

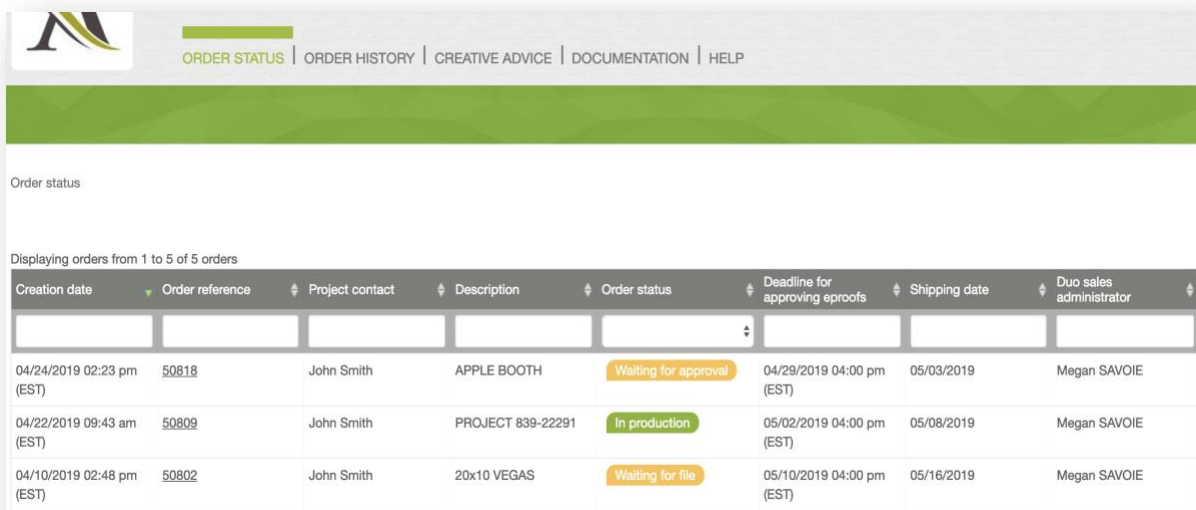
# xpo.center

## USER GUIDE

1. Place your order with the sales administration team. Once processed, your order will appear on xpo.center.
2. Log on to xpo.center



3. Consult the status of your orders in the “ORDER STATUS” tab.



Creation date	Order reference	Project contact	Description	Order status	Deadline for approving eproofs	Shipping date	Duo sales administrator
04/24/2019 02:23 pm (EST)	50818	John Smith	APPLE BOOTH	Waiting for approval	04/29/2019 04:00 pm (EST)	05/03/2019	Megan SAVOIE
04/22/2019 09:43 am (EST)	50809	John Smith	PROJECT 839-22291	In production	05/02/2019 04:00 pm (EST)	05/08/2019	Megan SAVOIE
04/10/2019 02:48 pm (EST)	50802	John Smith	20x10 VEGAS	Waiting for file	05/10/2019 04:00 pm (EST)	05/16/2019	Megan SAVOIE

#### 4. Click on the order to view its details

**APPLE BOOTH**

Order reference	50818	Waiting for approval
Creation date	04/24/2019 02:23 pm (EST)	Deadline for approving eproofs 04/29/2019 04:00 pm (EST)
Shipping date	05/03/2019	Eproof status : Required
▶ Duo contact		
▶ Project contact		
▶ Project participants <input type="text" value="Project leader"/> +		
<a href="#">Download all templates</a>		

**h-line 9" x 93" dye-sublimated graphic- N° 1**

File sizes (incl. bleed, pdf without crop marks)	W 10.67" / H 94.17"	Graphics to print 1
Product family	HV09x93	
Fabric	panopac3	
<a href="#">Download the template</a>	<a href="#">Add your graphic(s) to print</a>	<a href="#">Add a blank graphic</a>

You can also add other participants to the project (graphic designer, project manager, etc). They will only have access to the details of the order to which you have granted them access.

