

What is InSite Prepress Portal?

The Kodak InSite Prepress Portal system is a web portal to the prepress environment that lets printers and their customers work with print jobs over the Internet. Prepress Portal helps to manage the proofing, correction, and approval process so that it is more efficient.

Logging on and off

Open a web browser, and type the address (URL) of the Prepress Portal server -- insite.jpapontiac.com

Type your user name and password, select a language, and click Login.

To log off, click Logout in the top-right corner of the toolbar.




Getting help

For complete instructions on performing an action in the Prepress Portal software, see the *InSite Prepress Portal Help*.


Job Screen

After you log in – you will come to this screen where you will find your job. Click on the job name.



Publications: It's what we do!

[Customer Insite Test](#) | [Overview](#) | [Jobs](#) | [Administration](#) | [Ariel Princess](#) | [Help](#) | [Logout](#)



Welcome Ariel Princess

Welcome to InSite Prepress Portal

Jobs

Upload print job files and collaboratively proof pages.

Status:

Search Jobs

1 Job

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
999 Customer Insite Test <small>0 pages</small>	Thursday, January 05, 2017 12:58:14 PM	0	0

Viewing jobs

On the Jobs view, you can search for jobs and filter jobs, based on their status. Each job contains four tabs: Summary, Pages, Downloads, and History. You can view different job information and perform different actions on each of the four job tabs.

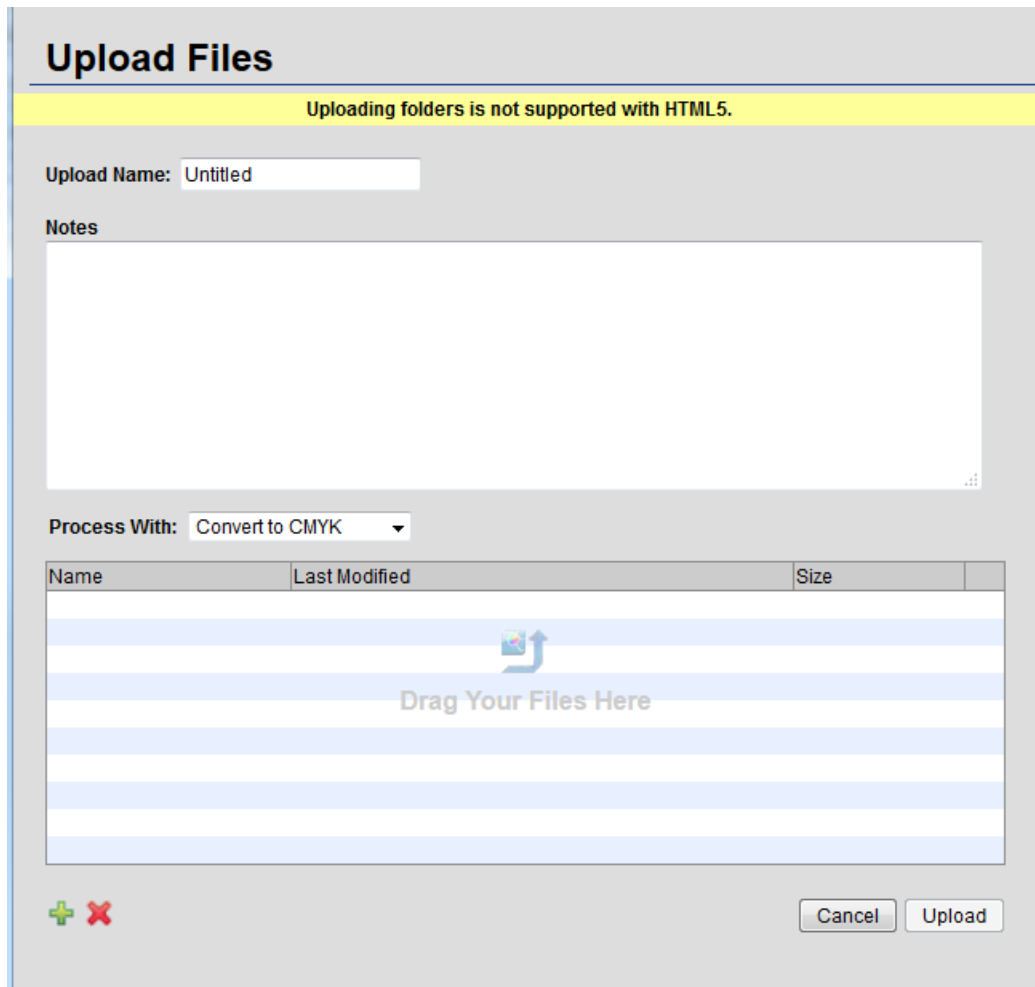
- The Summary tab: This tab provides basic information about the job and allows you to perform job-level tasks, such as editing the job properties or managing access to the job.
- The Pages tab: This tab displays page thumbnails and other information about the pages in the job. You can filter pages to display, view who has been asked to review or approve pages, and perform actions to pages.
- The Downloads tab: This tab displays the preflight reports files that you can download.
- The History tab: This tab displays the history of actions performed on the job. You can view four categories of history information: Transactions, Uploads, Info Sheets, and Secure Links.

The screenshot displays the 'Publications: It's what we do!' interface. The main header includes the logo and navigation links for 'Customer Insite Test', 'Overview', 'Jobs', and 'Administration'. The user 'Ariel Princess' is logged in. The job '999_Customer Insite Test' is selected, and the 'Summary' tab is active. The job details on the left include creation date (Thursday, January 05, 2017), status (Active), and type (Pre-Production). The main content area shows sections for Approval Summary, Signatures, Info Sheet, Notes, Reviewers, and File Transfer. The Signatures section contains a table with two rows of data.

