

Uploading Artwork

Where do you upload files...

You can upload files on the artwork management screen. This is accessible from the Customer Portal Cart Screen or the Customer Viewing Quote Screen.

How to get to the Customer Cart Screen

1. Go to a Cart the MaticTrack
2. Click on the **"Cart View"** button

Sales Dashboard / Browse Quotes / Viewing Quote --

[Edit Quote](#) | [PDF Preview](#) | [Status Update](#) | [Send Email](#) | [Duplicate](#)

Quote Info

Quote Status:
Title:
Quote Folder: [\\192.168.0.10\root\QUOTES\930896_COPY](#)
Likeliness Level: %
Start Date: 2022-05-17 10:02:46
Last Edited: 2022-05-17 12:20:17
Predicted Conversion:
Department: Graphic Warehouse
Sales Person:
Quote View: [Open](#)
Cart View: [Open](#)

Totals

SubTotal:	£71.16
Delivery:	£ 12.50
Delivery Discounts:	£ 0.00
Total (Incl. VAT):	£100.39
Cost:	£29.11
Margin:	59.09%
Gross Profit:	£ 42.05

Quote Items

CODE	TITLE	SIZE DESCRIPTOR	WIDTH	HEIGHT	QUANTITY	PPI	TOTAL	COSTS	PROFIT	MA
<input checked="" type="checkbox"/> MESH-SID	Banner Printing Service - Mesh Banners - Hemmed & Eyeletted				1	£71.16	£71.16	£29.11	£42.05	59.09%

Contact Details

[Contact Details](#) | [Edit Contact Details](#)

Name: Thomas Kelly
Email: telldesignandprint@gmail.com
phone: 07949266979
Position:
Department:
Shop Login: [Click Here](#)
Web Based On Email: [gmail.com](#)

Quote Notes

Below are the quotes relevant notes

This quote has no notes.

Quote Emails

Below are the quotes relevant emails






This quote has no emails.

Quote History

3. Click on the **"Edit Artwork"** button on the size you want to upload/edit artwork on

EACH SIZE HAS ITS OWN EDIT ARTWORK BUTTON

SHOPPING CART

Product	Quantity	Price Per Item	Total
 <p>V-AIR-RELEASE Vinyl & Stickers - Normal Stickers - Air Release - White - Printed</p> <p>No Artwork Uploaded UPLOAD ARTWORK</p> <p>Width: 900.00mm Height: 47.00mm Laminate: Gloss Shape: Plotting</p>	<input type="text" value="1"/> UPDATE	£2.28	£2.28
 <p>V-AIR-RELEASE Vinyl & Stickers - Normal Stickers - Air Release - White - Printed</p> <p>No Artwork Uploaded UPLOAD ARTWORK</p> <p>Width: 733.00mm Height: 316.00mm Laminate: Gloss Shape: Plotting</p>	<input type="text" value="1"/> UPDATE	£11.3	£11.3
 <p>V-AIR-RELEASE Vinyl & Stickers - Normal Stickers - Air Release - White - Printed</p> <p>No Artwork Uploaded UPLOAD ARTWORK</p> <p>Width: 677.00mm Height: 194.00mm Laminate: Gloss Shape: Plotting</p>	<input type="text" value="1"/> UPDATE	£6.48	£6.48
 <p>V-AIR-RELEASE Vinyl & Stickers - Normal Stickers - Air Release - White - Printed</p> <p>No Artwork Uploaded UPLOAD ARTWORK</p> <p>Width: 538.00mm Height: 537.00mm Laminate: Gloss Shape: Plotting</p>	<input type="text" value="1"/> UPDATE	£14.02	£14.02
 <p>V-AIR-RELEASE Vinyl & Stickers - Normal Stickers - Air Release - White - Printed</p> <p>No Artwork Uploaded UPLOAD ARTWORK</p> <p>Width: 887.00mm Height: 384.00mm Laminate: Gloss Shape: Plotting</p>	<input type="text" value="1"/> UPDATE	£16.53	£16.53

How to get to the Customer Quote Screen

1. Go to a Quote on the MaticTrack
2. Click the **Quote View** button as below

Sales Dashboard / Browse Quotes / Viewing Quote - 927936 - Holiday Inn Ticket# 53186232