**APPLE BOOTH**

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5. Upload the number of files related to your order (single page PDF format only) by dragging and dropping the files into the item line

or by clicking the “add your graphics to print” button and choosing your files.

When the upload is complete, the progress bar will turn green.

When all files currently in progress are complete, the page will refresh.

## 6. Click on “Generate eproof”

APPLE BOOTH

Order reference 50818 Waiting for file

Creation date 04/24/2019 02:23 pm (EST) Deadline for approving eproofs 04/29/2019 04:00 pm (EST)

Shipping date 05/03/2019 Eproof status : Required

► Duo contact

► Project contact

► Project participants Project leader +

[Download all templates](#)

**h-line 9" x 93" dye-sublimated graphic- N° 1**

File sizes (incl. bleed, pdf without crop marks) W 10.67" / H 94.17" Graphics to print 1

Product family HV09x93

Fabric panopac3

[Download the template](#) [Add your graphic\(s\) to print](#) [Add a blank graphic](#)

*blue.pdf*  
04/29/2019 11:19 am (EST) - blue.pdf 1

[Generate eproof](#) [Save quantities](#)

The eproofs will generate. This may take several minutes depending on file size, quantity and website traffic.

If quantity is 2+ on the item line, the total amount of copies must add up to the total amount on the item line. You must save the quantities before generating the eproofs.

**h-line 19" x 93" dye-sublimated graphic- N° 2**

File sizes (incl. bleed, pdf without crop marks) W 20.2" / H 94.17" Graphics to print 3

Product family HV19x93

Fabric panopac3

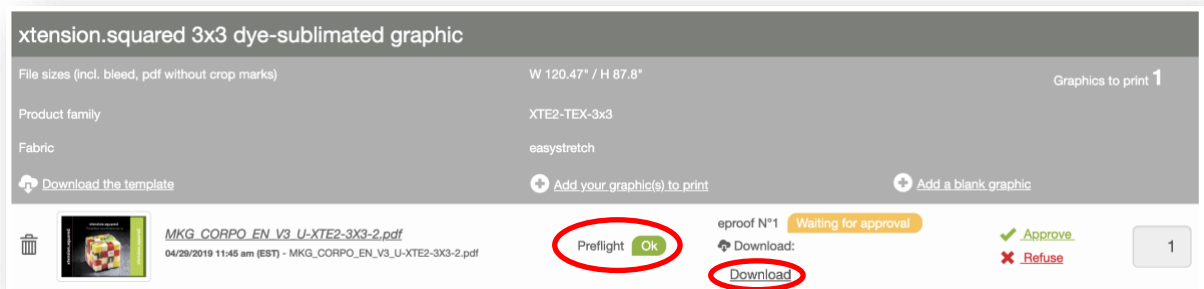
[Download the template](#) [Add your graphic\(s\) to print](#) [Add a blank graphic](#)

*blue.pdf*  
04/29/2019 11:25 am (EST) - blue.pdf 1

*red.pdf*  
04/29/2019 11:25 am (EST) - red.pdf 2

[Save quantities](#)

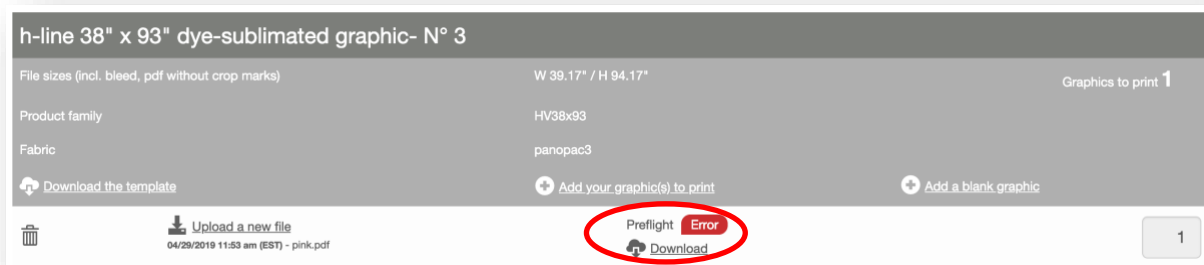
7. A preflight verification will be done before the eproof is generated.  
If the preflight is successful, you will be able to consult the eproof.