New Product/Part.1	16				
New Product/Part.2	16				

Uploading files

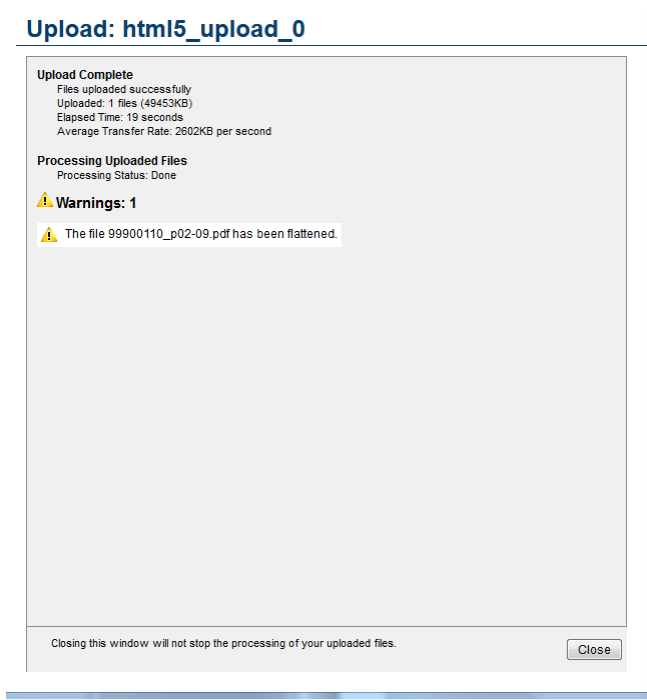
1. On the Summary tab, click Upload Files. This window will appear.
2. Drag files from your desktop (or where they are located) into the Upload Files dialog box.
3. If desired, type a name for the upload and type a note describing the upload. (Drag Your Files Here).
This would be solely for your internal use.



1/11/2017

4. Click Upload. The Upload window is now presented on your screen showing details of the files that were uploaded.

5. Click Close. The Upload Processing window displays the progress of the processing. You can still close the window; processing will continue.



4

Viewing pages in Smart Review - Smart Review enables you to review a full-resolution preview of a file.

On the job's Pages tab, click Smart Review or click the page. The pages open in Smart Review.

To open a file in Smart Review, in the Elements or Tasks view, double-click the file thumbnail.

When making a revision – please put REV or something to indicate that this is the revised pdf. This will make the revised pdf more easily visible when assigning the page.

If the page has multiple revisions, the latest revision appears in the Smart Review window, and a list of all the pages revisions is available on the list above the image. If you are viewing a multipage file, the first page of the file appears in the Smart Review window. When you click the thumbnail of the first page, the list of pages appears in the Files list.

You can also download a PDF proof of all pages. See instructions starting on page 15.

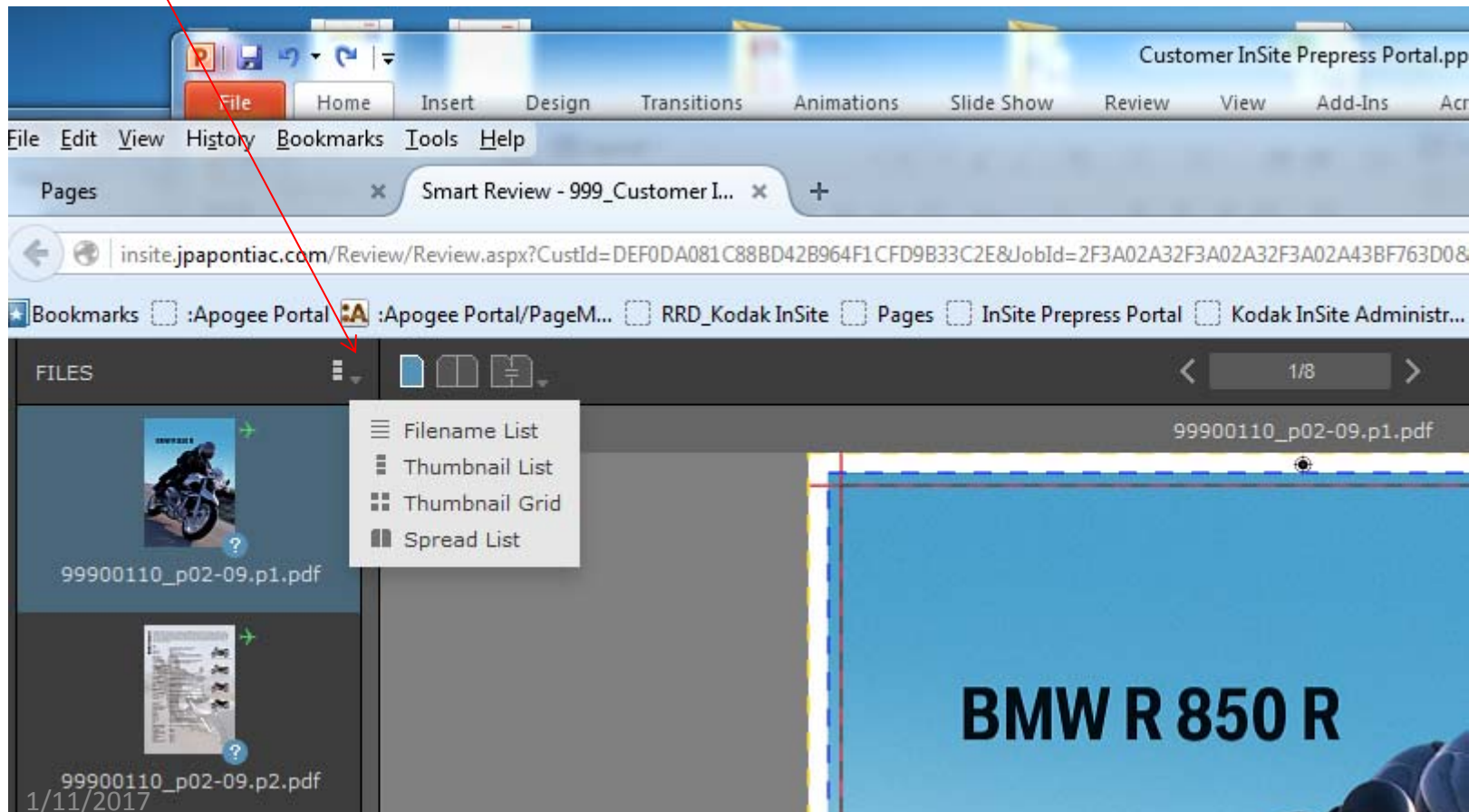
The screenshot shows the 'nsite Test' web application interface. At the top, there is a navigation bar with 'Overview', 'Jobs', and 'Administration' links, and a user profile 'Ariel Princess' with 'Help' and 'Logout' options. Below the navigation bar, the main content area is titled 'nsite Test' and has tabs for 'Summary', 'Pages', 'Downloads', and 'History'. The 'Pages' tab is active, showing a list of PDF files. The first file is '99900110 p02-09.p1.pdf' with a status of 'Approval Requested'. It has a thumbnail of a person on a motorcycle and a 'deselect' button. The second file is '99900110 p02-09.p2.pdf' with a status of 'Approval Requested'. It has a thumbnail of a document and a 'select' button. A 'Smart Review' button is visible in the top right of the file list area. On the right side, there is a vertical menu with various actions: 'Collapse', 'Request Approval', 'Approve', 'Reject', 'Clear Requests', 'Download Proof', 'Download JPEG', 'Report', and 'Remove Pages'. The 'Pages Selected' count is 1.

