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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.

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.

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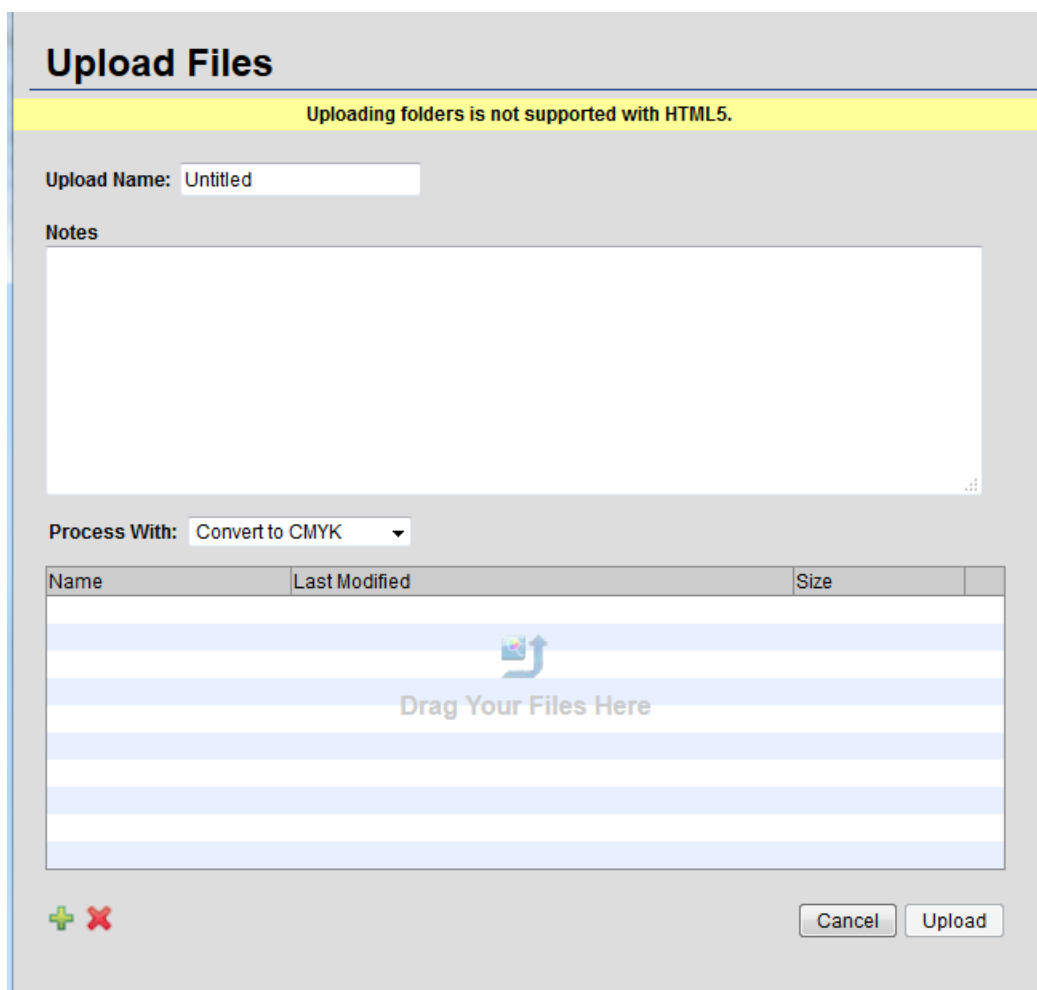
4. Click Upload. The Upload window is now presented on your screen showing details of the files that were uploaded.

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

Upload Files

Uploading folders is not supported with HTML5.

Upload Name: Untitled

Notes

Process With: Convert to CMYK

Name	Last Modified	Size	

Drag Your Files Here

Cancel Upload

Upload: html5_upload_0

Upload Complete
Files uploaded successfully
Uploaded: 1 files (49453KB)
Elapsed Time: 19 seconds
Average Transfer Rate: 2602KB per second

Processing Uploaded Files
Processing Status: Done

⚠ Warnings: 1

⚠ The file 99900110_p02-09.pdf has been flattened.