If low-resolution areas are detected, they will be shown on the 2<sup>nd</sup> page of the eproof:



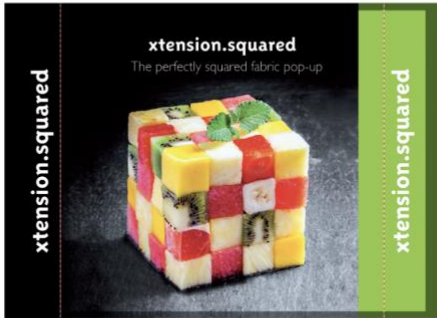
If there are size errors in the file, a preflight report will be generated instead of an eproof. Click "download" to see the details.



8. Check each eproof and ensure that the information is accurate

# E-PROOF

E-PROOF VERSION : 01
E-PROOF.N° : 1



**xtension.squared**  
The perfectly squared fabric pop-up

**Original file name**  
MKG\_CORPO\_EN\_V3\_U-XTE2-3X3-2-low. ...

**File dimensions**  
LARGEUR : 3060 mm / 120.47 "  
HAUTEUR : 2230 mm / 87.80 "

**Fabric easystretch**

**Finishing**  
XTE2-TEX-3x3 / popup

**quantity 01**

**Sensitive Area:** Area in which the image may disappear or be deformed during fabrication. Avoid putting text or logos in this zone. This gray overlay is for your information and will not be printed.

**Accessory Position:** Area in which the image may be hidden by an accessory. This zone appearing on the top of a panel indicates the area that will be hidden if a canopy is installed. This spotted overlay is for your information and will not be printed.


**Angle(s) of the booth or counter**  
(please see your production guide)

This e-proof serves as a means of validating the text, formatting and images found in your document. Once the e-proof has been approved, we cannot be held responsible for any spelling or typography errors. Output colors are non-contrastual; a new quote must be issued for a printed proof. Unless you initially requested or were informed otherwise, production will not be launched until this e-proof has been approved. Image quality in the e-proof has been reduced to that it may be sent by e-mail. Print quality will depend on the resolution of the provided file. Approving this e-proof implies acceptance of these terms.

Consult the legend to understand the different indications on the eproof.

9. If everything is accurate, click “Approve”.

**xtension.squared 3x3 dye-sublimated graphic**

File sizes (incl. bleed, pdf without crop marks)	W 120.47" / H 87.8"	Graphics to print <b>1</b>
Product family	XTE2-TEX-3x3	
Fabric	easystretch	
<a href="#">Download the template</a> <span style="float: right;"> <a href="#">Add your graphic(s) to print</a> <a href="#">Add a blank graphic</a> </span>		
 <div style="margin-left: 5px;"> <p><b>MKG_CORPO_EN_V3_U-XTE2-3X3-2.pdf</b></p> <p style="font-size: 0.7em;">04/29/2019 11:45 am (EST) - MKG_CORPO_EN_V3_U-XTE2-3X3-2.pdf</p> </div>	<p>Preflight <span style="background-color: #90EE90; padding: 2px;">Ok</span></p> <p>Download: <a href="#">Download</a></p>	<p>eproof N°1 <span style="background-color: #FFD700; padding: 2px;">Waiting for approval</span></p> <p> <span style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block;"> <span style="color: green;">✔</span> Approve         </span> <span style="margin-left: 10px;"> <span style="color: red;">✘</span> Refuse         </span> </p>

In the case of a bailout (rush) order, the files will be approved automatically.