Welcome to Smart Review

Selecting a file

In the top-right area of the Files pane, in Files menu, select one of the following view options:

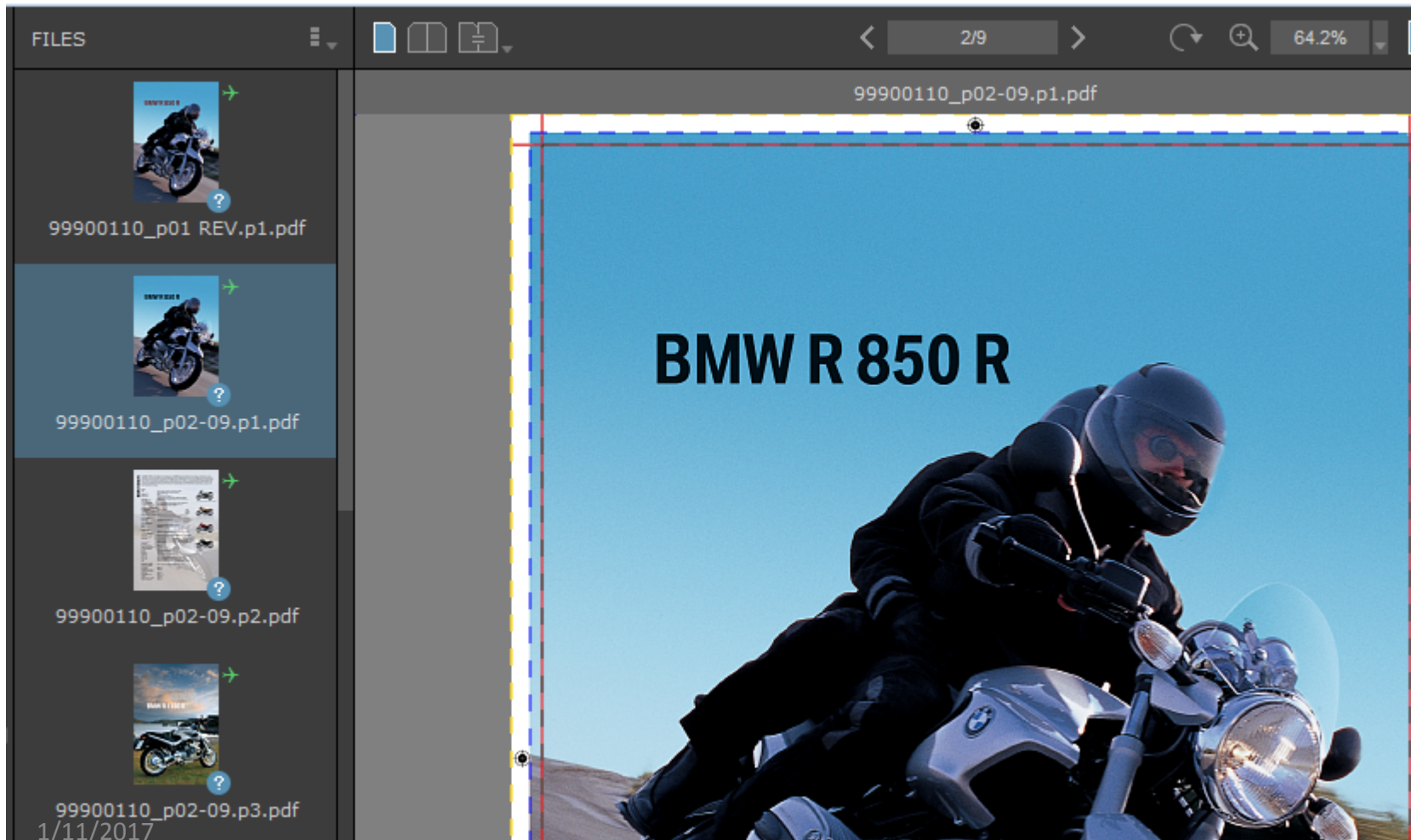
- Filename List
- Thumbnail List
- Thumbnail Grid
- Spread List



