

Downloading and Installing PressPrints

To download the PressPrints software, go <http://www.marathonpress.com/pressprints>

1. Choose the version for your computer - Windows or Mac OSX.
2. Once you have successfully downloaded the software, an installer file will appear on your desktop.
3. Double-click the installer.

Windows PC - When the installation is complete, a PressPrints icon will appear on your desktop and a program group will appear on your Start Menu.

Mac - When the installation is complete, the program can be accessed from within the Applications folder.

When you start PressPrints for the first time, you will be asked if the application should check for updates, click **Yes**. This will ensure any updates and new products will be downloaded.

FAQ's

PressPrints is warning me that a picture is low quality, what does that mean?

PressPrints has a minimum required resolution for images, which is 300ppi. PressPrints measures effective resolution (image resolution x scaling). For example, if you created a design at the final trim size then place it on a PressPrint page and then scale it up to fit the page with bleeds, that lowers the resolution.

It is best to check what image size is required before creating a design. Marathon has created PSD layouts showing margins, fold lines etc. The layouts can be downloaded at <http://www.marathonpress.com/downloads>

I have placed my design image on the page and it doesn't automatically fill the page.

PressPrints will Fit Image to a picture box but will not Fit To Page by default. Right click on the image and select Fit and Fit To Page. This will enlarge the image to fit the page out to the bleed edge.

My Logo has a white background on it when I drop it on a page.

If you need your logo or any clipart to have a transparent background, it needs to be saved as a PNG file with a transparent background.

Why am I charged for 25 pieces when I ordered less than that?

Most PressPrint products have a minimum order quantity of 25. PressPrints may allow you to enter a quantity of less than 25, the total price will be for 25 and the order quantity is adjusted to the minimum when it goes to production.

When positioning objects on a page, I can't move in small increments, it just "snaps" into a position.

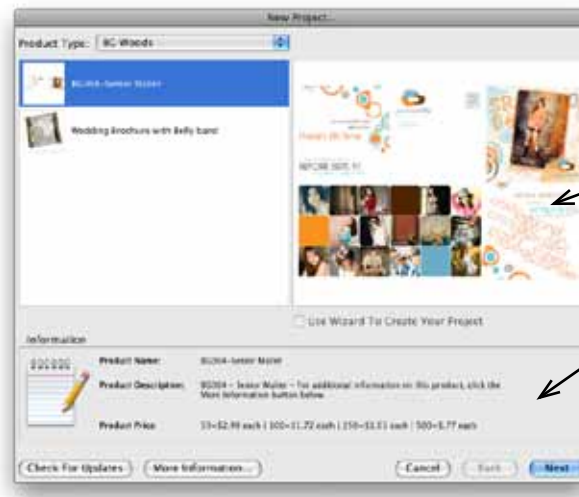
Go to the menu bar and select **View > Grid > Snap Position**. If there is a checkmark, Snap Position is on. Turn it off by selecting Snap Position.



Starting a Project

Step 1: Create a new project or open an existing project

- If you are creating a new custom product, select “Create a New Project”.
- Select a product from the list. Use the Product Type list at the top to narrow your choices. When you select a product, a preview is displayed and information about the product is shown below.
- Once you have selected a product, click the “Next” button. Then give your project a name and click the “Create” button to save it.



Preview

Product info

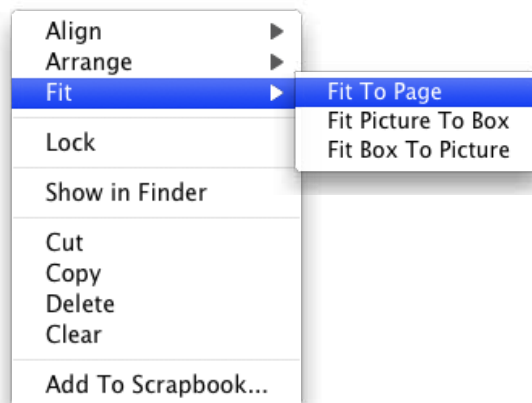
Step 2: Uploading pictures

- Click on the “+” button in the Picture Panel located in the upper left corner.
- Select the folder with your desired pictures. *(Note: only a folder can be selected, not individual images. You can drag and drop your images into the layout.)*
- Click “Select” and the images will be added to your Pictures List.