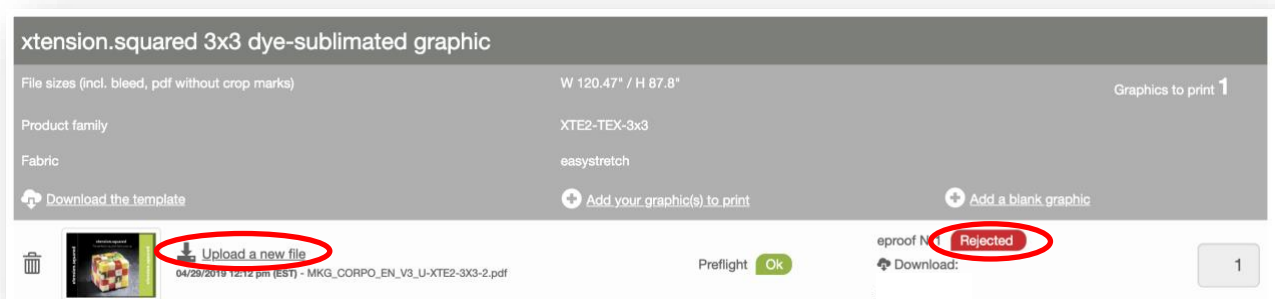
If there is an issue, click “Refuse”. You will then be able to upload a new file.

**ATTENTION:** If the status of your order is Contact us, you must contact the sales team before your project can be put into production, even if you have approved the eproofs.

10. Once all the files on the order have been approved, the status of the order will change to **Verification in progress**. The files will then be subject to an additional manual verification by the prepress team.

After this verification, the order status will change to **In production**. Your files will then be put into production.

11. If the prepress team discovers an issue with a file, it will be indicated “rejected” and an email will be sent detailing the issue(s).\*



In this case, you will need to upload a new corrected file, generate a new eproof and approve this new eproof. After approval, your order will be re-verified by the prepress team.

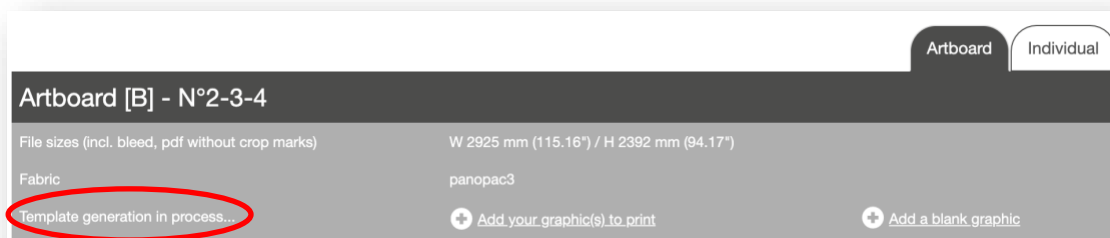
After approval by the prepress team, the order status will change to **In production**. Your files will then be put into production.

*\*please see next page for details on what is detected by xpo.center and what is verified by prepress*