Click the name or thumbnail of the file that you want to display.








Changing to a different revision: When a file has multiple revisions, you can change the revision that you are viewing in Smart Review.

1. Open the file in Smart Review. If the file has multiple revisions, a list above the image displays the current revision and its revision number—for example -- 99900110_p01 REV.p1.pdf -- **When making a revision – please put REV or something to indicate that this is the revised pdf. This will make the revised pdf more easily visible when assigning the page.**
2. In the list, select the revision that you want to view.



Viewing pages in Single View or Spread View mode

You can view a single file in Smart Review in Single View or you can view two files at a time in Spread View.

To	Do this
View a single file	Click Single View  . (This is the default mode.)
View two files at a time	Click Spread View  .
Change the file that is displayed in Single View mode	Perform one of the following actions: <ul style="list-style-type: none"> • In the Files pane, click the name or thumbnail of the file that you want to display. • Click Previous Page  or Next Page . • In the pages box , type the number of the file that you want to display.
Change the files that are displayed in Spread View mode	Perform one of the following actions: <ul style="list-style-type: none"> • Click Previous Page  to display the files (in Reader Spread mode) before the ones currently displayed, or click Next Page  to display the files after the ones currently displayed.

You can view a full-screen preview of a file in Smart Review.



When you view a full-screen preview, the Smart Review toolbars and dialog boxes are hidden.

Use the Esc key to revert from full screen.

Viewing file information in the Information Panels

99900110_p01 REV.p1.pdf

1/9 62.8%

99900110_p01 REV.p1.pdf (8.85 × 12.28 in)

<input checked="" type="checkbox"/>	Text Safety	0.29 , 0.29	8.27 × 11.69 in
<input checked="" type="checkbox"/>	Trim	0.29 , 0.29	8.27 × 11.69 in
<input checked="" type="checkbox"/>	Media	0.0 , 0.0	8.85 × 12.28 in
<input checked="" type="checkbox"/>	Crop	0.0 , 0.0	8.85 × 12.28 in
<input checked="" type="checkbox"/>	Art	0.29 , 0.29	8.27 × 11.69 in
<input checked="" type="checkbox"/>	Bleed	0.17 , 0.17	8.5 × 11.93 in

PREFLIGHT

Auto Zoom to Selection

99900110_p01 REV.p1.pdf

No Preflight information available

SEPARATIONS

All

99900110_p01 REV.p1.pdf

<input checked="" type="checkbox"/>	Cyan
<input checked="" type="checkbox"/>	Magenta
<input checked="" type="checkbox"/>	Yellow
<input checked="" type="checkbox"/>	Black

Cancel Apply

ANNOTATIONS 0

COLLABORATION 1

CHAT

1/11/2017

This panel allows you to see your Trim & Bleed along with some other useful details.

This panel will show you any preflights associated with that page.

This panel allows you to turn on and off color separation. You can turn off the black and it will show if you have any 4/c black type.

You must hit the "Apply" button to see results.

Reviewing and Approving Pages

You can review, approve, or reject pages in Smart Review or on the job's Pages tab.

In Smart Review, you can also request corrections for pages and you can review OK or approve only one page at a time.

The green check mark is OK to approve – The red X is to reject the page.



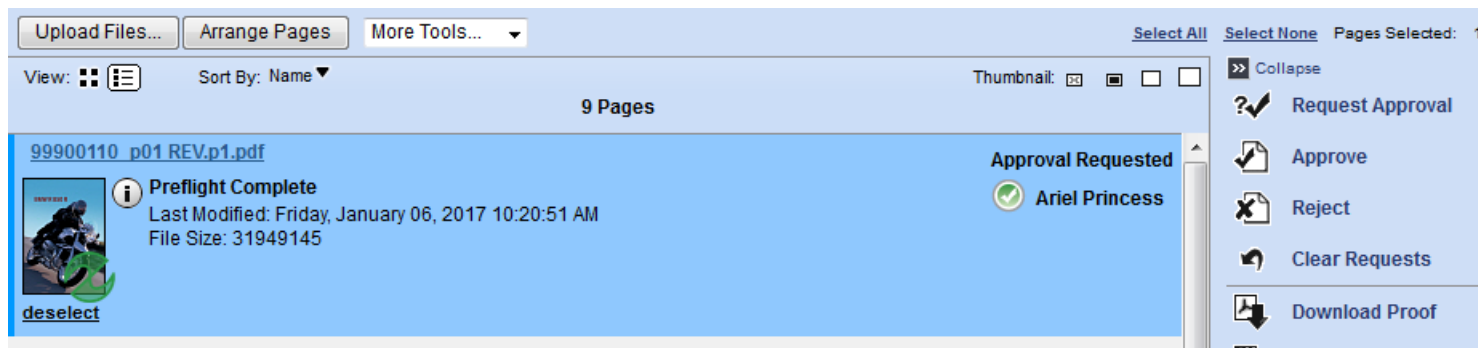
When you Review OK (but do not approve in Smart Review) – you will notice that back on the pages tab – it shows that it has been reviewed (green checkmark) and is ready for approval. You can now approve the page.

