Artwork.workz.com

Quick start up guide
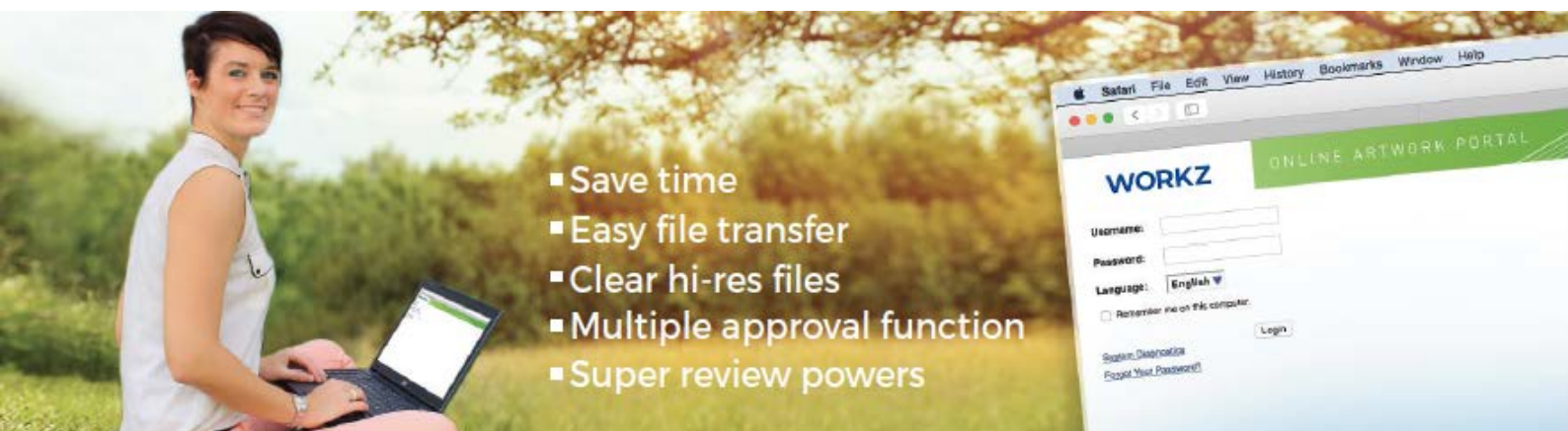
- Save time
- Easy file transfer
- Clear hi-res files
- Multiple approval function
- Super review powers

ONLINE ARTWORK PORTAL

WORKZ

Username:
Password:
Language: English
Remember me on this computer.

Login

Register Diagnostics
Forgot Your Password?

WORKZ

Overview

Artwork.workz.com is a secure online artwork portal that takes advantage of the most advanced Kodak technology to provide a faster, easier and more effective way to manage your artwork for production.

Some of the benefits of this service include:

- Fast artwork proofing times
- Easy file transfer
- High resolution (un-pixelated) files
- Multiple approvals feature
- Artwork review 'super-powers'

How it works

1. Instant file upload & print check – You
2. Artwork print optimisation – Workz
3. Final artwork digital proof approval - You
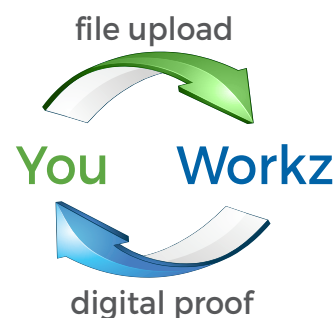
Secure log in

You will need a user name and password to access artwork.workz.com. If you don't have these yet please email artwork@workz.com and we'll quickly provide you these details.
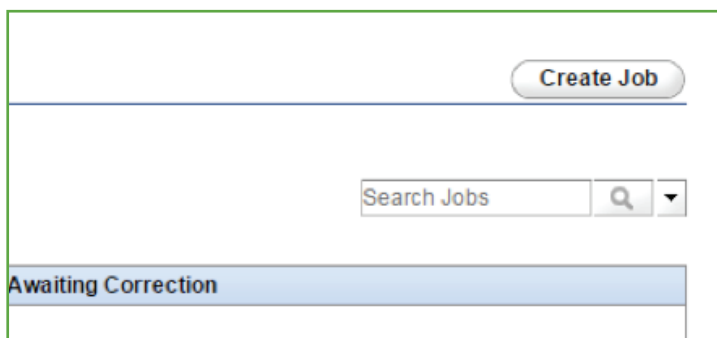
To check your system is configured properly to run artwork.workz.com please click System Diagnostics.
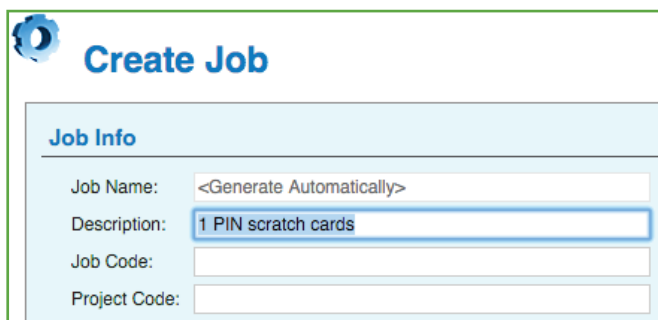
Upload artwork

