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PressProof 5.0 On-Site Training Checklist

The on-site training checklist is a list of the essential tasks in the Kodak® PressProof™ software that your staff must be able to perform successfully. Your Kodak representative will provide on-site training to employees at your request. We recommend that all press operators and system administrators receive on-site training.

When this checklist is successfully completed and signed off, on-site training is complete. You can add users to PressProof and support them fully as they view surfaces in the press room on calibrated monitors.

A representative of your company who has approval authority must be available during on-site training to witness that the employees have completed the tasks in the checklist, and to sign off on them.

Table 1: Tasks for system administrators only

By the end of PressProof on-site training, system administrators must be able to do each of the following tasks:

Task	Completed Successfully?
Color Target Manager	
Using the *Color Target Manager*, import an ICC profile.	Yes ☐ No ☐
Copy an existing color target and provide a new name.	Yes ☐ No ☐
Explain how to change the media white point in a color target and why this could be done.	Yes ☐ No ☐
Explain where color targets are stored on the server.	Yes ☐ No ☐
Ensure the press operator has the correct roles and rights to view surfaces in PressProof.	Yes ☐ No ☐
Set Up General Administrative Information	
Configure system settings: Printer Information, Security, eCentral, PressProof, and Default Color Target.	Yes ☐ No ☐
Explain the purpose of deselecting qualified monitors.	Yes ☐ No ☐
Set Up PressProof Options	
Set up PressProof options based on the type of workflow.	Yes ☐ No ☐

Task	Completed Successfully?
Create a Staff user with the correct role for viewing surfaces in PressProof.	Yes ☐ No ☐
If using a PressProof stand-alone workflow (TIFF surfaces), select the Location of Surfaces and set the file location path.	Yes ☐ No ☐
If using PressProof software in a Prinergy® Connect or PowerPack (PDF workflow) (with or without the Kodak InSite™ Prepress Portal system), select the Location of Surfaces and set the proofing to Colormatching JTP's or pools.	Yes ☐ No ☐
If using PressProof software in a Prinergy Connect or PowerPack workflow (with or without the Prepress Portal system), explain why you can use both TIFF and PDF workflows.	Yes ☐ No ☐
Installation	
Install the Matchprint® Virtual software on at least one Mac® computer that will be used for PressProof.	Yes ☐ No ☐
Install PressProof client on the same computer.	Yes ☐ No ☐
Turn off the *Energy Saver* feature and explain why you need to do this.	Yes ☐ No ☐
What is the difference between fixed and maximum luminance values?	Yes ☐ No ☐
Calibrate the monitor and set a fixed luminance value. (See the *Matchprint Virtual Quick Reference Card.*)	Yes ☐ No ☐
Managing the Viewing Environment	
Is the viewing environment adequate for viewing color-managed surfaces?	Yes ☐ No ☐
Confirm that the verification proof (hard copy) and the image on screen match to your satisfaction.	Yes ☐ No ☐
Describe the plan for training press operators to ensure they can use PressProof.	Yes ☐ No ☐
Apply Color Targets to Surfaces	
Explain how to create and assign the **colortarget.txt** file in a non Prepress Portal workflow.	Yes ☐ No ☐
If using the PressProof software with the Prepress Portal system, explain how to assign a color target for a job or pages based on the surface.	Yes ☐ No ☐
See Assigning *Color Targets* in the *Matchprint Virtual 5.0 System Administration Guide* for more detailed color target information.	Yes ☐ No ☐

Table 2: Tasks for all PressProof users

By the end of PressProof on-site training, users must be able to do each of the following tasks in PressProof software:

Task	Completed Successfully?
Using PressProof	
Start the PressProof software, open a job, and select a surface.	Yes ☐ No ☐
Set the preferences that you require for your workstation.	Yes ☐ No ☐
Navigate around the surface; pan, rotate, move to next surface, etc. (See the *PressProof Quick Reference Card.*)	Yes ☐ No ☐
Calibrate the monitor.	Yes ☐ No ☐
Explain how often you must calibrate the monitor and why you might have to recalibrate.	Yes ☐ No ☐
Describe where you can find more information about PressProof software.	Yes ☐ No ☐

Other Resources

For information about PressProof, see the *Matchprint Virtual 5.0 System Administration Guide*, the *PressProof Quick Start Guide*, the *PressProof Keyboard Shortcuts Quick Reference Card*, and *Matchprint Virtual 5.0 Release Notes*.

Approval

The on-site training checklist has been successfully completed.

Approved by Kodak representative

Name: _____

Signature: _____

Date: _____

Approved by customer representative

Name: _____

Signature: _____

Date: _____

About Kodak Graphic Communications Group (GCG)

The leading provider of graphic communications solutions worldwide, Kodak's Graphic Communications Group (GCG) offers image capture systems; professional color, copydot, and high-speed document scanning systems; inkjet printing and proofing systems; workflow and color management software; thermal imaging devices for film, plates, and proofs; high-quality proofing media, printing

plates, and recording film; on-demand color and black-and-white printing systems; data storage products; and professional services. With corporate headquarters located in Rochester, N.Y., Kodak (NYSE: EK) has the largest global sales force and is committed to a digitally oriented growth strategy.

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