Closing this window will not stop the processing of your uploaded files.   Close

Welcome to Smart Review

Selecting a file

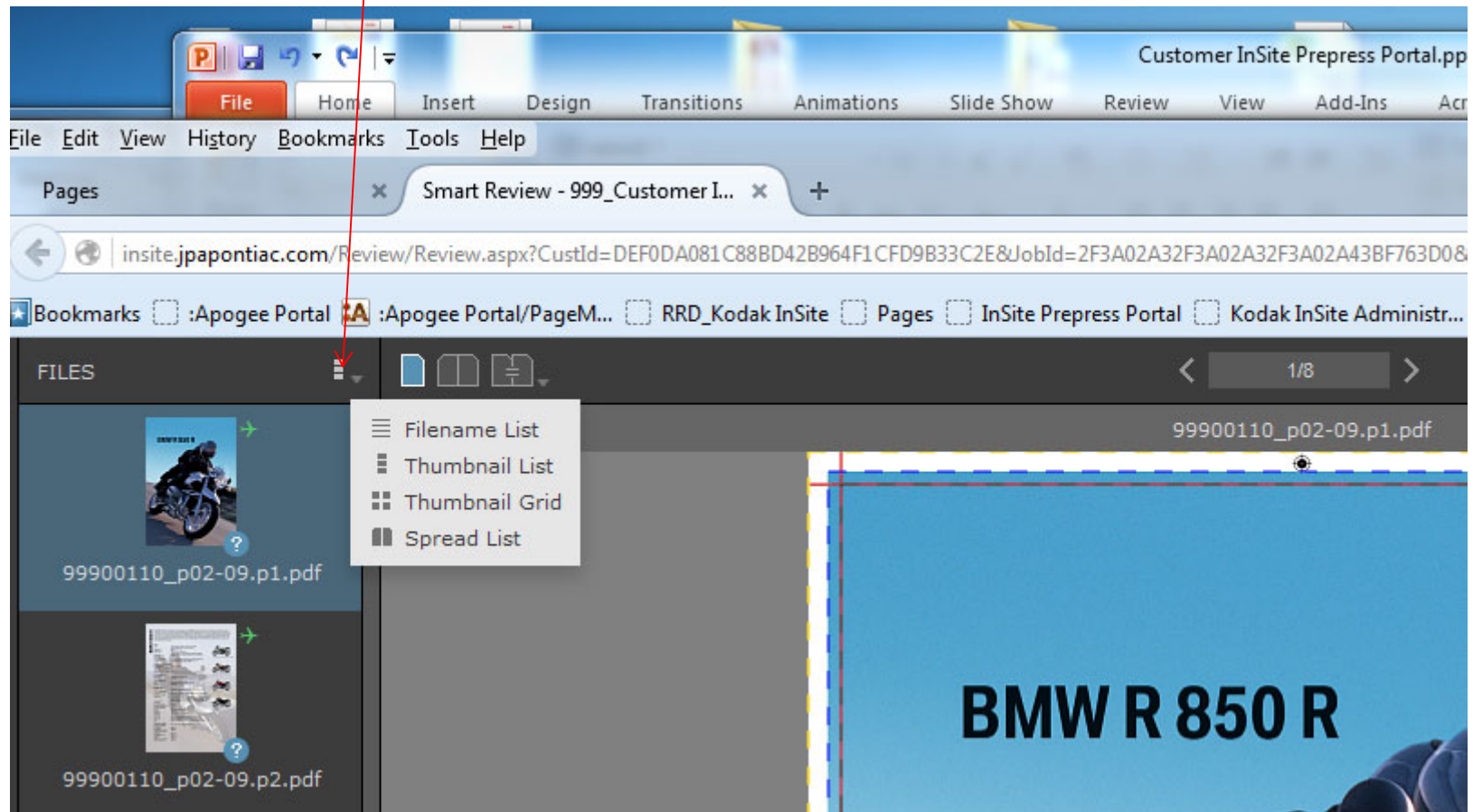In the top-right area of the Files pane, in Files menu, select one of the following view options:

