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GHOSTICK

MORE THAN LABELS

SOFT PROOF & PROOFING PLATFORM

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Version 1.1

INTRODUCTION

This manual is written as a reference work on the Geostick soft proof & proofing platform. This new platform guarantees an easier and faster way to check, approve or reject artwork. In addition, the artwork and all communication regarding the artwork remain guaranteed in the platform. This manual describes the various possibilities step by step.

You will find:

- How to approve or reject artworks
- What happens to any changes
- What additional functionalities are available.



GEOSTICK
MORE THAN LABELS®

SOFTPROOF

Datum : 18 oktober 2022
Productnr. : 426970
Prepressnr. : 686467
Uw referentie : 18-10-2022
Omschrijving : Geostick Label

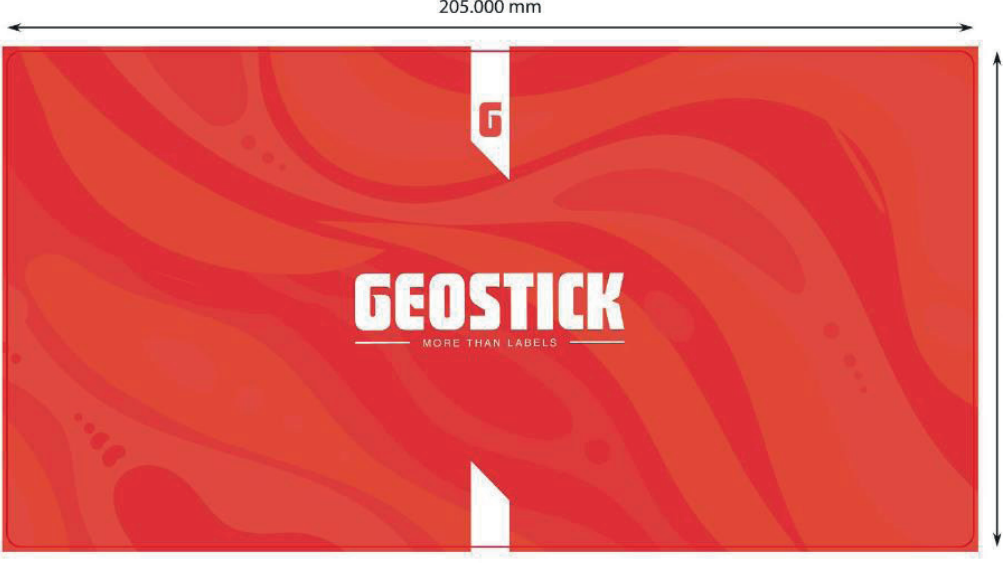
Extra info : -

Aantal kleuren : 2
■ Magenta
■ Yellow
■ Stans

De kleuren van deze print zijn indicatief!

Wikkeling : 3





205.000 mm

105.000 mm

97% Geschaald

Om je levertijd niet in gevaar te brengen, ontvangen wij graag zo spoedig mogelijk een akkoord!

ACCES TO THE ARTWORK

For a new product or a change to an existing product, we give you the opportunity to inspect the product a so-called soft proof. We send an email from proofing@geostick.nl with a link to the soft proof on the platform. To view the soft proof, click on the green button 'view soft proof'. See the below image for illustration. In case you want to send the email to another person or add multiple reviewers report this to your Geostick sales representative.

