

Welcome to Kodak Preps software training

Purpose of training

This training serves as a high-level introduction to the basics of the Kodak Preps software.

Audience

This training is designed for new Preps software customers.

Time required

2 days

Delivery method

This course is designed for instructor-led WebEx software delivery. A computer with high-speed Internet connection and telephone are required to participate in the WebEx session.

Students can use the document and activities for self-study or self-paced review.

How to use the Activity Guide

- Download the Preps activity files from [this location](#) to a folder on the desktop of your Preps workstation or find them on the training DVD.
- Each activity represents a specific scenario. In regular operations and for other scenarios, you might make different choices.
- The activities included in this guide show you one way of performing the task. Alternatives may exist. Perform each task as shown so that the instructor can easily pinpoint issues and answer questions.
- Some activities require that you continue using the file created in the previous step. If this is the case, the Activity Guide warns you not to close the file. Otherwise, close any open jobs in Preps before starting a new activity.

If you're preparing to participate in the WebEx session

1. Tell your colleagues that you are participating in this session.
2. Have a copy of this guide and any other reference material printed.
3. At the appropriate time, log on to the session and dial into the teleconference as directed.
4. Have your copy of Preps installed and running on a computer you can use throughout the session.