Step 3: Inserting pictures

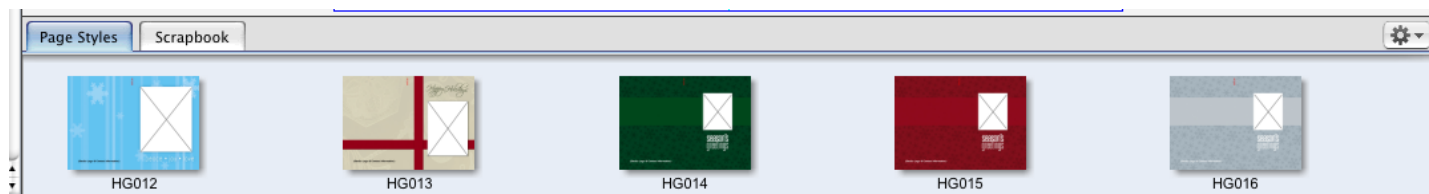
Image requirements: *RGB TIF (preferred) or RGB JPG at Max Quality. Resolution: 400ppi, 300ppi minimum. If the image requires transparency, such as a logo, save as a PNG.*

- Drag and drop your pictures from the Pictures List to the layout. Once a picture has been inserted, a red numbered circle will appear on that picture in the Pictures List to indicate how many times an image has been used on the product.
- To replace one image with another, simply drop a new picture over the existing image and the previous one will automatically be deleted.
- If you are placing your own design on one of our blank layouts, insert your design on the page and then Right click or Control click with your mouse to bring up the Fit Menu, then select Fit to Page. This will enlarge your design image proportionally to fit the page.
- Picture boxes can be resized by grabbing a blue dot on a corner and also rotated by grabbing the green dot. (*Note: not all products allow editing of picture boxes.*)
- You can crop an image by double clicking on it. This will bring up the Crop Picture tool.



Step 4: Changing the layout

- Some products have several Page Styles (designs) to choose from. To view the Page Styles, click on the Page Styles tab in the library at the bottom of the PressPrints window. By default, all styles are shown. To view by category, click the “Gear” icon on the far right of the Page Style tab. (*Note: not all products have multiple categories.*)
- To use a Page Style, simply drag it to the page. If you wish to change to a different Page Style, drag the new style to the page and the previous one will be replaced.



Step 5: Editing a product

- Most of the products require you to add images and/or add text. Blank picture boxes require an image. If you choose not to use a picture box, delete it. (*Note: some picture boxes are clipped out of the background and will be white if they are left empty.*)
- Look through the layout for text boxes that require editing. Most will have generic text with [] or () around the text to be edited.
- To edit a text box, simply double click on the box and the Text Editor will open. In the Text Editor you will find basic editing tools, such as fonts, text color and text style. You may use any font available on your computer.

Step 6: Proofing

Once you are satisfied with your product, you can review it using the “Preview” button (green with triangle) on your screen. The Create Proofs feature will save your document in a printable version with low resolution images and watermarks. **Please be advised that the software does not include spell check and will not verify the positioning of your pictures.**

The Check Project feature checks your project for low resolution images and generates a list of the pictures that need to be changed or a list of the frames that will remain empty.

To create a proof, follow these steps:

1. Always save your project first; do this by clicking on the “Save” button.
2. Select File > “Create Proofs”.
3. A pop up window will appear; select the folder you would like to move your project to and set the file names accordingly.
4. Once you click “OK”, wait until your project is converted.
5. When conversion is complete, the folder you saved your project in will open automatically.

To check your project, follow these steps:

1. Select File > “Check Project”.
2. A pop up window will appear listing all suspected errors in the document. (*Note: errors with fonts must be fixed before your order can be placed.*)
3. Check the errors list, making note of which pictures may need to be corrected or replaced. You may choose to ignore these errors and proceed to completion; however, you assume all responsibility when including these images in your product.

Step 7: Placing an order.

Now that you are done proofing your product, you are ready to place an order.

To place an order, follow these steps:

1. Click on the “Shopping Cart” icon; you may be prompted to save your project at this time. Next, PressPrints will check your project and warn you if there are any errors.
2. Read the Terms and Conditions. If you agree to the Terms and Conditions, check the box and then click “Start”. You will now be directed to the ordering site.
3. Login: if you are an existing user, enter your username and password and click “Login”. If you are a new user to PressPrints, create a new account.
4. Your order details will be shown after you login. Enter the quantity you would like to order. (*Note: quantity is represented as a single piece.*) Select your paper and click “Continue”. (*Note: not all products have multiple paper choices. Most products have a minimum order quantity of 25. If you select less than 25, the order will automatically be set to 25 and charged accordingly.*)
5. Enter your payment details, comments and discount code.
6. Next, enter your billing and shipping address and click “Continue”.
7. Once your payment has been confirmed, you will see an Order Confirmation Number on the screen and you will be directed to go back to PressPrints to upload your product pages.

Step 8: Uploading your project.