If you would like to approve all pages at once – you need to be on the Pages Tab and highlight the first page to Approve and hold down the shift key and select the last page you want to approve. Once they are all highlighted – hit the Approve at the right side of the tab.

If you would like to Approve select pages within the group then you can hold down the Ctrl key and select the individual pages in the group (without having to go in sequence) and hit the Approve.

When needing to make a revision – you have the choice of **Reject** or **Remove**. Rejecting a page means that the page will remain in the workflow but can be replaced with a revised page. To make this page usable again – highlight the rejected page and click on **Request Approval**.

When you remove pages from a job, they are removed from your workflow.





Upload Files... Arrange Pages More Tools... Select All Select None Pages Selected: 1

View: [Grid] [List] Sort By: Name Thumbnail: [Off] [On] [Off] [On] Collapse

9 Pages

99900110_p01_REV.p1.pdf Approval Requested

 Preflight Complete  Ariel Princess

Last Modified: Friday, January 06, 2017 10:20:51 AM

File Size: 31949145

deselect

Request Approval

Approve

Reject

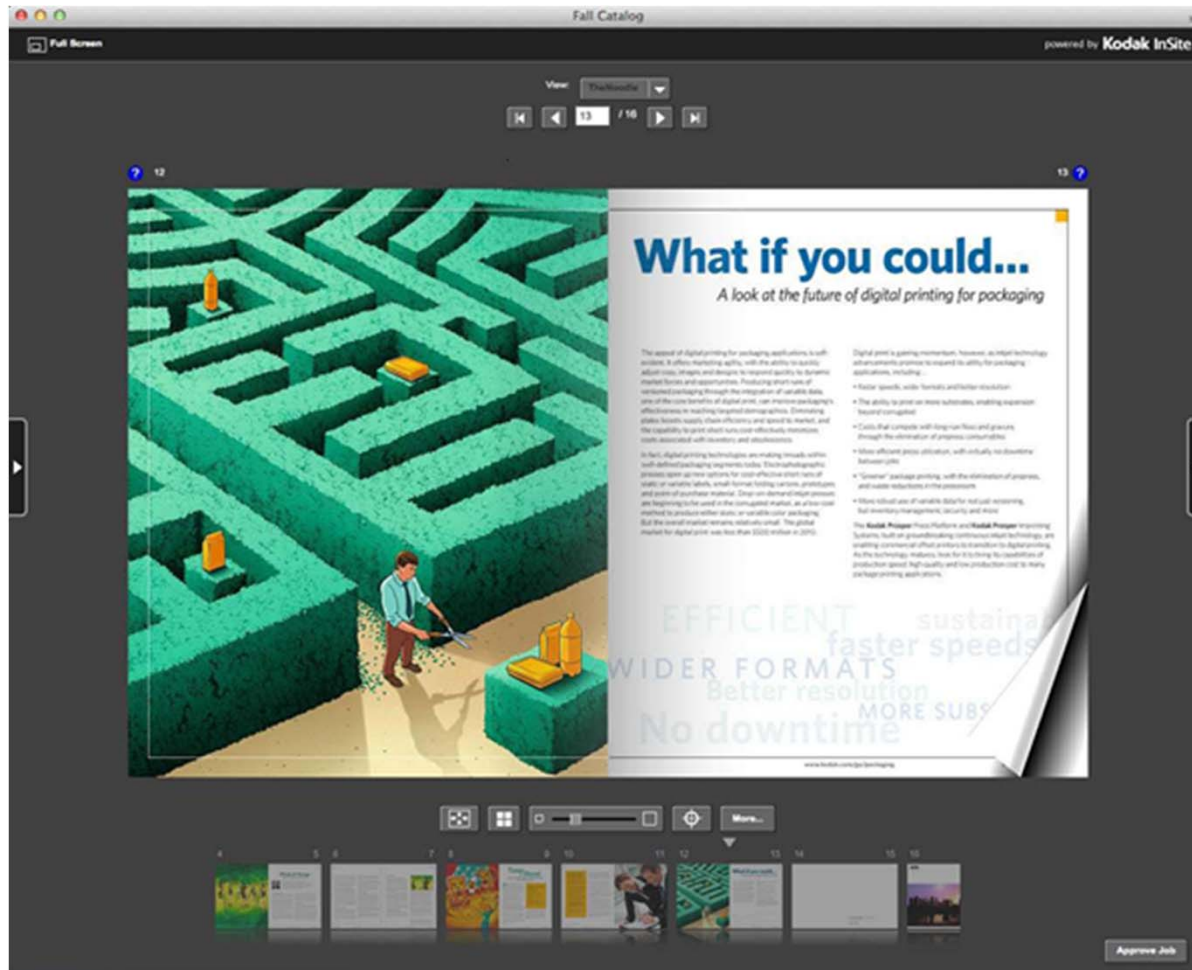
Clear Requests

Download Proof

Viewing Pages in Preview

Preview is a tool that enables you to preview pages with page arrangement.

You can also perform approve or reject pages actions.



Assigning Pages

In order for our customers to be able to reject and insert revises - Insite uses what is called Arrange Pages.