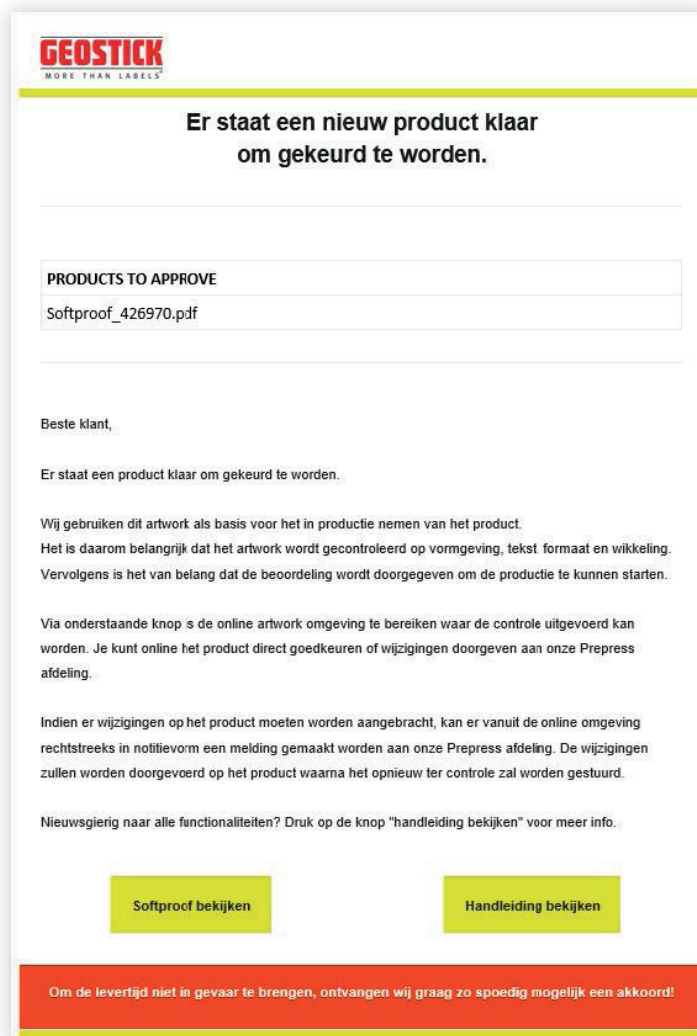


Figure 1: shows the receipt email of new product

MY APPROVALS

Once you've entered the proofing platform you will see an overview of all soft proofs awaiting your review. Below is a brief description of all possibilities in the platform.

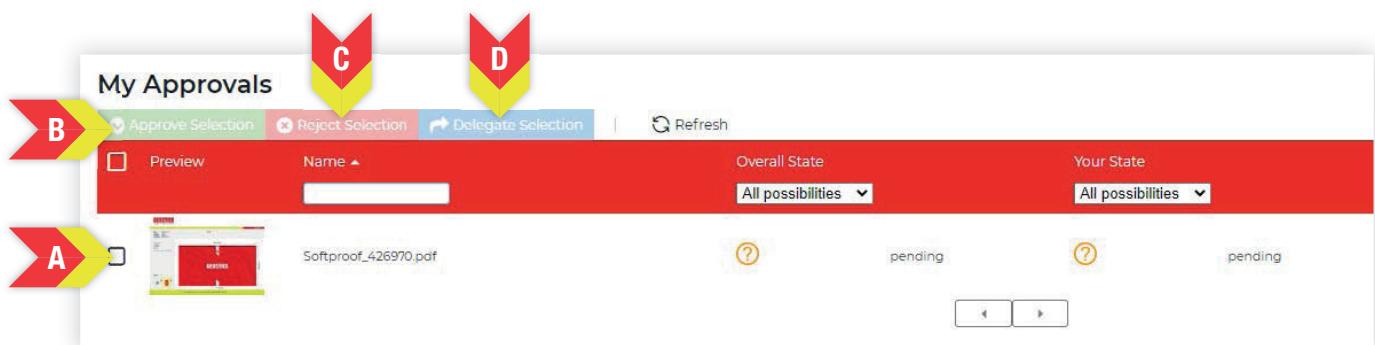


Figure 2: shows the different locations of push buttons for possible actions(A to D)

- A. Selection: here you select single or more soft proofs
- B. Approve selection: with this button, the selected soft proof(s) are approved and send to our pre-press department.
 - I. Click on the selection box of the soft proof(s) to be approved.
 - II. Click on the green button at the top called "**Approve selection**".
 - III. A pop-up with a control question pops up.
 - IV. Click on '**Approve**' if you are sure that the soft proof is approved and can be taken into production.
 - V. The approval is now directly implemented in our system.

