

# About the location of files from Prepress Portal

Files that are uploaded to Prepress Portal are stored in three folders inside each job folder.

## **WebAnnotatedProofs**

The `WebAnnotatedProofs` folder contains files that users of Prepress Portal have reviewed and annotated. Users of Prepress Portal do not need to place the files there; the files appear automatically in the folder.

This folder is a core part of the review process. You need to get files from this folder any time a customer annotates a file and requests corrections.

## **WebDownloads**

The `WebDownloads` folder contains files for users of Prepress Portal to download. When you place files in this folder, they display in Prepress Portal and users can retrieve them.

This folder is optional. You should upload pages for review and approval in Prepress Portal to ensure that customers receive e-mail notification.

## **WebUploads**

When customers use the upload feature of Prepress Portal, the files appear in the `WebUploads` folder. Each upload in Prepress Portal creates a separate subfolder inside the `WebUploads` folder.

This folder is optional. You do not need it to receive input files from a customer. Users of Prepress Portal automatically add input files when they create a job in Prepress Portal.

The files in this folder are automatically processed in Prinergy, based on the `AutoProcess` rules set in Prepress Portal.