[Edit Quote](#) | [PDF Preview](#) | [Status Update](#) | [Send Email](#) | [Duplicate](#)

Quote Info

Quote Status: Active Quote

Title: Holiday Inn Ticket# 53186232

Quote Folder: [\192.168.0.10.root\QUOTES\930833_COPY](#)

Likelihood Level: %

Start Date: 2022-05-16 12:01:50

Last Edited: 2022-05-16 12:48:00

Predicted Conversion:

Department: Graphic Warehouse

Sales Person: Frances McCorry

Quote View: [Open](#)

Cart View: [Open](#)

Totals

SubTotal: £30

Delivery: £ 0.00

Delivery Discounts: £ 0.00

Total (Incl. VAT): £36

Cost: £5.39

Margin: 82.03%

Gross Profit: £ 24.61

Quote Items

CODE	TITLE	SIZE DESCRIPTOR	WIDTH	HEIGHT	QUANTITY	PPI	TOTAL	COSTS	PROFIT
<input type="checkbox"/> PA-CA	Photo Art - Custom Canvas Art Printing - Bespoke Size				1	£30	£30.00	£5.39	£24.61

Quote Notes

Below are the quotes relevant notes

NOTE	BY	WHEN
Status changed from **Temp Quote** to **(Active Quote)**	Frances McCorry	2022-05-16 12:02:52
Quote created	Frances McCorry	2022-05-16 12:01:50

Quote Emails

Below are the quotes relevant emails

TO	SUBJECT	START DATE/TIME	STATUS	OP
eastkilbride@minutemanpress.com,	Quote #927936 - Holiday Inn Ticket# 53186232	2022-05-16 12:04:20	FAILED	View

3. Click on the **"Edit Artwork"** button for the item you want to upload the artwork for.

EACH SIZE HAS ITS OWN EDIT ARTWORK BUTTON

QUOTE TRACKING - #927936

Your quote's current status is "Active Quote"

Hi Callum,

Thank you for giving us the opportunity to quote.

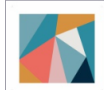
You can process your order using the links below:

[✓ PROCESS ORDER](#)
[DOWNLOAD PDF](#)

Quotation Date:
16/05/2022 @ 12:01

For:
Minuteman Press- East Kilbride

QUOTE - HOLIDAY INN TICKET# 53186232

Product	Quantity	Price Per Item	Total
<input checked="" type="checkbox"/> PA-CA Photo Art - Custom Canvas Art Printing - Bespoke Size <small>Width: 655.00mm Height: 610.00mm</small>	1	£30	£30
 Holiday_Inn_Geometric_Art_655x610_FINAL_CROPS.pdf (Page 1) Current Status: Approved	1		

1 Artwork Uploaded
[EDIT ARTWORK](#)

DELIVERY Delivery Address:

Select your delivery date & method from below:

Delivery Method	Sat 21st May	Mon 23rd May	Tue 24th May	Wed 25th May	Thu 26th May
Pick Up	---	FREE	FREE	FREE	FREE
Standard Delivery	£50.47	£12.50	£12.50	£12.50	£12.50
Pre Noon Delivery	---	£22.05	£22.05	£22.05	£22.05

TOTALS

Subtotal: £30.00

Delivery: £0.00

VAT: £6.00

Total: £36.00

What kind of files can you upload...