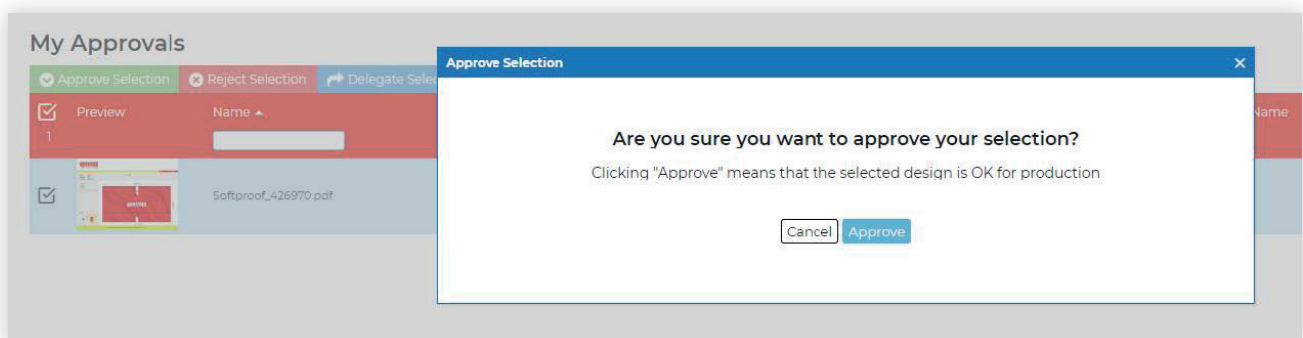


Figure 3: Shows the control question for approving the new product

- C.** Reject selection: with this button, the selected soft proof(s) are rejected and the feedback or desired adjustments are sent to our pre-press department.
- I.** Click on the selection box of the soft proof that needs to be rejected.
 - II.** Click on the red button at the top called “Reject selection”.
 - III.** A pop-up will request your feedback. Please put down why the artwork is rejected. Our pre-press department will make changes based on this feedback.
 - IV.** Lastly,click ‘Reject’if youare sure that this soft proofshould be rejected.

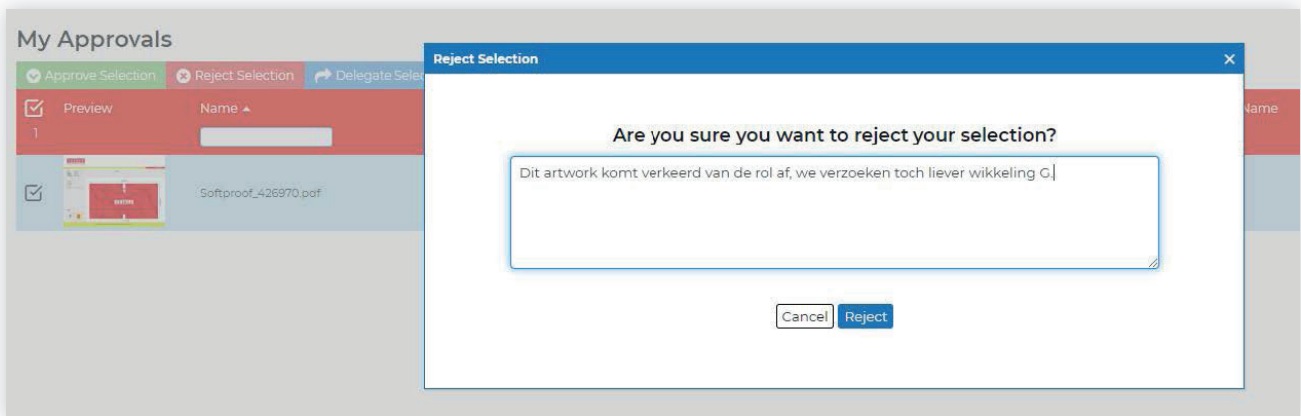


Figure 4:Shows the control question for rejecting the new product

- D.** Delegate selection: delegate the selected soft proof(s) to an email address as desired.
- I.** Mode: Select the desired modei.
 - II.** Add viewer: will forward the soft proofwithout asking for an inspection.
 - III.** Add approver: will offer the soft proof for inspection to an extra person.
 - IV.** Transfer approval: the full inspection is passed to another person.
 - V.** Email: the person you want to forward the selected soft proof(s)t o.

