Printvue

User Guide

Our online file transfer and proofing system.
Proof your job instantly after uploading.

BOINGO GRAPHICS
A Really Cool Printing Company

Creating a job

• After logging into PrintVue you will be at your customer home page. Click the **Create Job** button.

• Enter the following info:

Quote # / Work Order # - This is the quote # provided by your Account Manager. If you don't have a quote # you may enter a job description in this field.

Description - Enter a project description.

• If you need to change the job access settings you may do so at this time. By default you are the approver. Each user in your account can have custom job roles.

• Once you have filled out the required fields click **Create**.

Upload Your Files

• Once you have created your job it will be listed at the job home page. Click on your job to open that job.

• Once your job opens click the **Upload Files...** button in the top left section of the window.

• When the upload window opens (ensure your pop up blocker is turned off), enter an **Upload Name** and any special notes for your upload.
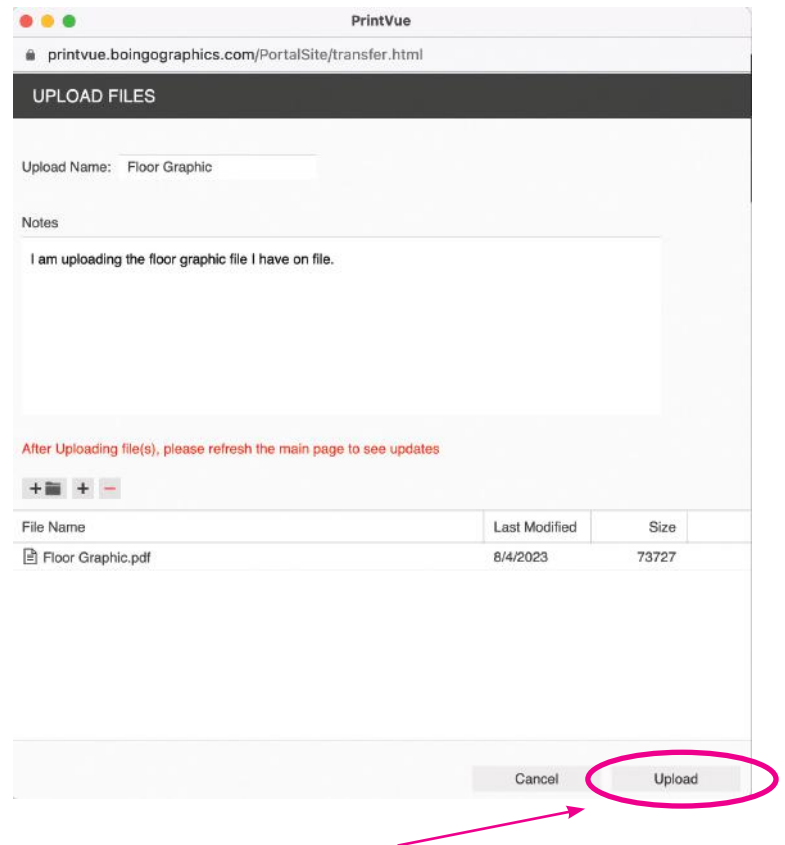

To add your files, you have three options.
1. Upload the contents of an entire folder. +📁
2. Navigate to a folder and select the files. +
3. Drag & drop your files into the bottom window.

• When you complete the above steps, click the **Upload** button.

• A new window will appear to display your upload progress. Please note that all files will now upload to PrintVue, but that doesn't mean all files will auto process. In order to take advantage of PrintVue's auto processing and Flightchecking you must upload a **PDF**. If you have uploaded a **PDF** you will see live Flightcheck results in the upload window as the file processes. Once the uploading and processing completes you can now close this window.