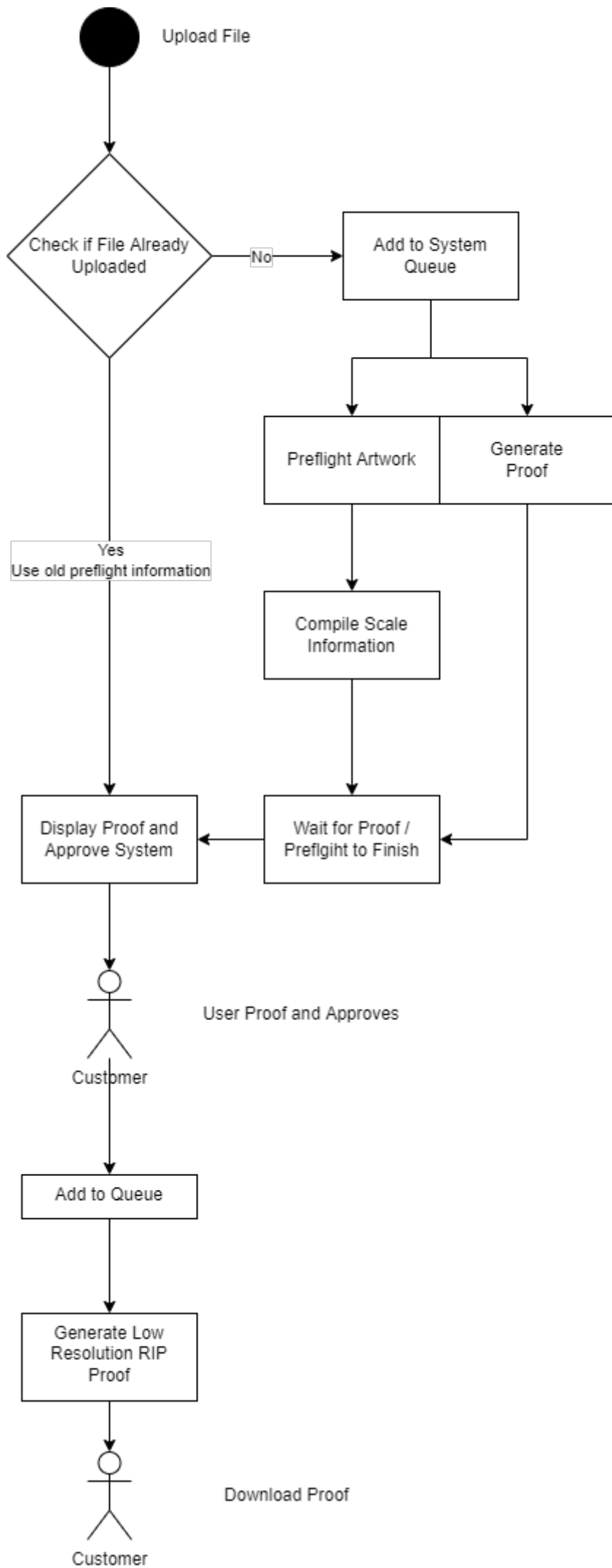
The MaticTrack accepts the following file types

PDF	EPS	PNG
JPEG (JPG)	TIFF	WORD
PPT (Powerpoint)		

Maximum File Size

The system will accept file uploads of up to **1 Gigabytes in size.**

What happens when you upload a file...



The Queue

The system queue is exactly that, a queue of jobs that the system processes in the background. Examples are sending emails, preflighting artwork, generating proofs, generating print files.

This keeps the system running fast as it runs in the background.

Monitoring the Queue

If you have the proper permissions you can monitor the queue from here: [System Queue - MaticTrack \(maticmedia.co.uk\)](#)

System Queue

You are currently viewing 1 to 12 of 12 System Queue currently loaded in the system.

	ENGINE	ARGUMENTS	RUNNING DATETIME	HOST	ATTEMPTS	CONTROLS
<input type="checkbox"/>	Track\System\Queue\CronRunner	a1:{s2:"id";s2:"41"}		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\Marketing\Prospective\Lists>ContactList	s3:"164";		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\Marketing\Prospective\Lists>ContactList	s3:"145";		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\System\Queue\CronRunner	a1:{s2:"id";s2:"44"}		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\System\Queue\CronRunner	a1:{s2:"id";s2:"37"}		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\Marketing\Prospective\Lists>ContactList	s3:"170";		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\System\Queue\CronRunner	a1:{s2:"id";s2:"40"}		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\Scenario\System\Queue\Scan	a2:{s5:"event";s4:"save";s6:"origin";a2:{s2:"id";s6:"930878";s4:"type";s15:"Shop\Carts\Cart"}}		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\Scenario\System\Queue\Scan	a2:{s5:"event";s7:"preSave";s6:"origin";a2:{s2:"id";s6:"930882";s4:"type";s15:"Shop\Carts\Cart"}}		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\System\Queue\CronRunner	a1:{s2:"id";s2:"42"}		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\Scenario\System\Queue\Scan	a2:{s5:"event";s7:"preSave";s6:"origin";a2:{s2:"id";s6:"930812";s4:"type";s15:"Shop\Carts\Cart"}}		simple		Run Manually Reset Delete
<input type="checkbox"/>	Track\Scenario\System\Queue\Scan	a2:{s5:"event";s7:"preSave";s6:"origin";a2:{s2:"id";s6:"930904";s4:"type";s24:"Track\Sales\Quotes\Quote"}}		simple		Run Manually Reset Delete

« < 1 > »

What Does Pre-Flighting Artwork Mean?