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 --

2. In the list, select the revision that you want to view.
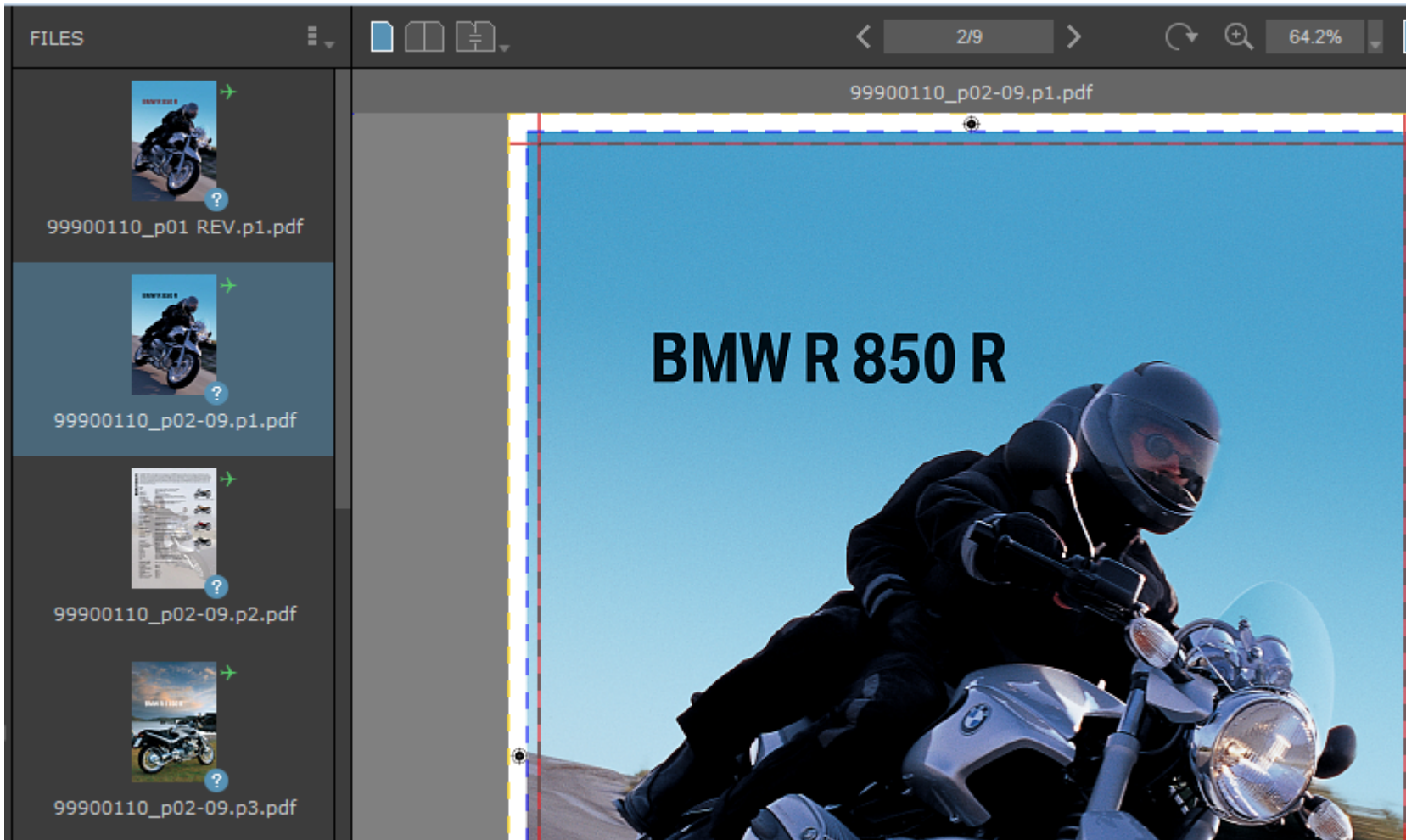
Viewing file information in the Information Panels

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. If you click on the name of the preflight – it will highlight what is in question with yellow.

