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Manual

Apogee Approval Agfa

Uploading and placing your pdf files

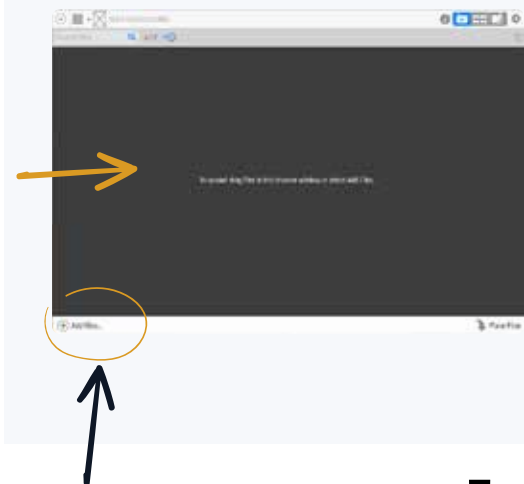## USE THE LINK THAT YOU WILL RECEIVE IN YOUR MAILBOX

Login in with your unique username and password.
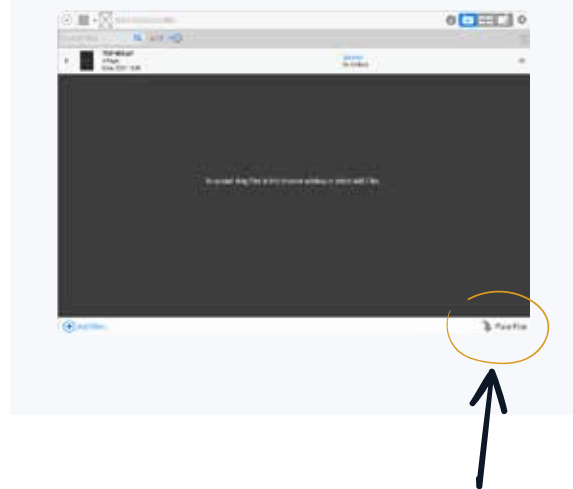
STEP 1

Click on the left bottom side on "add files" or drag the files onto the darker part of the page.

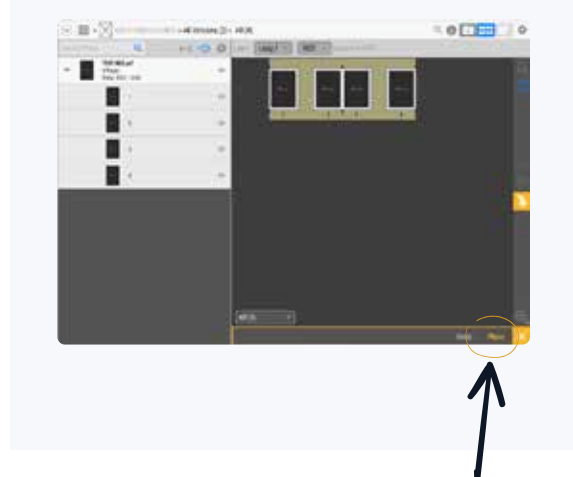If the upload icon is not shown, you probably will not be registered as authorised to upload files.

STEP 2

Click on "place files" on the right bottom side.

STEP 3

Drag the pages to their right place and confirm by clicking on "Place".

!

If you wish your pdf files to be placed automatically, go to "Naming your the pdf files"

and proceed with

STEP 4

STEP 4

Click on the right upperside on the Flipbook icon.

This bleu icon, shown above a page, indicates that this page needs to be approved.

When an error is being detected, this orange icon will appear. Click on it to see which errors were detected.
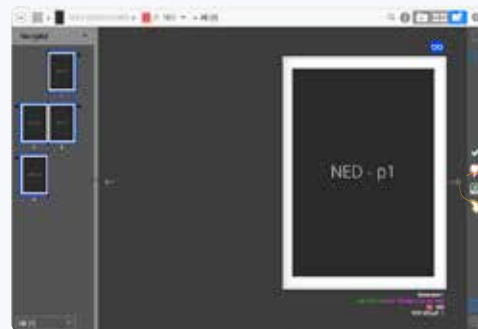
Warning : error is not critical.

Warning : error is critical and needs to be corrected.

After the approval of all the pages, you will receive a confirmation by mail

STEP 5

Check your pages and approve them.