**NOTE: Please refresh the web page once you close the upload window.**
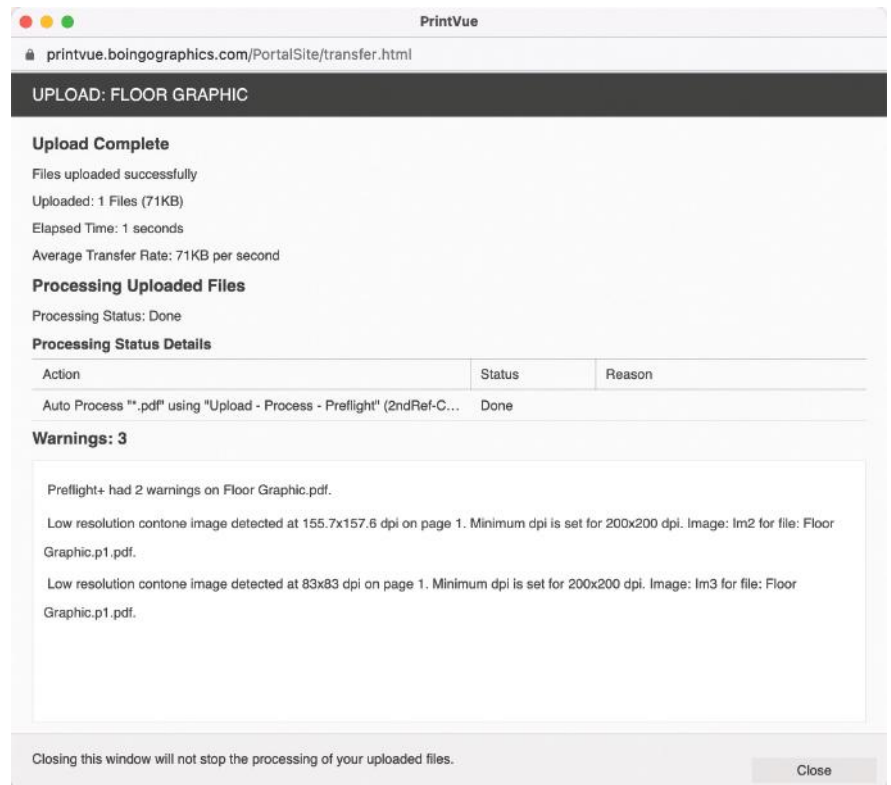
Reviewing Your Proofs

• Now that the upload is complete, you can view your proof. All pages uploaded will be listed within the job. In order to view your proof, simply click the thumbnail image of the first page listed. This will open a new window for viewing your proof.
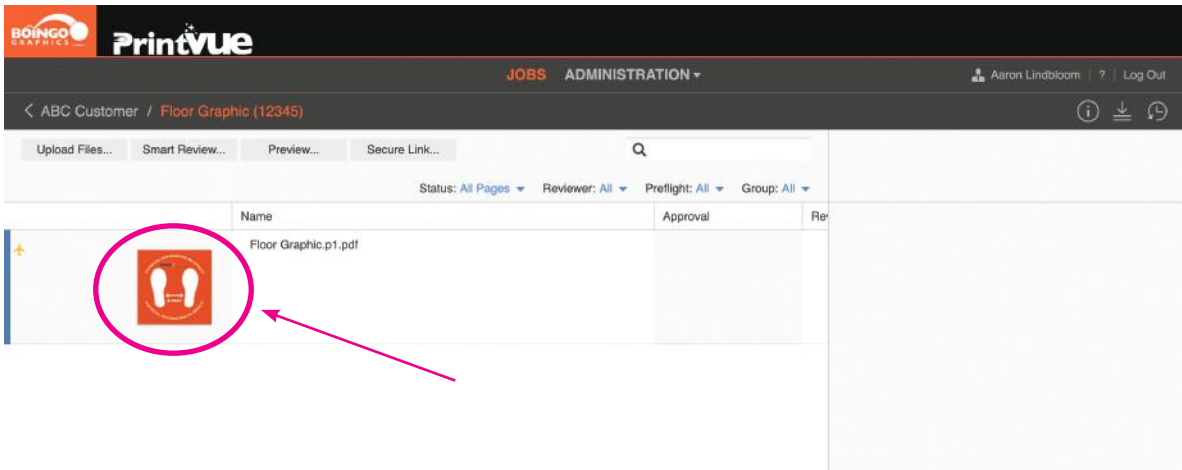