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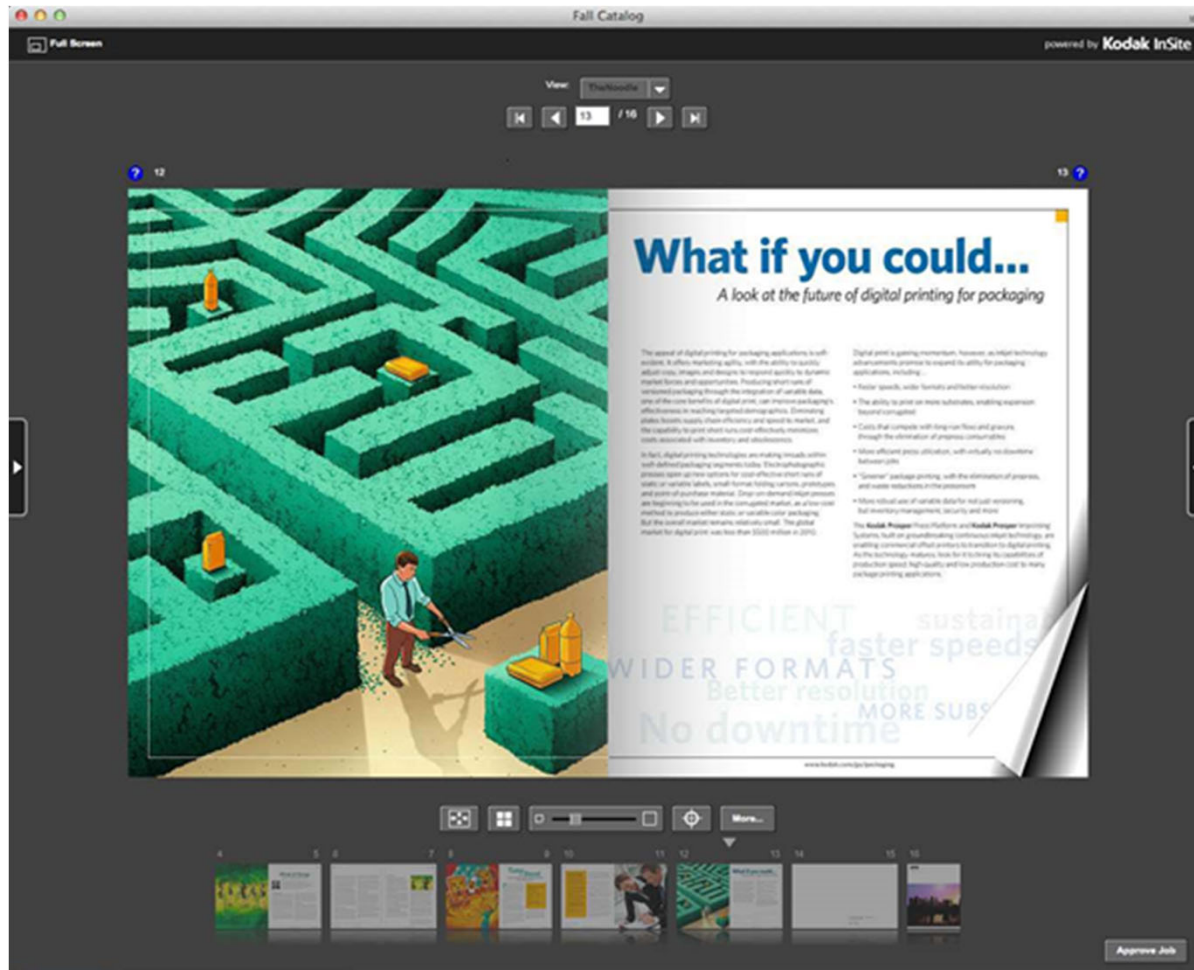
You must hit the "Apply" button to see results.

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

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

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.

Approving Pages

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 Ctlr 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 will put a red X through it and 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 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.

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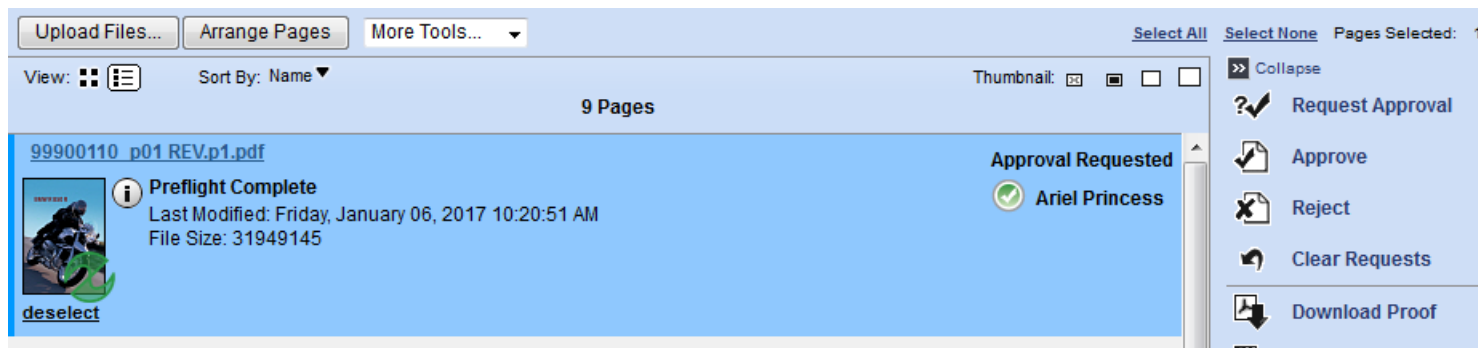
Assigning Pages

