

Testing the upgraded Prepress Portal software

1. Log on to the Prepress Portal server.
 2. On the home page, click **Jobs**.
 3. In the list of jobs that appears, click a job's name to open it.
 4. Click **Upload Files** and upload some files.
 5. In the **Pages** list, select a page row and click **Smart Review**. Close Smart Review.
 6. Request approval:
 - a. In the **Pages** list, select one or more pages, and click **Request Approval**.
 - b. In the Request Approval window, select one or more users, and in the list on the right, request review and/or final approval.
 - c. Click **Apply**.
 - d. Confirm that an e-mail notification message was sent to the users that you selected.
 7. Download a PDF proof:
 - a. In the **Pages** tab, right-click a page.
 - b. From the menu that appears, select **Download Proof**.
 - c. Download the page to a known location.
 - d. Using Windows Explorer, locate and open the downloaded low-resolution PDF proof
- Enable the antivirus software on the server, if you had disabled it at the beginning of this upgrade process.