- To upload your pages, simply click “Continue” to start. PressPrints will prepare and process the files for uploading. This entire process may take less than a minute or several minutes. Upload speed depends on the product, number of pages, images, internet connection speed, etc. If you would like to get an estimate of how long it will take, click the “Test” button. Times shown will be approximate.
- When the upload is complete it will appear on your screen. Click the “Finish” button after upload is complete and you are done!



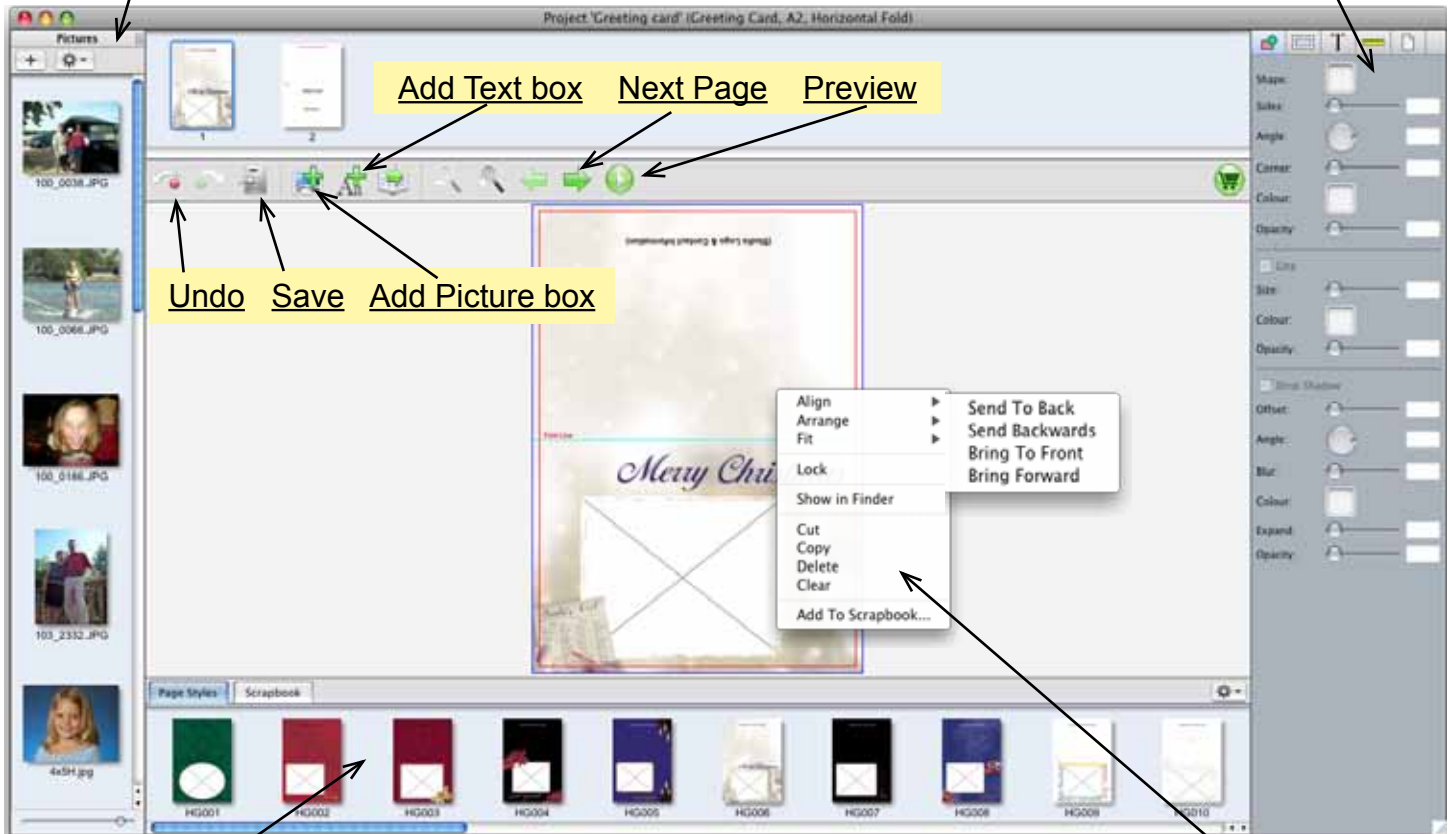
PressPrints at a glance

Picture List

Add pictures here by clicking the + button. Additional settings can be accessed by clicking the Gear button.

Inspector

Tools to change photo or object size, rotation. You can add borders, drop shadows, etc.



Library

Page Styles and Scrapbook are here. Page Styles are different designs to choose from. The Scrapbook is where you can get and store objects to be used again, like a logo or clipart. Some products have items loaded in the Scrapbook.

More tools

If you select an object and right-click on it, a menu comes up with more options. Align, Arrange and Fit are just a few.