When uploading a file your file will be put into a processing queue where it will be automatically split into individual pages and then checked for quality against these parameters...

- Page Width
- Page Height
- Estimated Scale
- Maximum Recommended Scale
- Includes Images
- If images are included it will calculate DPI
- Fonts
- Minimum Font Size

- RGB mix Colours
- Spot Colours
- CMYK mix Colours
- Bleeds

At the same time it'll generate a CMYK jpeg proof for display in the artwork approval process.

Depending on the size / complexity of the file this can be quite an intensive process and may take up to 5 minutes.

What Does Proofing Artwork Mean?

This basically means converting the artwork into a jpeg that can be displayed to the user. This is also known as Image Rasterization.









Depending on the size / complexity of the file this can be quite an intensive process and may take up to 5 minutes.

Size vs Complexity

Just because a file is small does not mean it is not complex, **an architectural drawing is a much more complex than a 1 gigabyte image.**

Uploading Artwork

The screenshot shows the top navigation bar of the raphicwarehouse website. The logo is on the left, followed by a 'TRADE ONLY!' badge. The navigation menu includes 'ALL PRODUCTS', 'BANNERS', 'RIGIDS', 'POSTERS', 'STICKERS', 'BLOG', and 'CART'. The user is logged in as 'Richard Mccombe'. Below the navigation is a section titled 'UPLOAD ARTWORK FOR "RIGID BOARD PRINTING - DIRECT TO BOARD - MDF - 18MM - SINGLE SIDED X 1"'. The text explains that multiple variations can be uploaded and that quantity boxes are available. A large orange button with a cloud icon and the text 'UPLOAD ARTWORK' is circled in red. Below the button, it states 'You have no artwork files currently uploaded. click upload artwork to start uploading your files.' At the bottom of the section is a 'CONTINUE TO ORDER >' button.

File Name	Current Status	Proofing Details	Quantity
 67906.pdf (Page 1)	<p>Ready for Signoff</p> <p>Ready for Signoff</p> <p>1</p>	 <p>2</p> <ul style="list-style-type: none">  SPOT Colours Detected  Transparencies Detected  All Fonts Converted To Curves  CMYK Colours Detected  Artwork Scaled @ 100% <p> PROOF & APPROVE</p>	<input type="text"/>

1. Artwork Status
2. File Proof

Artwork Proofing and Approving (Artwork Approval Process)