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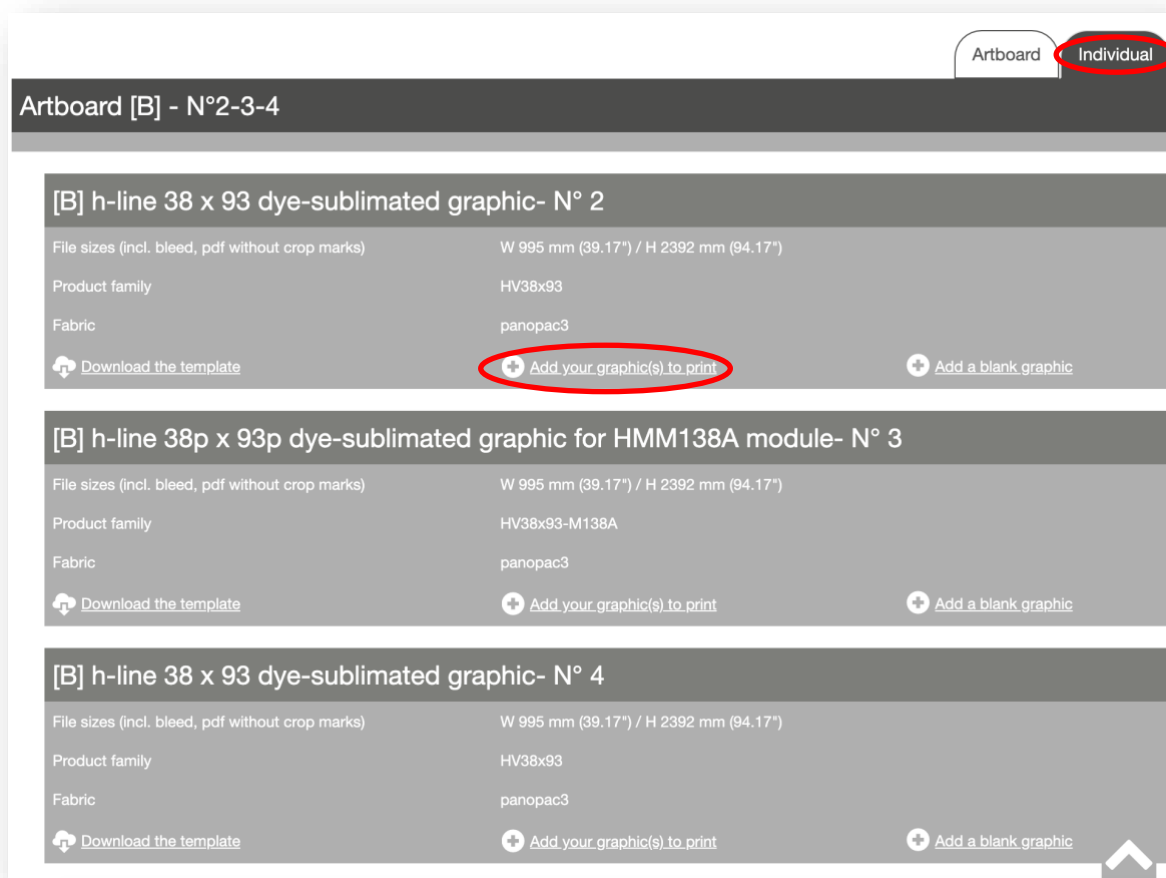
*For assistance with file preparation or use of the xpo.center website, please contact us via the live chat module on the website, via email at [service@xpo.center](mailto:service@xpo.center) or by telephone at 514-315-8630.*

If your “Download the template” button read “Template generation in progress...”, a custom template is being generated for your product. Once complete, it will revert to the “Download the template” button and you will be able to download your custom template.



If your project contains artboards, you can choose between uploading a single artboard file or individually cut files for each artboard by using the artboard and individual tabs.

Note that switching between the options will delete any files that have been uploaded to that artboard.