Choose one of the above selections and click on “Delegate” to delegate the soft proof.

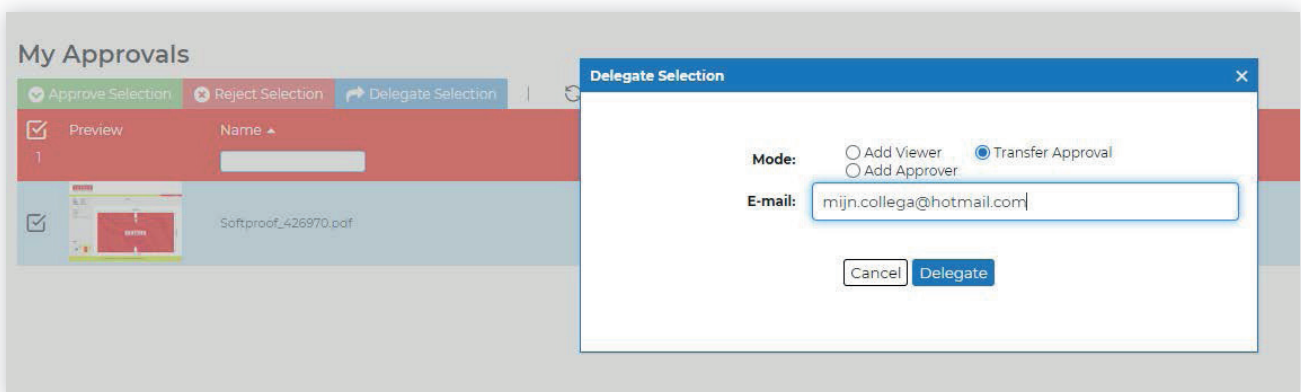


Figure 5:Shows the options andthe input field for delegating the soft proofinspection

MY APPROVALS

Below is a further description of a number of control tools which can help in the inspection

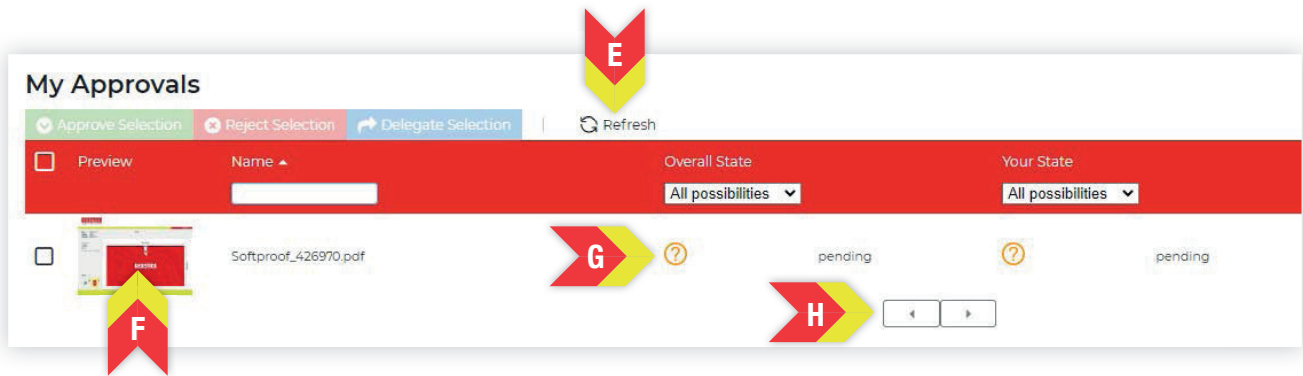


Figure 6: shows the different locations of pushbuttons for possible actions (E to H)

- E. Refresh: refreshes the portal and retrieves the latest versions.
- F. Soft proof preview: opens the soft proof for inspection with all the technical possibilities that the platform offers. Possibilities are: color separation, zoom in/out, measuring equipment, density meter and download options.
 - I. Click on the image of the artwork to start the soft proof preview.
 - II. A new screen opens the soft proof in full view.