After you have uploaded your files – you can go to the “Arrange Pages” tab. This is where you will “Assign Pages”

The screenshot shows the 'Publications: It's what we do.' web application. The user is logged in as 'Debbie Testing'. The main navigation bar includes 'Home', 'Customers', 'Manage', and 'Configure'. The secondary navigation bar shows 'Overview', 'Jobs', and 'Administration'. The current page is titled 'Test (Debbie Testing Job)' and has tabs for 'Summary', 'Pages', and 'Dov'. The 'Pages' tab is active, showing a list of 8 pages. The 'Arrange Pages' button is highlighted with a red box. The list of pages includes:

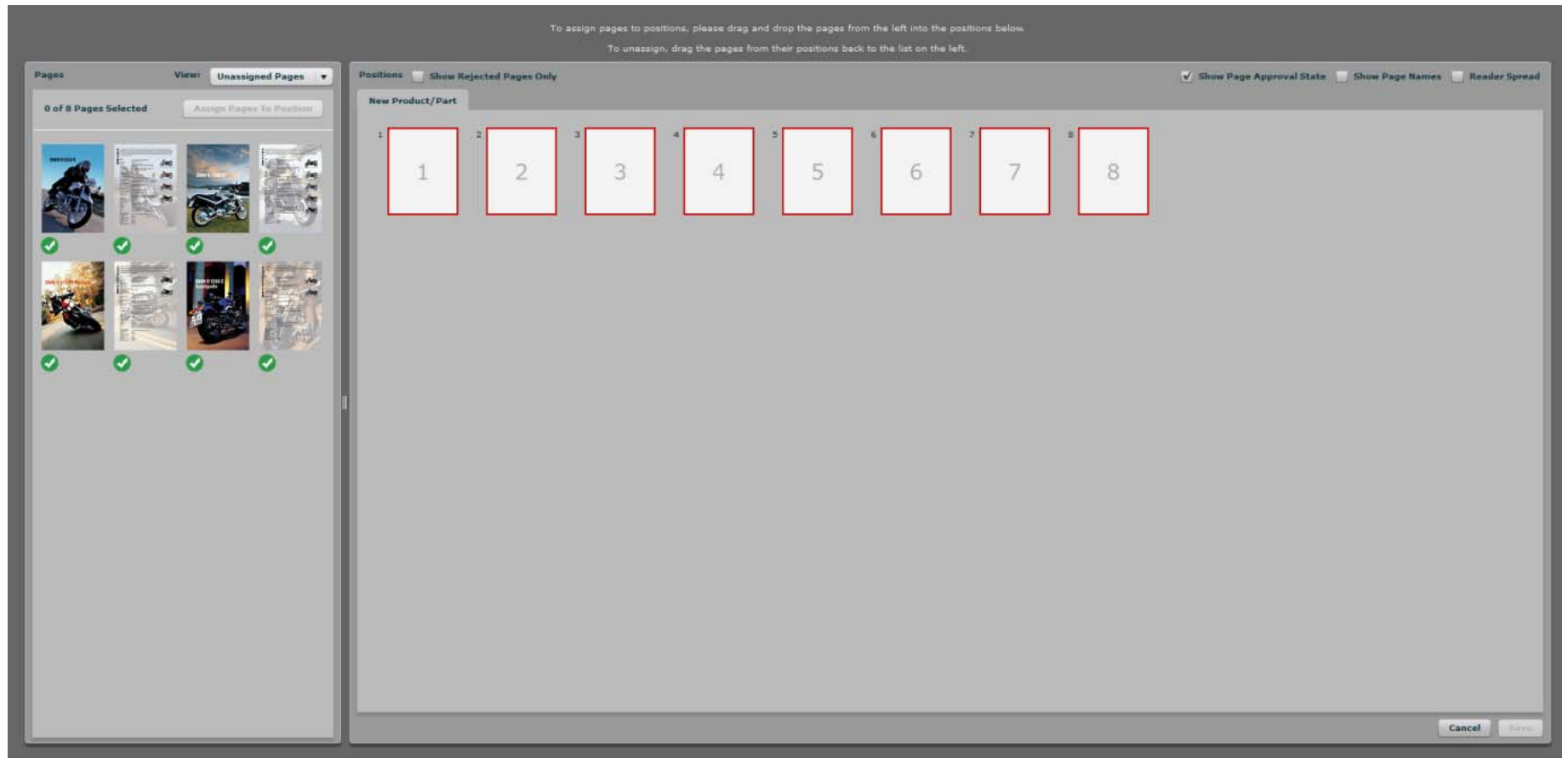
- 99900110_p02-09.p1.pdf: Preflight Complete, Last Modified: Tuesday, December 06, 2016 8:33:07 AM, File Size: 31911436. Path: \\HW33151-39\Araxi\Volume_1\Jobs\Debbie Testing Job\System\SubPages\99900110_p02-09.p1.pdf. Status: Approval Requested.
- 99900110_p02-09.p2.pdf: Preflight Complete, Last Modified: Tuesday, December 06, 2016 8:33:07 AM, File Size: 22206066. Path: \\HW33151-39\Araxi\Volume_1\Jobs\Debbie Testing Job\System\SubPages\99900110_p02-09.p2.pdf. Status: Approval Requested.
- 99900110_p02-09.p3.pdf: Preflight Complete, Last Modified: Tuesday, December 06, 2016 8:33:07 AM, File Size: 44495522. Path: \\HW33151-39\Araxi\Volume_1\Jobs\Debbie Testing Job\System\SubPages\99900110_p02-09.p3.pdf. Status: Approval Requested.
- 99900110_p02-09.p4.pdf: Preflight Complete, Last Modified: Tuesday, December 06, 2016 8:33:07 AM, File Size: 21524921. Path: \\HW33151-39\Araxi\Volume_1\Jobs\Debbie Testing Job\System\SubPages\99900110_p02-09.p4.pdf. Status: Approval Requested.