To upload a file, first a job folder must be created for each product that is being printed.

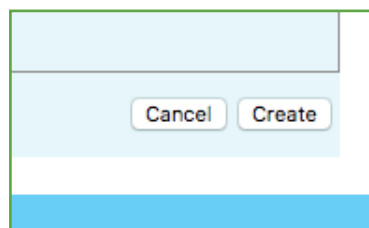If a folder does not already exist then click "Create Job".

A job name is automatically generated. The job name will later be renamed to a Workz reference.

Only the description field is required when creating a job. e.g. 1 PIN scratch cards or Postpaid SIM & pack and then click the create button in the right bottom corner.
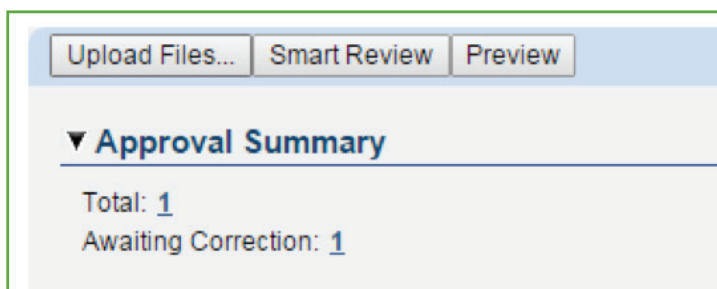

Click the "Upload Files" button. Drag and drop the file(s) or click the add file button.
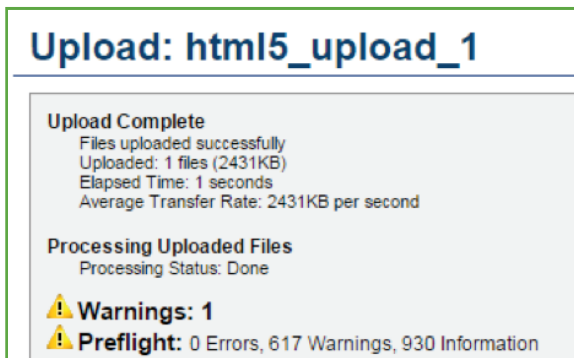
Click upload and the progress window will appear.

The creation date is when the job folder was initially created.

Print check

All PDF files that are uploaded will be automatically be checked in regards to their suitability for printing. You will receive an instant print (preflight) check summary after every file upload


Please note the print check feature is only available for PDF files.

The print (preflight) check report categorises all issues into three sections:
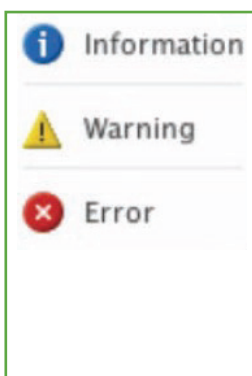
• **Information**: Details of the file for your information only - no action is required.

• **Warning**: Possible concerns with artwork elements for your information - no action is required unless advised by Workz.