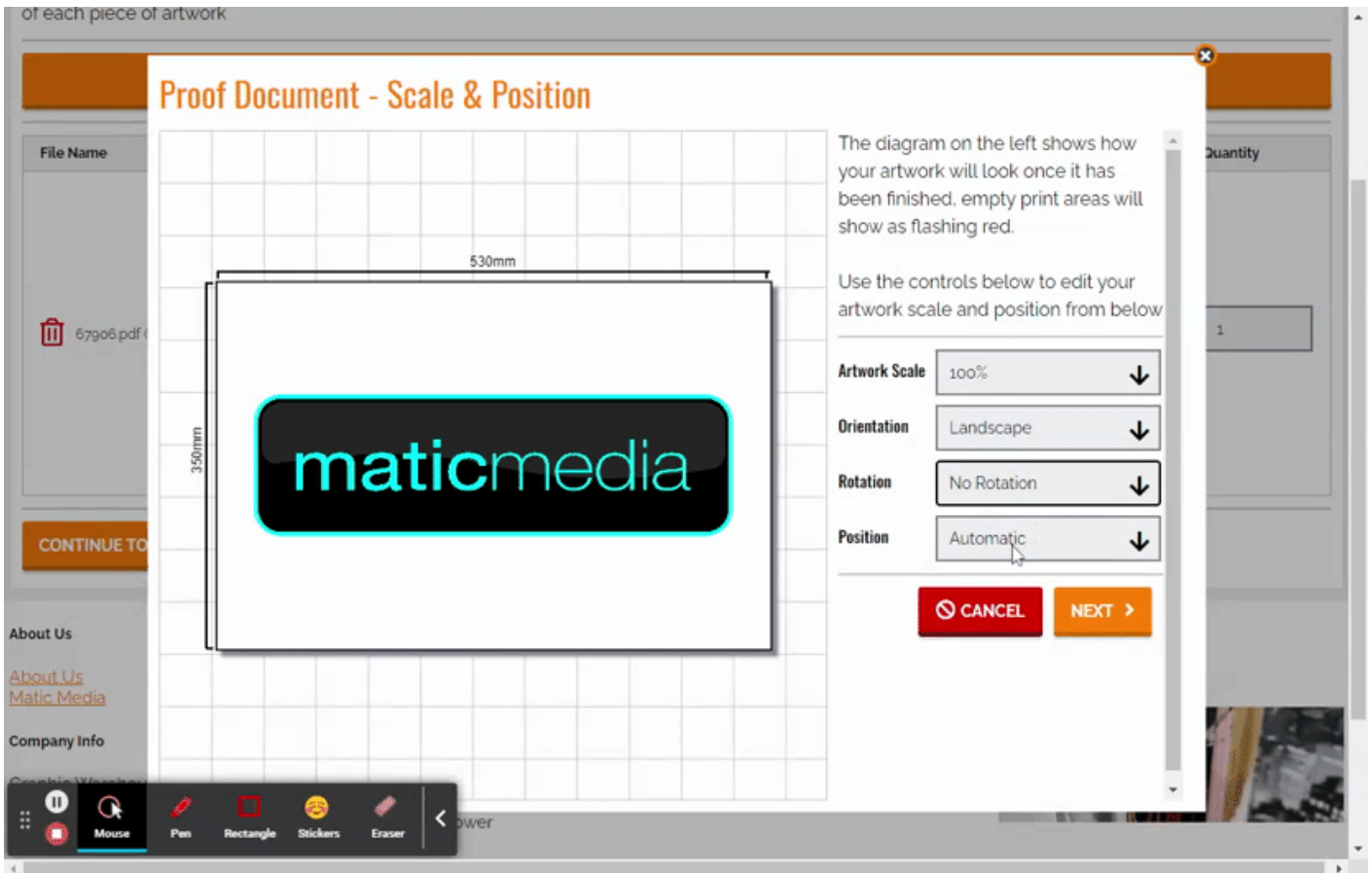
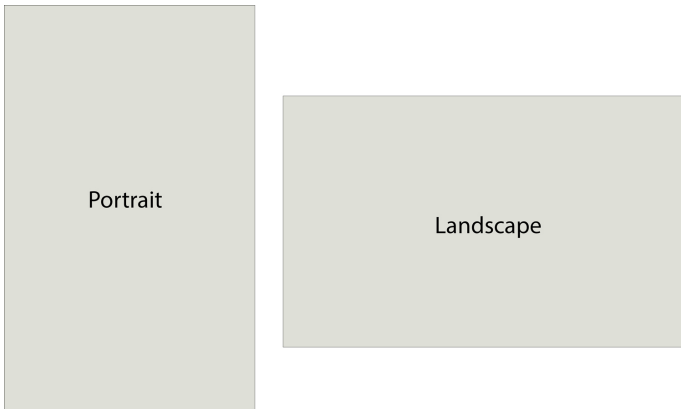
Step 1: Scale & Position

Artwork Scale

Method	What it does...
Scale to Bleed Width	Scales the artwork up to the width of the artboard including the bleed
Scale to Bleed Height	Scales the artwork up to the height of artboard including the bleed
Scale to Finish Width	Scales the artwork up to the width of the artboard, not including the bleed
Scale to Finish Height	Scales the artwork up to the width of the artboard, not including the bleed
A Paper Scale up 1	Scales the artwork 141% used for scaling A Sized documents e.g. A2 to A1
A Paper Scale up 3	Scales the artwork 283% used for scaling A Sized documents e.g. A4 to A1
100%	Does not scale the artwork
400%	Scales the artwork 400%
1000%	Scales the artwork 1000%
Custom Scale	Allows you to pick the width and height of the artwork