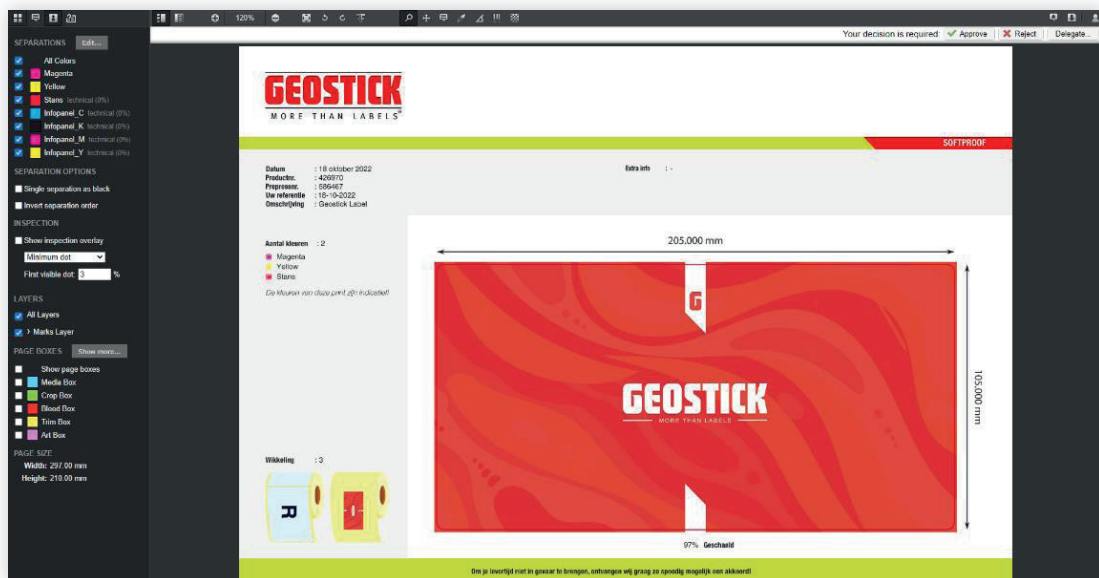


Figure 7: Shows the full view of the soft proof and the "extra" possibilities

- G. State: displays the current status of the soft proof
 - I. Pending means that the soft proof is still awaiting an inspection.
 - II. Approved means that the soft proof is approved.
 - III. Rejected means that the soft proof has been rejected.
- H. Page change: allows you to click through the pages of a multi-page soft proof.

***NOTE:** At the end of this manual all additional functionalities for this are described in detail.

ADDITIONAL FUNCTIONALITIES

By clicking on the preview/image of the product, the soft proof environment is opened. This environment gives the user access to additional possibilities to view the artwork. Below is a short description.

THE MAINSCREEN

- A.** Sidebar: identifies the different information tabs.
- B.** Toolbar: addresses useful tools to work with
- C.** Display: shows the artwork

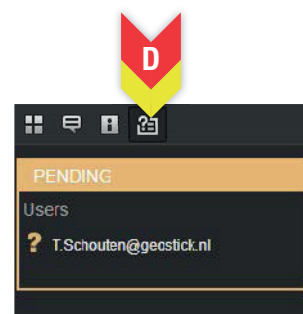
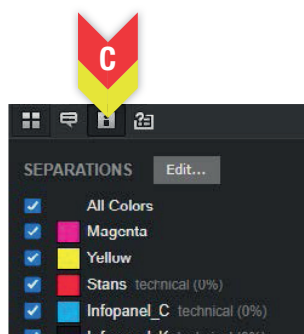
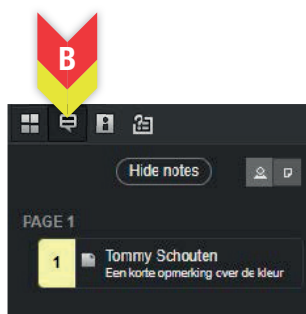


THE SIDEBAR

The sidebar shows four different information tabs.