Click on the green button to approve the page or go to the green button with the two arrows to approve and proceed automatically to the next page.

You can approve all your pages at once by clicking on the wheel at the right upperside and selecting "approve all remaining pages".

If you want to reject a page, select the red "thumb down" button.

For uploading a new pdf file, please name it in the exact same way as the rejected file and add "V2" for second version.
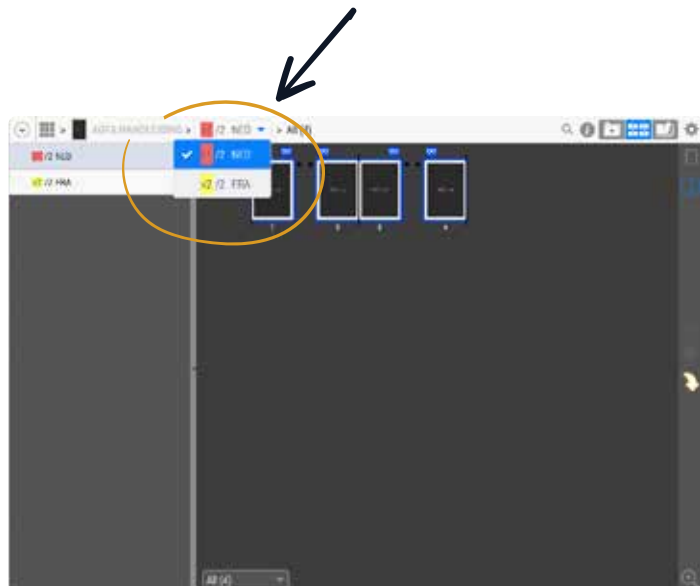And start again following STEP 1.
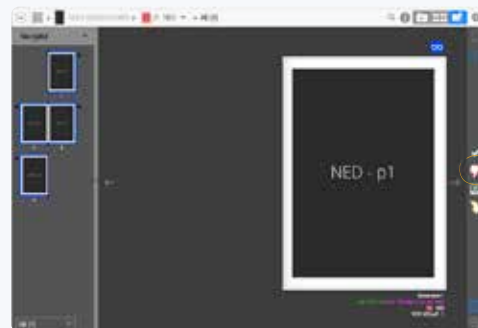
Only the last uploaded pdfs will be rendered. After your online final approval, no more new files can be uploaded.

A job containing multiple versions

THE MOST COMMON POSSIBILTY IS A LANGUAGE VERSION

Please follow the instructions as mentionned above. For consulting a specific version, please select it as shown below.

Naming your pdf files

BY USING THE CORRECT NAMING OF YOUR PDF FILES, YOUR PDF S WILL BE PLACED AUTOMATICALLY AND YOU CAN SKIP STEPS 2 AND 3.

JOBNAME_LANGUAGE VERSION_PAGENUMBER_VERSION
Example : NAME_NL_001_V1.pdf

If you wish to **replace a page with a second version**, it will be called "V2" (for second version).

For an **edition with saddle stitched back**, please send all pages as separate pdf s, numbered from the first coverpage as "..._001_", etc...

For an **edition finished with perfectbinding**, we ask you to procure the covers front and back in spread and the innerpages as separate pdf s.

The **cover front** will be numbered as "..._001_", the back as "..._002_". The innerpages will be numbered starting from "..._003_", etc...

If you want to make **pdf s per chapter or in batches**, please take into account that the numbering needs to follow the previous chapter or batch. E.g. "catalogue_NED_001–016_V1" will be followed by "catalogue_NED_017–023_V1", etc...

**CORRECT ABBREVIATION
OF THE LANGUAGES**

Flemish	**VLA**
Walloon	**WAL**
Dutch	**NED**
French	**FRA**
English	**ENG**
German	**DUI**
Bulgarian	**BUL**
Danish	**DAN**
Estonian	**EST**
Finnish	**FIN**
Greek	**GRI**
Hungarian	**HUN**
Irish	**IER**
Italian	**ITA**
Croatian	**KRO**
Latvian	**LET**
Lithuanian	**LIT**
Maltees	**MAL**
Polish	**POO**
Portuguese	**POR**
Romanian	**ROE**
Slovenian	**SLV**
Slovak	**SLW**
Spanish	**SPA**
Czech	**TJE**
Swedish	**SVE**

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