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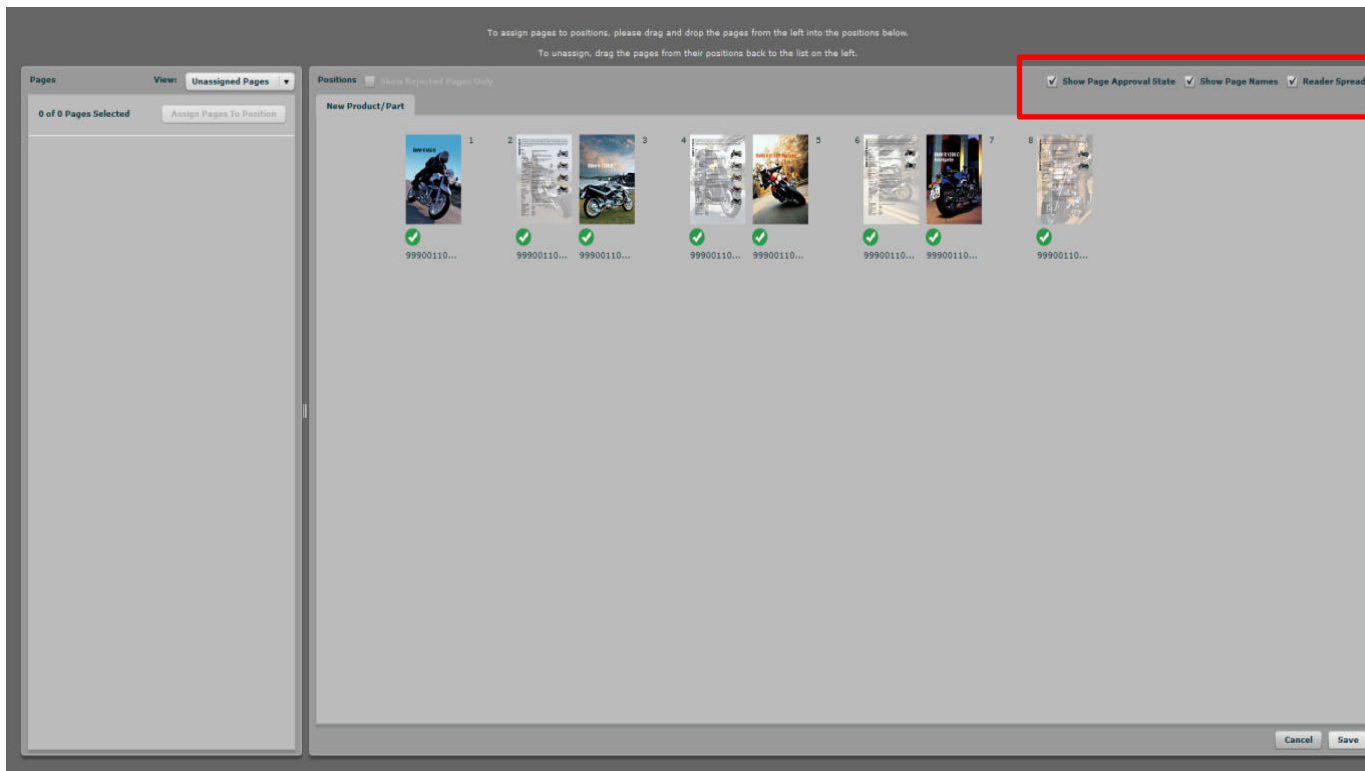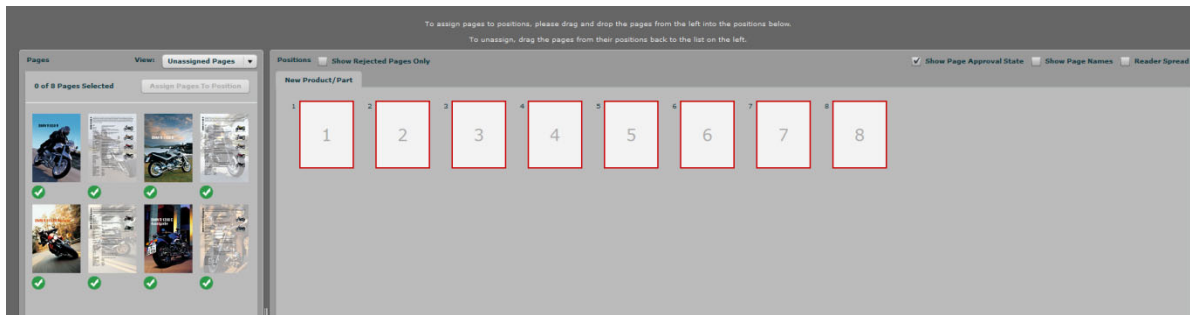
In the upper right hand corner there are 3 boxes. You can check all three to show different views of the assigned pages.