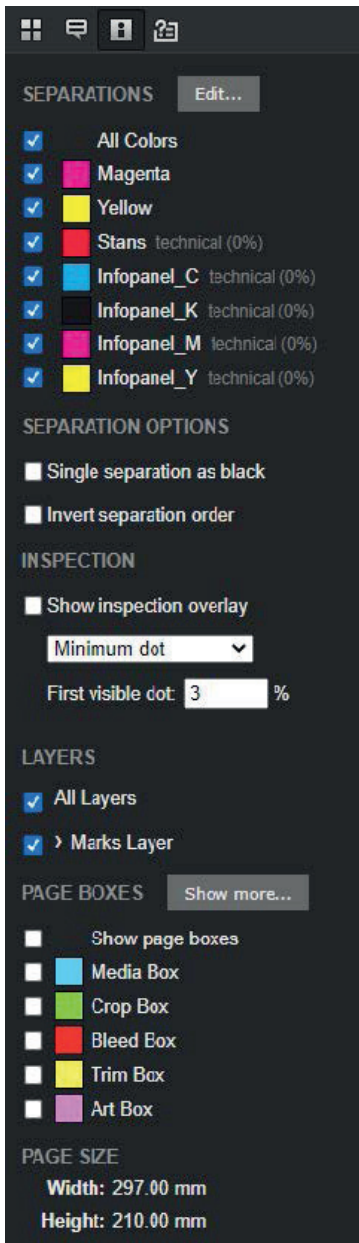


- A.** **Thumbnail:** Gives you an overview of the artworks' pages.
- B.** **Note:** gives an overview of the notes that have been made. Notes can be viewed per user or per page.
- C.** **Separations:** displays all information related to colors and separations. This is further described on the next page.
- D.** **Approval overview:** displays all individuals who are requested to give a review.



SEPARATIONS

Separations provide more information about the colors in the file. The separations can be viewed and edited.



TURN SEPARATIONS ON/OFF

- I. Select or deselect the check boxes next to the separations to show or hide separations.
- II. Select Edit, to enter edit mode. When editing mode is active, a pencil appears in the color plane.

EDIT SEPARATIONS

- I. Rename: select the pencil to open the separation parameter box. Select the name to change it and select save.
- II. Change colors: select the pencil to open the separation parameter box. Change the color by moving the color picker or entering a different spot color name. Select save.
- III. Change opacity: select the pencil to open the separation parameter box. Select or clear the opacity check box.
- IV. Change order: you can change the order by drag-and-drop the separations.

SEPARATION OPTIONS

- I. Single separation: if selected, the single separation is displayed in black.
- II. Reverse separation order: select this option and the order is reversed.

INSPECTION OPTIONS:

Show inspection overlay : checking this option makes the design checked against the following specific characteristics.

- I. Minimum point: red overlay layer marks the areas in the artwork that have a lower ink percentage than the minimum percentage predefined in the "First visible dot" field.
- II. Maximum point: the areas in the design are marked with a red overlay layer that have a higher ink percentage than the maximum percentage predefined in the "Maximum dot" field.
- III. Total area coverage: red overlay layer marks the areas in the artwork that have a higher total area coverage than the percentage defined in the "Coverage" field.

LAYERS:

In the layers you can see of how many layers the artwork consists. Each layer can be displayed individually.

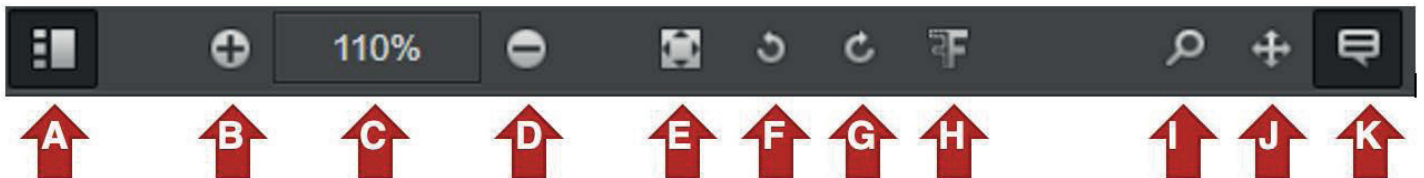
PAGE BOXES:

Select which page boxes to be displayed, here the width/height of each frame is listed under the page sizes.





