files.pdf document for details on uploading design files and packages.
  4. Follow the correct naming convention in the “Naming your revised files” section of this document.
  5. Graphcom Prepress will process your files and add them to the Prepress Portal for you to review.
  6. When your job enters production the rejected pages will be removed.
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A page with Final Approval for production fails Prepress review and you would like to correct and replace the page yourself.

**Final Approvals/Rejections have been set for your pages and your job had *entered PRODUCTION*.**

1. Your Graphcom Project Manager (PM) will notify you, which page(s) and what issue(s) needs to be addressed. If you decide you would like to revise the file(s) yourself, communicate that to your PM and you can decide the best path forward for submitting your revised files.
  2. Decide on one of three revision paths and follow the steps for that path:
    - a. Replacing an entire job (all pages)
    - b. Replacing individual pages.
    - c. Submitting files through a job file transfer for Graphcom Prepress to handle.
  3. Your original page will show as Rejected in Prepress Portal. There may be annotations, in Smart Review, from Graphcom Prepress to help inform or guide you with the revision.
  4. Follow the correct naming convention in the “Naming your revised files” section.
  5. Upload, preflight and Approve/Reject the new page(s).
  6. When your job enters production the rejected pages will be removed.
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## Getting help

For complete instructions on performing an action in the Prepress Portal software, see the *Graphcom Prepress Portal Help*.

- In the software, in the top-right corner of the toolbar, click Help.



John Doe [Help](#) [Logout](#)

## Getting more information

For more information and complete instructions about performing an action in any topic in this document and for topics that are not included in this document, see the *Graphcom Prepress Portal Help*.

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