The interface also includes a 'Page Groups' section on the left with 'All' and 'Unfiled' groups, and a 'Show pages in sub-groups' checkbox. The footer contains 'System Diagnostics | Privacy | Terms | Contact: +1-815-844-5161 | InSite will be down for maintenance each Wednesday 8 - 9AM'.

The below image shows pages that have been approved and are waiting to be assigned.

By Assigning pages - the client is placing pages in sequential (numerical) order as they will print in the magazine.

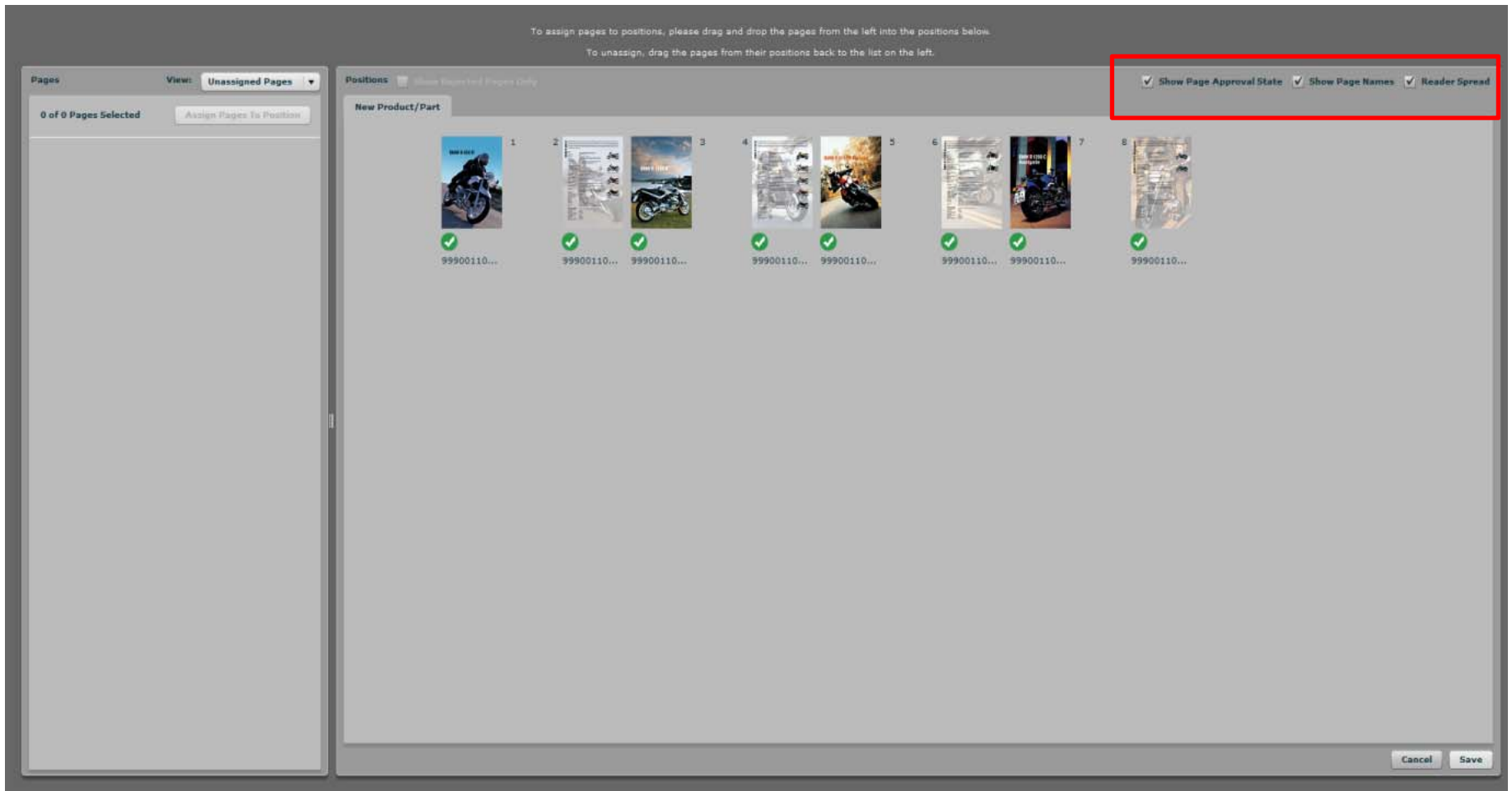
You can select them all (if in sequential order) or you can drag them one at a time over to the blank pages.



In the upper right hand corner there are 3 boxes. You can check all three to show different views of the assigned pages.

After you are satisfied with the assignment of pages – hit the SAVE button in the lower right hand corner.

This is the final step. You can now log out and email your CSR to let them know that your magazine is ready.



To download a pdf of all body pages:

Step 1. From the *Pages* tab, go to *Status*



Step 2. Select *All Pages*. Then select *Signature* and *All*.

Show pages matching the criteria below.