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

| Upload Files... | Arrange Pages | Preview | Email Secure link... | Smart Review |

View: Sort By: Position ▼

Showing Positions All

| Upload Files... | Arrange Pages | Preview | Email Secure link... | Smart Review |

Select All   Select None   Pages Selected: 72

View: Sort By: Position ▼

Thumbnail: ☐ ☐ ◼
Collapse

Showing Positions All   of 154 Positions

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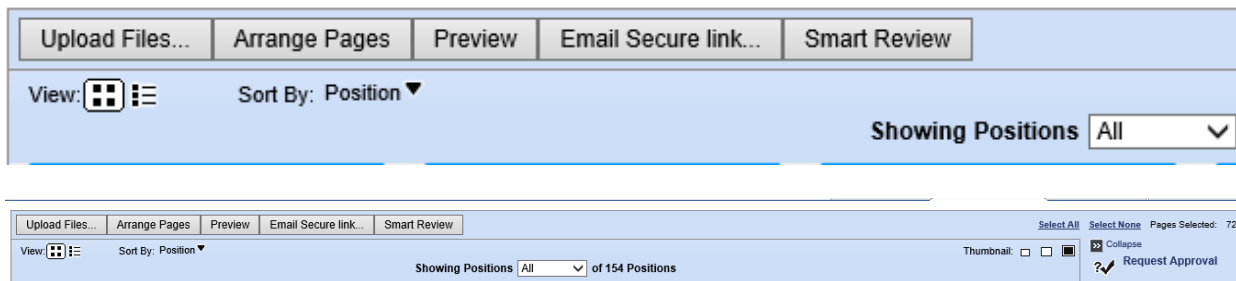
NOTE: If job is set for a Cover and a Body; to proof just the body pages (so they are in the proper page number order) *Deselect Covers* (shift click off of covers)

CT1701_Covers.p5.pdf

deselect

Step 4. Download Proof
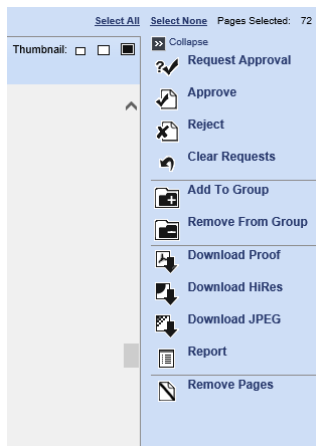
Step 5. Multi Page – Download

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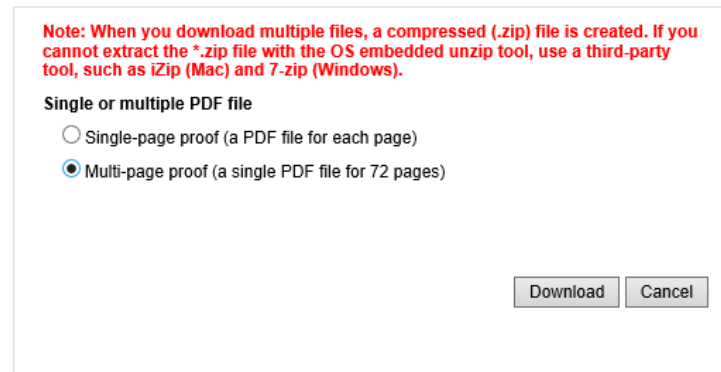
Step 6. When requested, choose *Open* or *Save As*