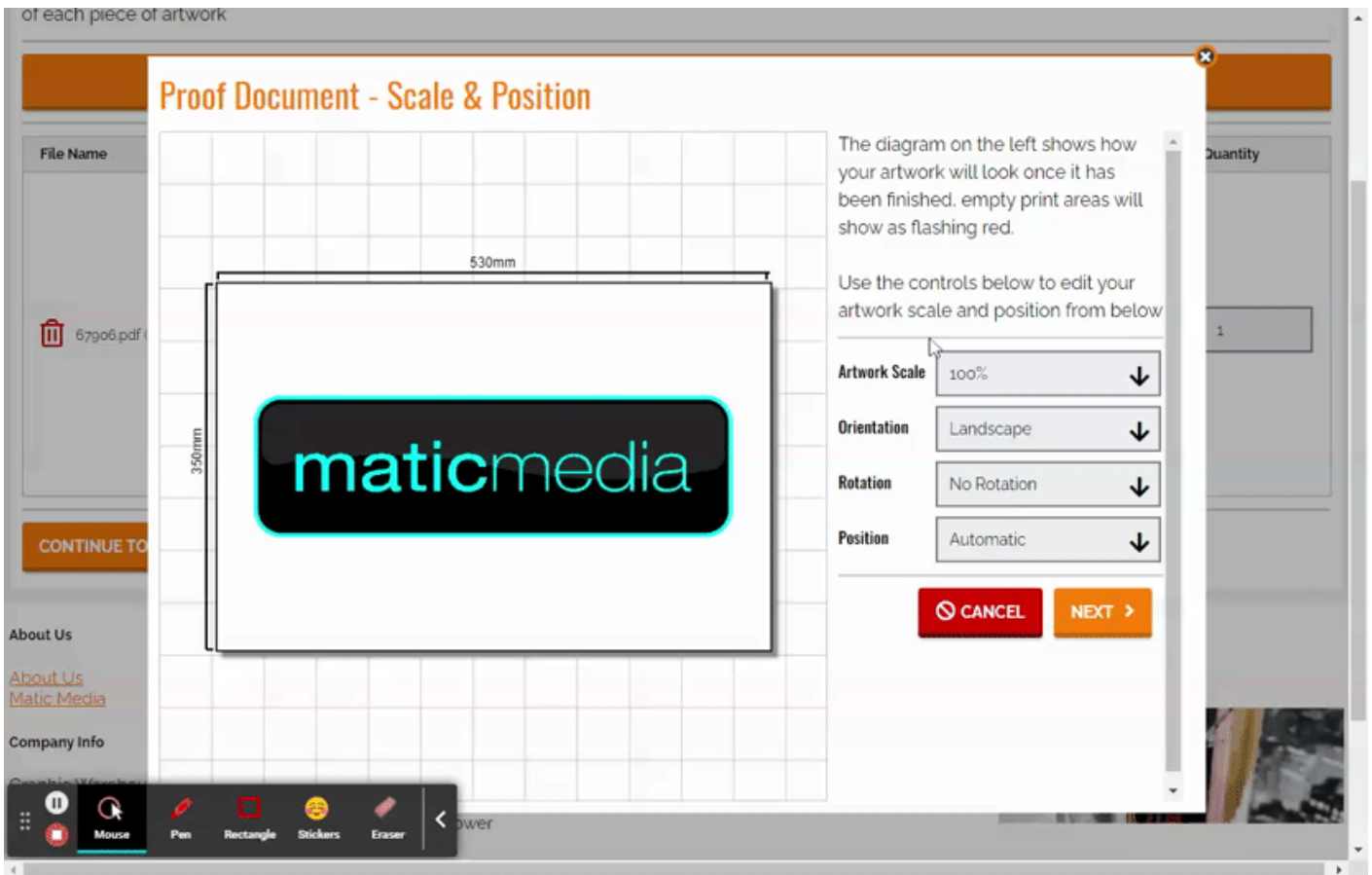
Orientation

Allows you to select the orientation of the **ARTBOARD**.