• **Error**: Elements of concern with the artwork file that may cause potential difficulties in printing - it is recommended to re-upload revised file.
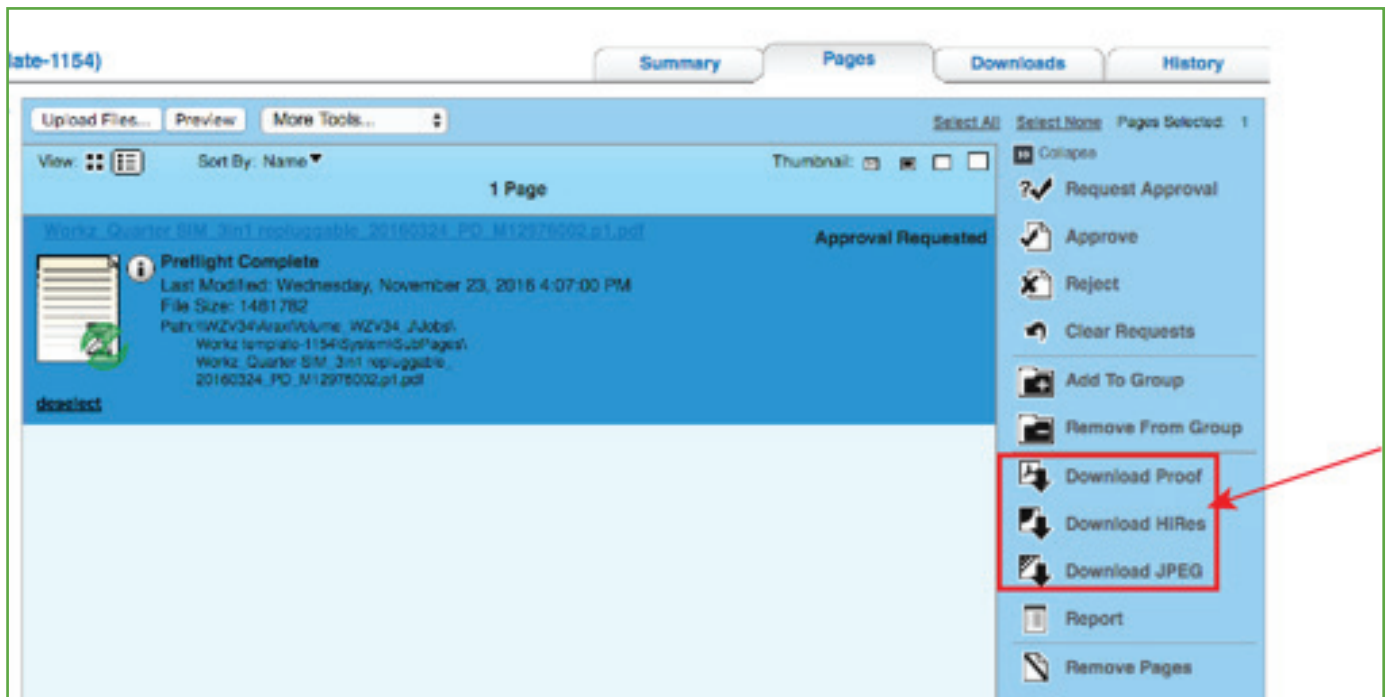
Further information on preflight issues is available in Page Information or Smart Review.
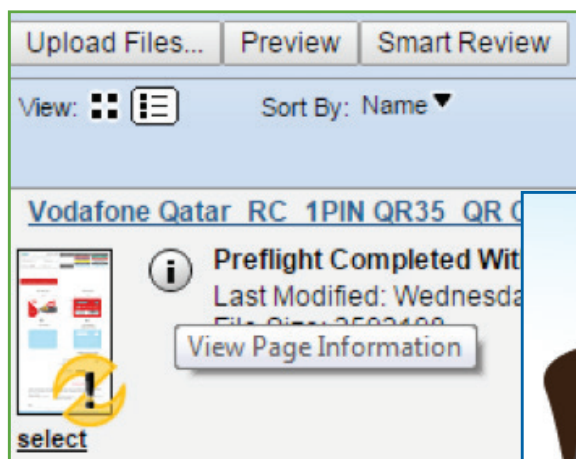
Download digital proof

All digital proof uploaded by Workz, will be in high-resolution format and you can download the PDF's as you wish.

To downlaod select the files and once the file is highlighted in blue as shown below, click the required proof type.


