



WELCOME TO THE PREPRESS TRAINING SOLUTION

The Individual User Guide is designed to help you get started, and make the most of your new Individual User account. QUESTIONS? Live Support is available Monday through Friday from 9am to 5pm Eastern, so please feel free to contact us should you require any assistance.

Inside US/Canada 800.355.6429
Outside US/Canada 812.355.3030
E-mail technical@prepresstraining.com

When reporting technical issues via e-mail, please include the following information:

- Your Computer Platform, Mac or PC
- Your Operating System (OS) version
- The type and version of Web Browser you are using
- Your name, company name, and telephone number

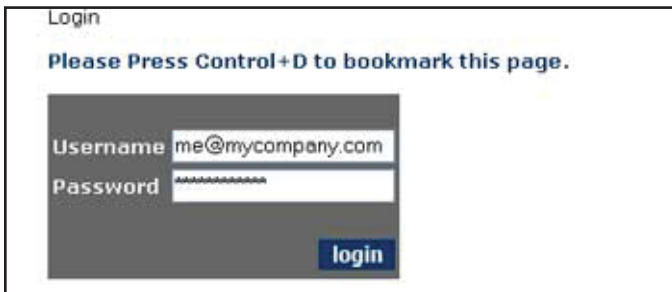
STEP 1: LOGIN

Open your browser and go to <http://www.prepresstraining.com>. Click the Login Link at the upper right of your screen.

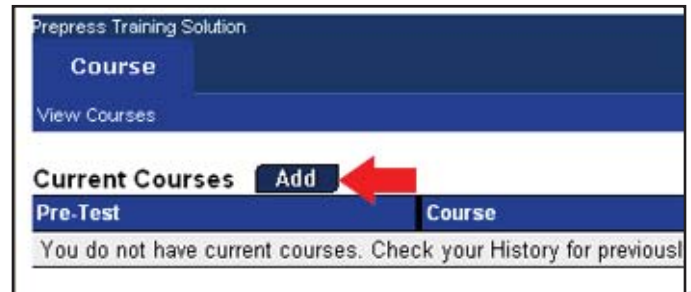
On the Login Page, enter the login information provided in the User Welcome email you received. (Fig.1)

PLEASE NOTE: Your username and password are case sensitive - please enter them exactly.

Upon successful login, you will be directed to the Course tab. (Fig. 2)



(Fig. 1)



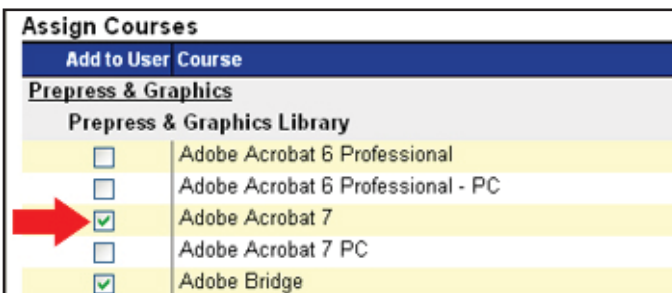
(Fig. 2)

STEP 2: ASSIGN COURSES (Applies to Full Library Subscription Members Only)

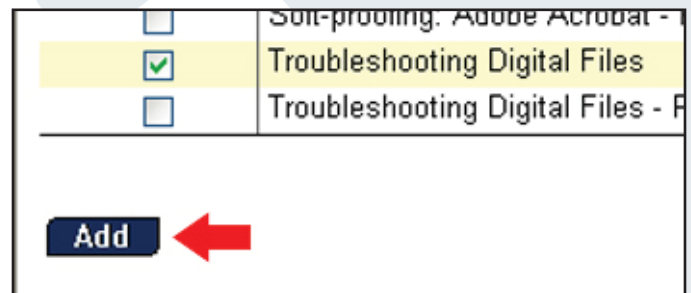
At the Courses header, click Add (Fig. 2) The Assign Courses page will appear.

At the Assign Courses page, select the desired courses by enabling the checkbox to its left. (Fig. 3)

After desired courses have been selected, scroll to the bottom of the list and click Add. (Fig. 4)



(Fig. 3)



(Fig. 4)

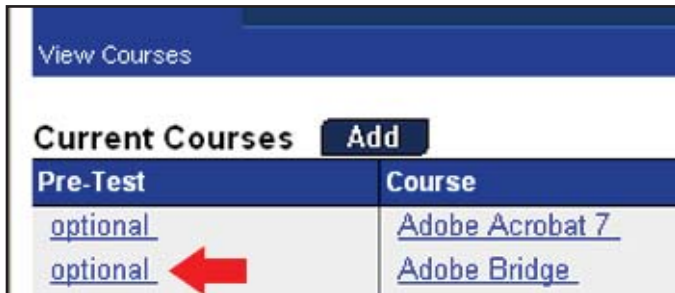


STEP 3: TAKE THE PRE-TEST (OPTIONAL)

All courses have integrated testing. A Pre-Test allows you to test out of training on topics you already know. If you do not wish to take the Pre-Test you may proceed directly to the training. See Step 4.