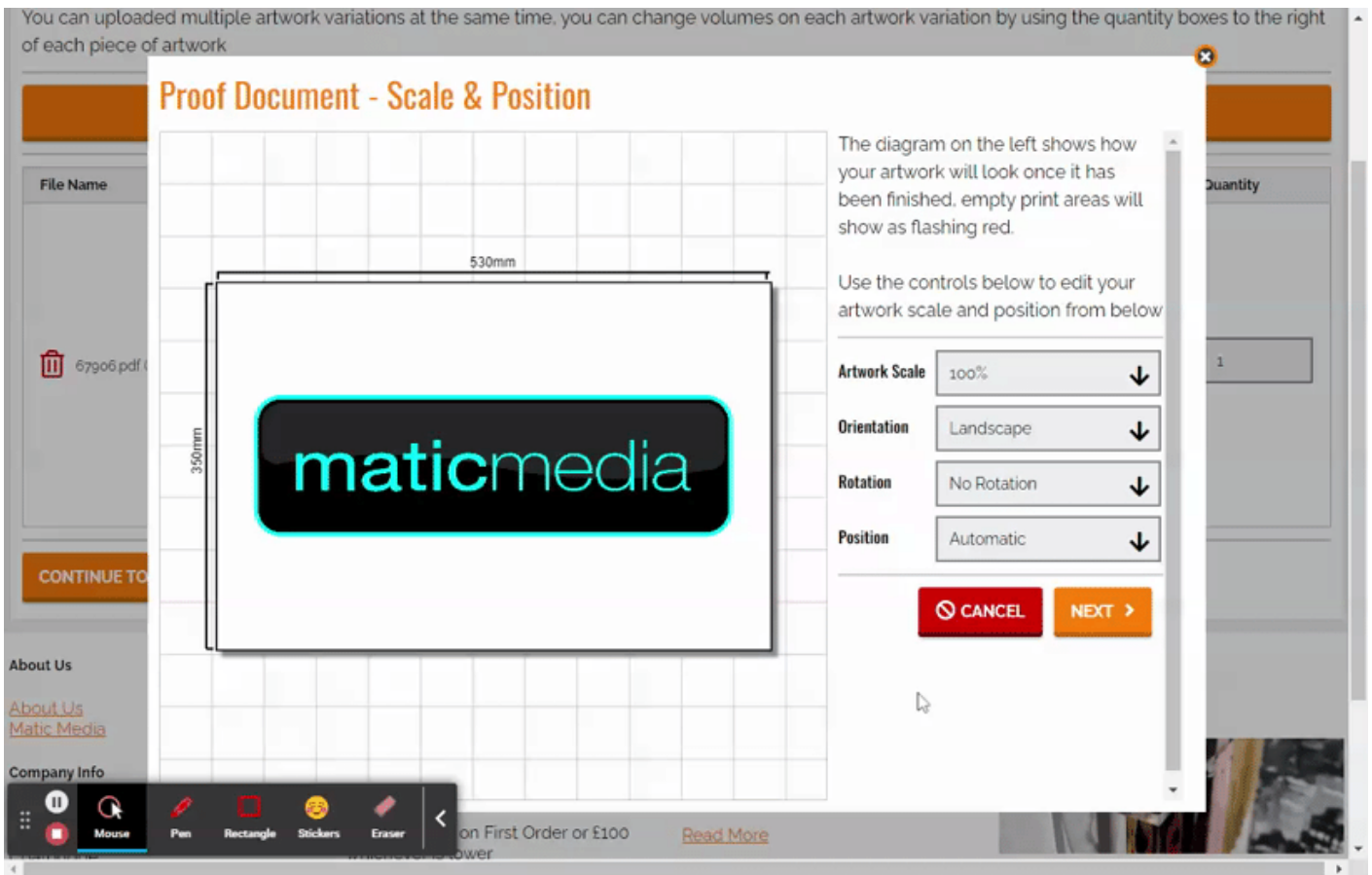
Rotation

Rotates the **ARTWORK**





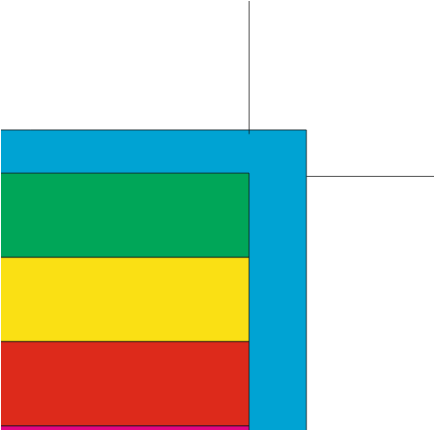
Position

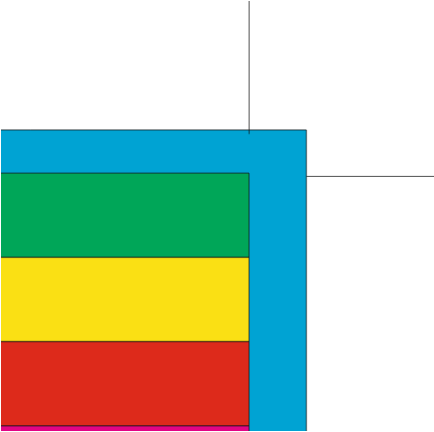

Operation	What it does....
Automatic	Automatically tries to calculate where the artwork should be placed assuming equal registration points around the artwork.
Centre of Bleed Size	Centers the artwork in the middle of the artboard including the bleeds
Center of Finish Size	Centers the artwork in the middle of the artboard not including the bleeds
Bespoke	Allows you to drag and drop the artwork where you want or put in a specific X and Y Coordinate (0,0 is at top left)



Step 2: Artwork Bleeds

Method	What it means....	Image Example
Print File has Bleed In It	The artwork already has enough bleed in it	

<p>Mirror Bleed</p>	<p>Reflect the artwork at the edge of the finished size</p>	 A diagram illustrating the Mirror Bleed technique. It shows a vertical stack of four colored rectangles: green at the top, yellow, red, and magenta at the bottom. A thin black line is drawn at the top edge of the green rectangle, extending to the right edge of the stack. A second, identical line is drawn at the top edge of the magenta rectangle, extending to the right edge of the stack. This represents reflecting the artwork from the finished size to the bleed edge.
<p>Edge Stretch</p>	<p>Take the last 1pt of the artwork at the edge of the finished size and stretch it to the end of the bleed</p>	 A diagram illustrating the Edge Stretch technique. It shows a vertical stack of four colored rectangles: green at the top, yellow, red, and magenta at the bottom. A thin black line is drawn at the top edge of the green rectangle, extending to the right edge of the stack. A second, identical line is drawn at the top edge of the magenta rectangle, extending to the right edge of the stack. This represents taking a small portion of the artwork and stretching it to fill the bleed area.