Status
All Pages ▼

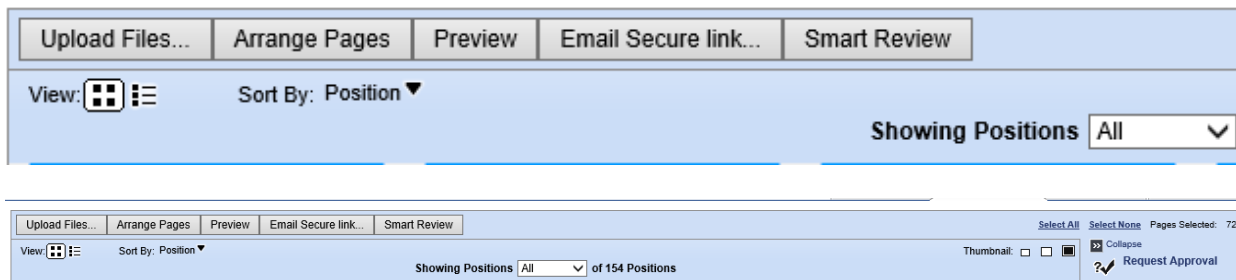
Reviewer
All ▼

Signature
All ▼

Preflight
All ▼

Search Pages ▼

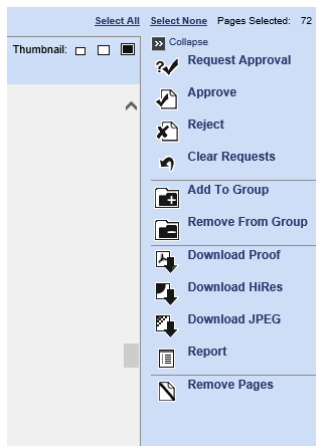
Step 3. Sort by position – Showing position all – Select All



NOTE: If job is set for a Cover and a Body; to proof just the body pages (so they are in the proper page number order) *Deselect Covers* (shift click off of covers)



Step 4. Download Proof



Step 5. Multi Page – Download

Download

Note: When you download multiple files, a compressed (.zip) file is created. If you cannot extract the *.zip file with the OS embedded unzip tool, use a third-party tool, such as iZip (Mac) and 7-zip (Windows).

Single or multiple PDF file

- Single-page proof (a PDF file for each page)
- Multi-page proof (a single PDF file for 72 pages)

Download Cancel

Step 6. When requested, choose *Open* or *Save As*

Do you want to open or save **Proof.pdf** (452 MB) from insite.jpapontiac.com? ✕

Open Save ▼ Cancel

To download a pdf of all cover pages

Return to the Pages tab.

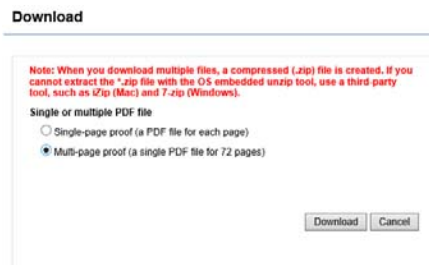
Step 1. From the *Pages* tab select *None*.



Step 2. Shift click only the cover pages (in 1-5 order)

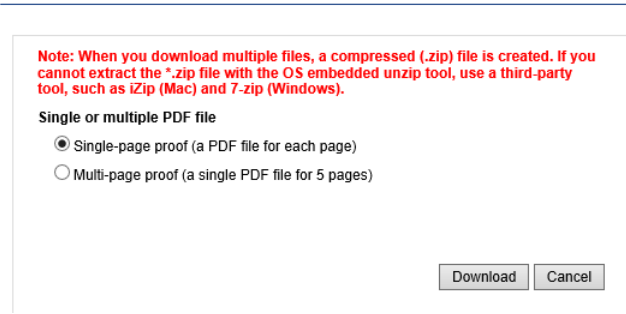


Step 3. Download Proof – Multi Page – Download – Open



Step 4. If the pdf is not in FC IFC IBC BC Spine order, instead of making a multi-page proof, you can download a single-page proof (a PDF file for each page) – and recombine them in Acrobat.

Download

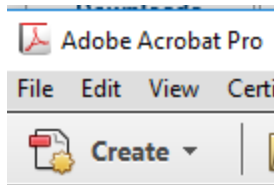


Versions of Acrobat may differ. These instructions were made using Acrobat X Pro.

- a. To separate a multi-page file in Acrobat, open the 5 page pdf file
 - i. Go to View - Tools – Pages – Extract
 - ii. Check Extract pages as separate files box
 - iii. Rename pages

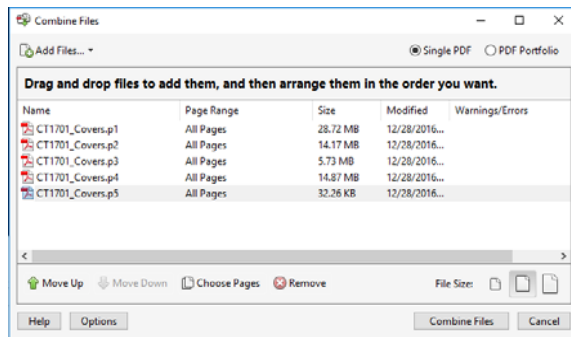
Step 5. To combine the 5 separate cover pdfs into one file:

- a. In Acrobat select Create



- b. Combine files into a single pdf

- c. Drag the files into the box, in the correct order



If you get a page out of order, you can change their position by moving them up or down in the box.

Step 6. If it is acceptable to have a pdf containing cover pages and a separate pdf containing body pages, you are done.

Step 7. If one pdf is required, recombine the pages into a single page pdf using the steps outlined in 6, above.

- a. In Acrobat select Create
- b. Combine files into a single pdf
- c. Drag the files into the box, in the correct order