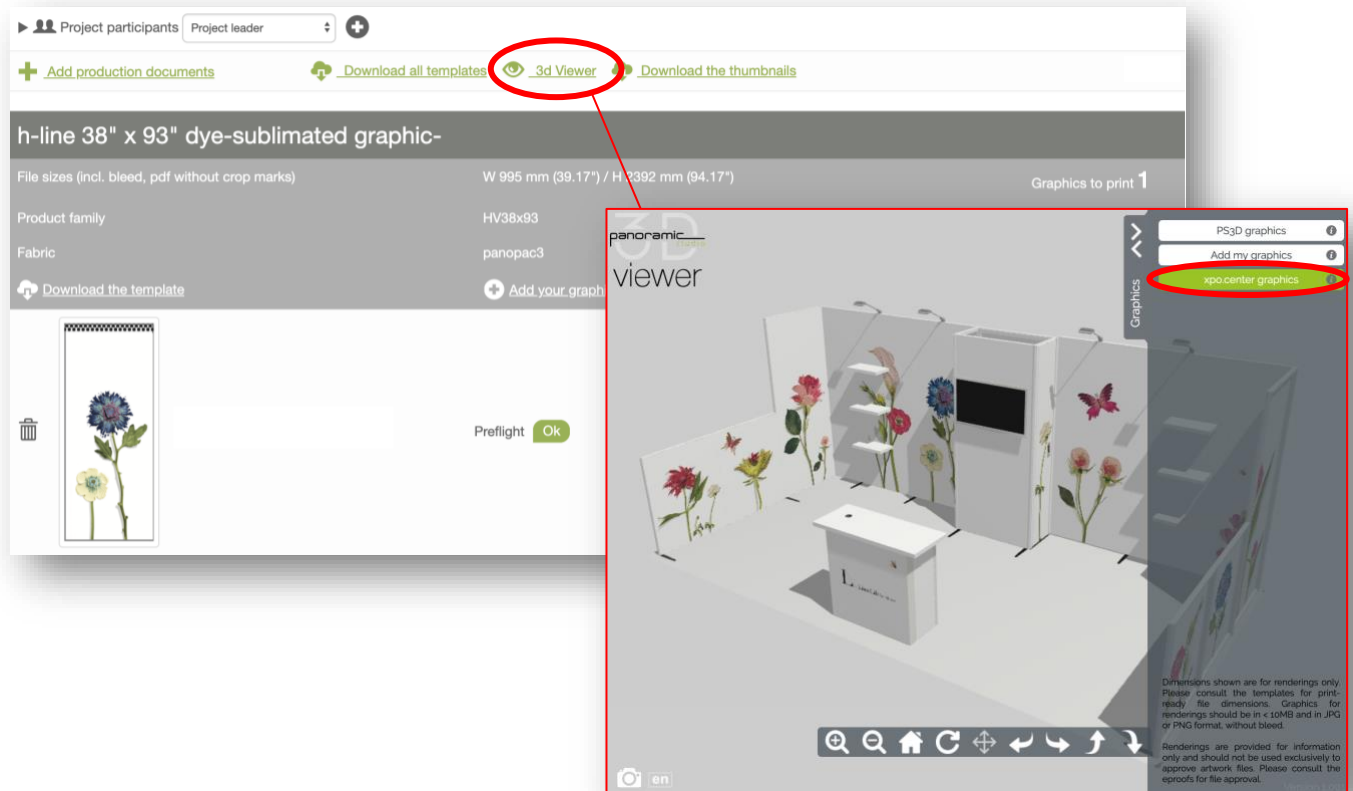


# ONLINE 3D VIEWER

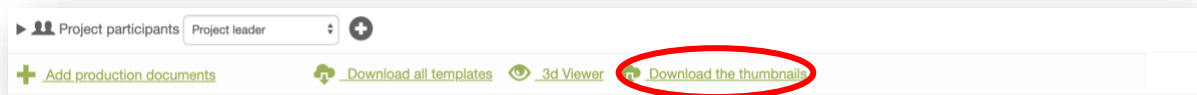


A preview of your project will be available in 3d for all booth projects.

After the eproofs have been generated, the uploaded graphics will appear in the 3d under the xpo.center view (Graphics > xpo.center graphics).



Once all the eproofs have been generated, the thumbnails created for the 3d view will be available for download.











Consult the [online 3d viewer instructions](#) to learn more.

# xpo.center

PREPRESS VERIFICATION CHART

XPO\_NAEN\_Tableau-verif-prepress\_V1\_20180308

VERIFICATIONS		xpo.center	operator
L X H	Dimensions		—
	Crop marks	—	
	Resolution		
	Homothecy		—
	Template on eproof	 *	—
	Graphic continuity on booths	—	
	Artwork defects	—	— *

★ **Template on eproof:**

xpo.center provides you with eproofs that display the sensitive zones, side walls and sewing lines on your file. It is your responsibility to ensure that sensitive elements are not placed in these zones.

★ **Artwork defects:**

The xpo operator does not judge the quality of your files. We therefore do not focus on any errors related to the creation of files, such as color differences, floating elements or spelling. However, in some cases, we may come back to you with an alert on something that appears undesirable if we have a doubt while checking the file.