<p>CMYK Colour</p>	<p>Take a CMYK Colour reference as the bleed</p>	 A diagram illustrating the CMYK Colour technique. It shows a vertical stack of four colored rectangles: blue at the top, green, yellow, and red at the bottom. A thin black line is drawn at the top edge of the blue rectangle, extending to the right edge of the stack. A second, identical line is drawn at the top edge of the red rectangle, extending to the right edge of the stack. This represents using a CMYK color reference as the bleed.

RGB Colour	Task an RGB Colour reference as the bleed	
Spot Colour Pick	Take the colour at the point selected and make that the bleed	

Step 3: Preflight Warnings

Shows any warnings, hover over the information icon to find out what each warning means

Step 4: Prepress Proof and Quantity

Shows you what we are going to print and what is going to be finished.

You can enter the quantity of each artwork here too.

Proof Document - Print and Finish Preview

The proof document is displayed on a grid background. It features two main sections:

- What We Print:** A white rectangular area with a width of 536mm and a height of 356mm. Inside this area is a black rounded rectangle containing the text "maticmedia" in a light blue font.
- What You Receive:** A white rectangular area with a width of 530mm and a height of 350mm. Inside this area is a black rounded rectangle containing the text "maticmedia" in a light blue font.

At the bottom left of the grid, there is a button labeled "DOWNLOAD PROOF" with a download icon.

Everything look good? Then enter your number of copies and click approve print proof

No. of Copies

1

BACK

APPROVE >

Revision #5

Created 5 May 2022 22:29:01 by Admin

Updated 18 May 2022 10:26:35 by Admin