

Uploading files to Prepress Portal

1. In the **Jobs** area, click the name of the job that you want to work with.
The job pages and all the other job information and related actions are displayed.
2. Click **Upload files**.

UPLOAD FILES

Upload Name

Process With

Notes

+ [Folder Icon] + -

File Name	Last Modified	Size
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Drag Files Here

Cancel Upload

3. Drag files from your desktop or network into the Upload Files window, or click the **+** button and navigate to the required files.
Note: If the browser that you are using enables you to upload folders, an icon of a folder **+ [Folder Icon]** appears next to the **+** and **-** buttons. Currently, the Google Chrome, Microsoft Edge, and Firefox browsers support uploading of folders.
If you added a file and want to remove it, select the file and click the **-** button.
4. If the job is enabled for processing and if the **Process With** list appears, select an upload processing rule. Otherwise the files will be processed based on the default rule listed.
5. If desired, type a name for the upload and type any comments describing the upload.
6. Click **Upload**.
The upload status information is displayed at the bottom of the Upload Files window.
7. Click **Close**.
If the job is enabled for processing, the Upload Processing window displays the progress of the processing. You can still close the window; processing will continue.

Note: HTML5 uploads/downloads do not support the use of special characters in the file names. These characters include (but are not limited to): / \ * | ? < > , If these characters appear in the filename, an error message is displayed and the upload will not proceed.