Under the Pre-Test column, click the "optional" link next to the desired course title. (Fig. 5)

Click the Take button. (Fig. 6) The "Test Introduction" page will appear. This page details the test functionality.



(Fig. 5)

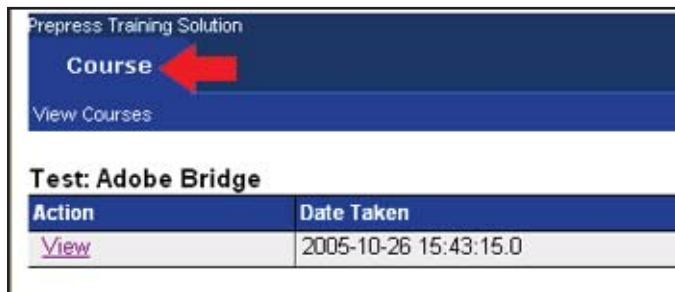


(Fig. 6)

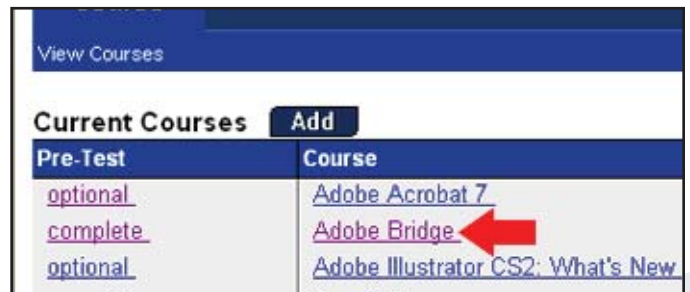
STEP 4: TAKE THE TRAINING

Login to your account. If you are logged in and not on the Current Courses screen, click the Course Tab. (Fig. 7)

From the Current Courses screen, under the courses column, click the link for the course title you wish to view. (Fig. 8)



(Fig. 7)

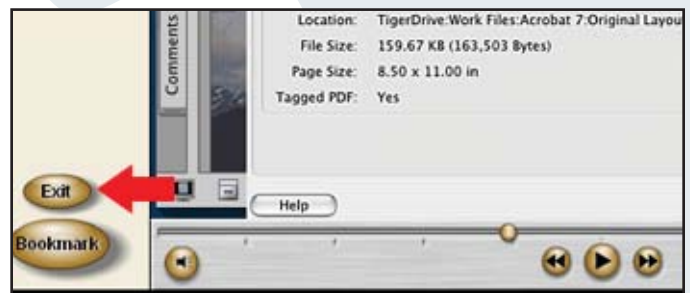


(Fig. 8)

The Modules page contains a list of all training modules in this course and specific details about each module. Some details include: Module Status (see icon key below module list), module duration, and percent of module completed. To launch a training module, click the Take Lesson link to the right of the desired module. (Fig. 9) Click Play button. To save your spot in the middle of a training module, click the Exit Button. (Fig. 10) Your position will be saved until you are ready to resume the training module.

Duration	Progress	
7:00	100%	Take Lesson
5:26	100%	Take Lesson
11:30	0%	Take Lesson
4:10	0%	Take Lesson
4:05	0%	Take Lesson

(Fig. 9)



(Fig. 10)




STEP 5: TAKE THE POST-TEST (OPTIONAL)

If you have completed a Pre-Test, the Post-Test becomes active after all recommended training modules for a given course are completed. To take the Post-Test, login to your account. If you are logged in and not on the Current Courses screen, click the Course Tab.

Under the Post-test column, click the “mandatory” link next to the desired course title. (Fig.11)

Click the Take button. (Fig. 12) The “Test Introduction” page will appear. This page details the test functionality.

Post-Test	Assigned
optional	2005-10-26
optional	2005-10-26
optional	2005-10-26
complete	2003-09-02 

(Fig. 11)




(Fig. 12)

The Post-Test grants a certificate if you meet the default passing percentage of 70% and complete the course survey. To change your Post-Test pass percent, contact Prepress Training Solution. If the Post-Test score is lower than the passing percentage additional training will be assigned. To access training, see STEP 3.

STEP 6: VIEW OR PRINT CERTIFICATES

After a certificate is granted, you will notice a certificate icon in the row for the completed course under the Assigned column to the right of the assignment date. To view the certificate, click the certificate icon. (Fig. 13)

The Certificate for the selected course will appear. (Fig. 14)

Post-Test	Assigned
complete	2005-10-11 
mandatory	2005-10-11
mandatory	2005-10-18
mandatory	2005-10-11

(Fig. 13)



(Fig. 14)

E-mail Notification Policy

Use of the Prepress Training Solution grants permission to be sent e-mail regarding training activity, Learning Management System updates, and other important information.

1. Please DO NOT report these messages to Blacklists as SPAM. Doing so may negatively impact other Prepress Training Solution clients not in your organization and also may result in the suspension of all important system e-mails for your entire organization.
2. If you do not wish to receive these e-mails please Prepress Training Solution for assistance.