• In this new window you can view your live proof. There are many tools along the right side of the window that you can utilize to check your file for accuracy. One such tool is PREFLIGHT. In the example above, we have a PREFLIGHT warning indicated by a yellow airplane next to the section. Once you expand the PREFLIGHT pane you will see the listed warning.
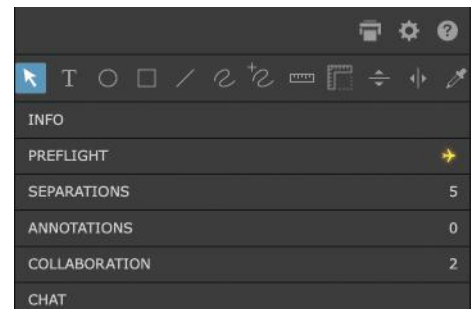
• The PREFLIGHT tool is handy because you can click on the listed warning and PrintVue will zoom into and highlight the offending graphic. In the example below we have a low resolution image.


• Once you complete your reviewing, you must approve or reject each page listed. In order to do this, you will either click on the green check mark or red X at the bottom of each page.
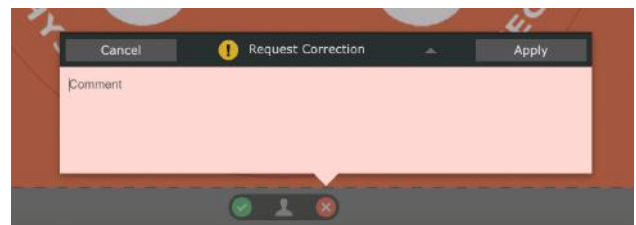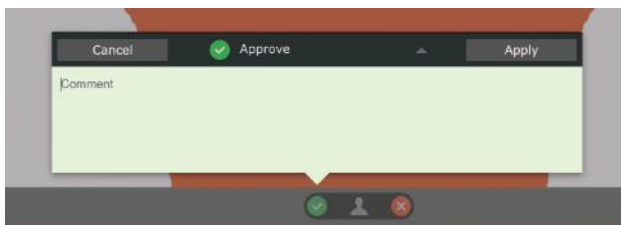
• Once you click the **Apply** button you may get a warning stating approval was not requested – it's ok to click yes. You may also get a warning stating your page contains Preflight Warnings. If you were unaware of any preflight warnings click no and check the PREFLIGHT pane as explained above. If you are ok to proceed click yes.
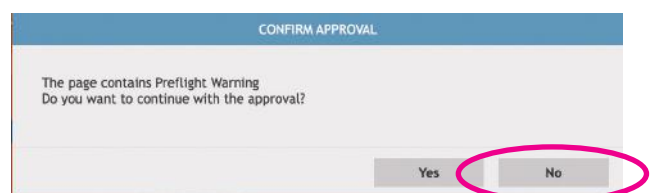
• You have now approved the page and will receive a confirmation message. If you have additional pages to approve you will be given the option to proceed to the next page. If no other pages need approving you can now close the reviewing window.
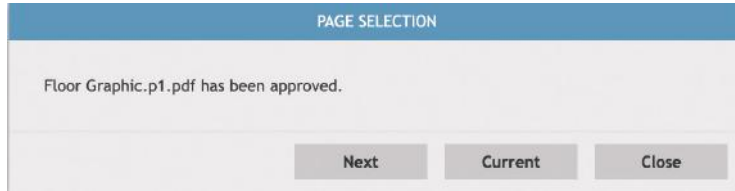
• Your page(s) will now list as approved as shown below. Once you approve all pages no further action is required. PrintVue will notify your Project Manager and we will proceed to the next step in the production process.

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