TOOLBAR

The toolbar has a number of functions to manage or edit the artwork. In addition, you can download the soft proof and a note report.

The first part of the toolbar:



- A. SHOW:** use this option to open or close the sidebar on the left.
- B. ZOOM IN:** if the thumbnail in the sidebar is selected, the part zoomed in will be highlighted.
- C. ZOOM % :** enter a zoom percentage manually.
- D. ZOOM OUT :** allows you to zoom out.
- E. FIT:** fits the entire design in the window when zoomed in or out.
- F. ROTATE LEFT:** throttle the design to the left.
- G. ROTATE RIGHT:** throttle the design to the right.
- H. MIRROR:** mirror the design.
- I. ZOOM FUNCTION:** clicking on it is zooming in and with ALT+click is zooming out.
- J. PAN:** Move over the print while zoomed in. To pan, press and hold the left mouse button and move the mouse. If the thumbnail in the sidebar is selected, the zoomed-in part is highlighted. Move the highlighted area by holding down the left mouse button and moving the mouse to change the panning zone.
- K. NOTE:** add notes to the design. There are different types of notes:

-  Note creates a note on the clicked location in the design.
-  Draw a rectangle around the area where the note was created.
-  Draw an oval around the area where the note was created.
-  With freehand, a freeform can be drawn around the area of the note.

After the type of note has been chosen, the notes-window opens and comments can be entered. You can choose between **bold**, *italic* or underlined text formatting. Save or delete the note.

All notes are visible in the notes list on the sidebar on the left when the Notes view is selected. Notes are also visible on the design. Open a note by clicking the note in the sidebar or by double-clicking.

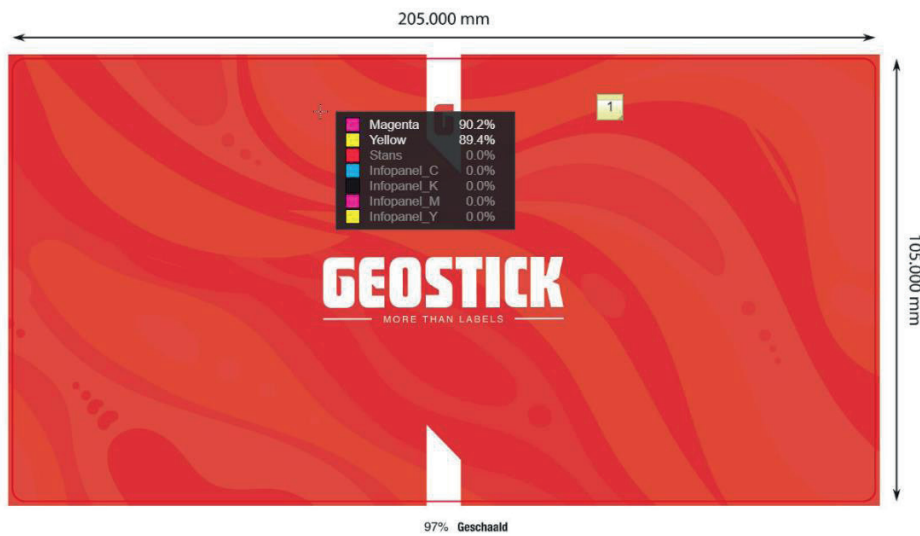
Please be aware! Are you going to reject the artwork and do you want the notes to be sent to our pre-press department? Make sure you first create and compose the notes before rejecting the soft proof.