Smart Review

Smart Review uses pixel streaming technology to allow viewing of artwork(s) in full resolution and in real time. It also allows you to check colour separations, tint values with the colour density tool, collaborate with users or make annotations.
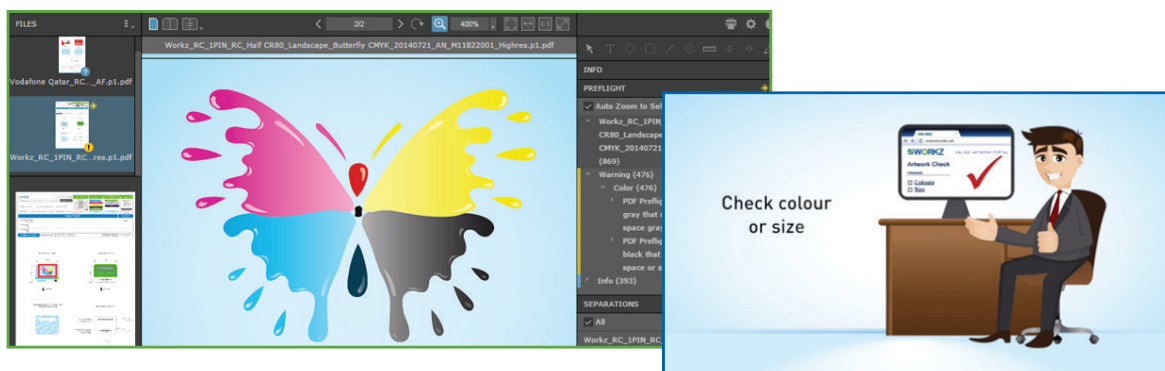
Approving artwork

Anytime an approval is required you will be receiving an e-mail notification. Artwork.workz.com allows you the chance to approve, reject, or reject - requesting corrections.
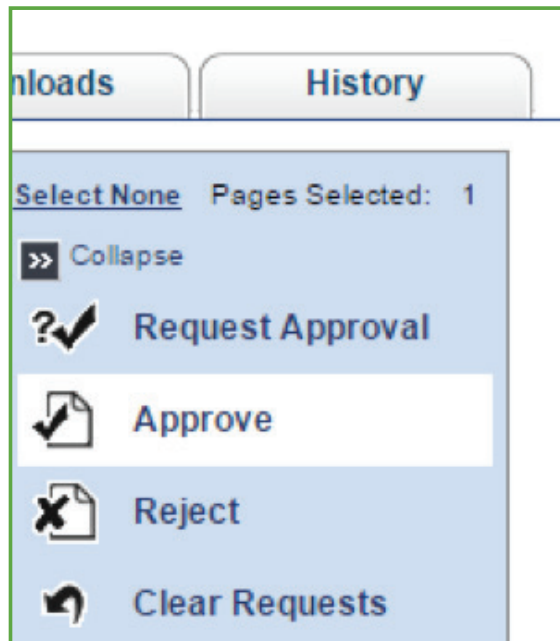
Multiple approver's

If your artwork requires approval from multiple individuals please let us know and we will set up your artwork system so all required individuals approve the artwork before we confirm your artwork finalised for printing.

Required artwork specs

To ensure your artwork is processed swiftly and guaranteed the best possible results, we highly recommend all files to be submitted to meet the following criteria:
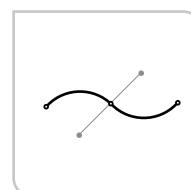
File format
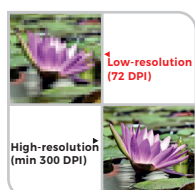Editable **Ai** or **PDF** format

Fonts
Convert all text to outlines or provide used fonts (Mac)

Graphics
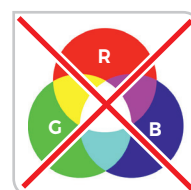Prefer vectors over raster graphic for all possible objects

Images
Editable **.psd** file for all images with minimum **300 DPI**

Colours
Artwork should be in **CMYK** or **PANTONE** colours only

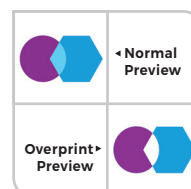### Colours
Artwork should not be RGB

Text size
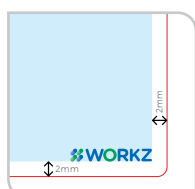For good readability of printed text use min. **4pts for positive** and **6pts for negative** text

Lines/Stroke thickness
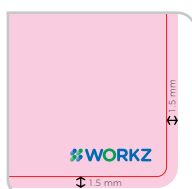Use min. **4pts for positive** and **6pts for negative** lines/strokes

Overprint Preview
Artwork should be created in **Overprint preview** (option to be enabled in Ai)

Safe margins
Keep important elements at least **2 mm** from cut line/creasing

Bleed
Minimum **1.5mm bleed** required on all sides

Serial barcode
1 barcode required for each card with min. **27 x 2.5mm** size and **1.5mm** quite zone (white space around)

Upload all artwork via **artwork.workz.com**

For any assistance, please contact **artwork@workz.com**

Should you require any assistance with artwork.workz.com please do not hesitate to contact us.

+9714 452 6767 ext 214
artwork@workz.com

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