The second part of the toolbar



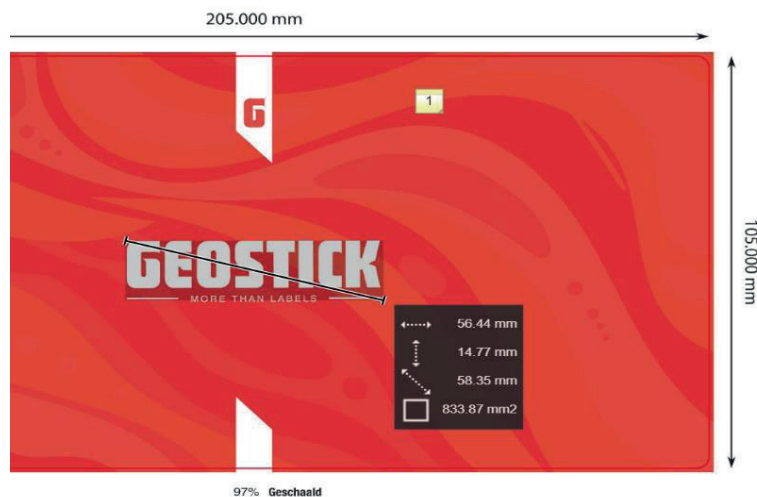
A. DENSITOMETER: separations can be measured with the densitometer. Select the exact place in the file where the inks should be measured and the information window will appear.



B. MEASURE: using measure you can measure:

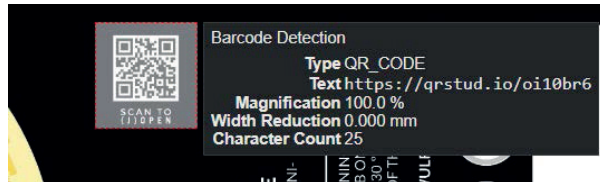
Horizontal, vertical and diagonal distances. Select and draw a line between the two points between which the distance should be measured.

Small distances: Select and define a diameter in the lower-left box. Then draw a circle in the file. The diameter of the circle corresponds to the diameter defined in the box. The circle can be moved by dragging it to a different position. Everything outside the circle has a larger size than the defined diameter. In this way, for example, it can be checked whether a trapping meets the certain distance.



C. DETECT BARCODES: how to recognize and read barcodes. By dragging a rectangle on the barcode, the type and value of the barcode are read.

The following barcodes are recognized:



- UPC-A
- UPC-E
- EAN-8
- EAN-13
- Code 39
- Code 128
- Code 93
- Codabar
- ITF
- RSS-14
- RSS Expande
- QR
- Data matrix
- Aztec
- PDF 417
- MaxiCode

D. NOTE REPORT: click on the button and an overview will be created with all notes including the location, the comment and the date of creation.

Softproof_426970.pdf

File: Softproof_426970.pdf
Report Date: 19-10-2022 10:48:48

Notes

#	Location	Note	Creator	Modification:
1		Een korte opmerking over de kleur	Tommy Schouten	19-10-2022 09:12:13

Approvals

Time	User	Message
	Tommy Schouten	pending

E. DOWNLOAD:
the file can be downloaded in low resolution for your own archive and/or actions.

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SOFTPROOF

Datum : 16 oktober 2022
Product: -426970
Prepress: -669467
Uw referentie : 18-10-2022
Geschriftwijze : Geostick Label

Extra info : -

Aantal kleuren : 2
Magenta
Yellow
Stans
De kleuren van deze print zijn indicatief!

Wikkeling : 3

205,000 mm

105,000 mm

97% Geschaald

Om je levertijd niet in gevaar te brengen, ontvangen wij graag zo spoedig mogelijk een akkoord!

THE DISPLAY

The display shows the full view of the soft proof, in addition, you can immediately approve or reject in this screen.

At the top right you will find the possibility to have the soft proof inspection:

- Approve
- Reject (disapproval)
- Delegate (delegate)

In all 3 cases you will receive the same control questions as described earlier in Chapter "My Approvals".

Your decision is required: Approve Reject Delegate...

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SOFTPROOF

Datum : 18 oktober 2022
Productnr. : 426970
Progressnr. : 686487
Uw referentie : 18-10-2022
Omschrijving : Geostick Label

Extra info : -

Aantal Kleuren : 2
 Magenta
 Yellow
 Stans
De kleuren van deze print zijn indicatief!

Wikkeling : 3

205,000 mm

105,000 mm

97% Geschaald

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CONTACT

More information about artwork specifications can be found via this link: https://www.geostick.nl/media/artwork_specs.pdf. Here you find the most up-to-date information about delivery, processing and handling of products, artwork and soft proofing.

Further comment scan be made to the Geostick-team.

We can also be reached on our general telephone number: +31 (0)88 051 4100.