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

Open   Save ▼   Cancel
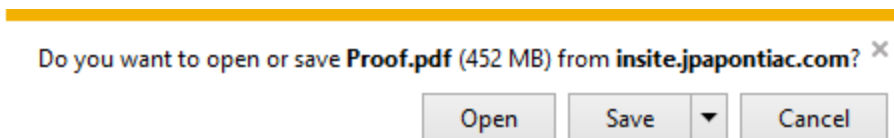
To download a pdf of all cover pages
Return to the Pages tab.

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

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 5 pages)

[Download] [Cancel]

Versions of Acrobat may differ. These instructions were made using Acrobat X Pro.
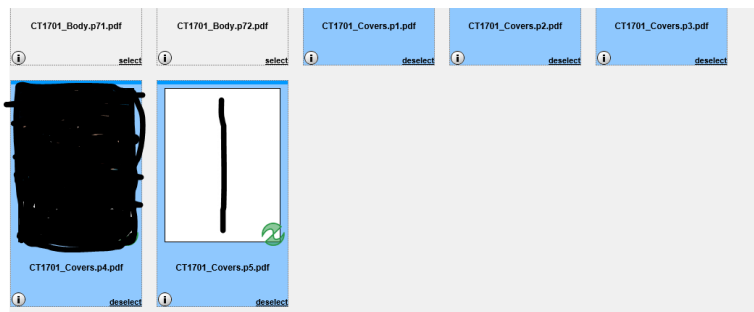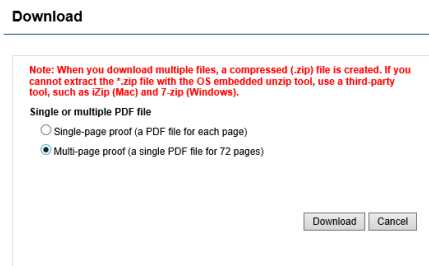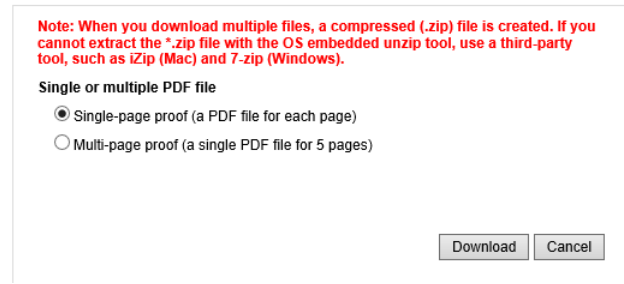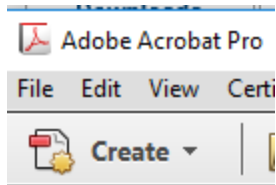
    a. To separate a multi-page file in Acrobat, open the 5 page pdf file

        i. Go to View - Tools – Pages – Extract

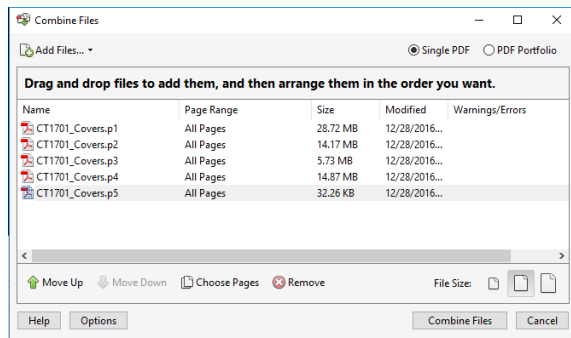   ii. Check Extract pages as separate files box

        iii. Rename pages

Step 5. To combine the 5 separate cover pdfs into one file:
   a. In Acrobat select Create

Adobe Acrobat Pro

File Edit View Certi

Create ▾

   b. Combine files into a single pdf

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

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

Combine Files   – ☐ ✕

Add Files... ▾   ◉ Single PDF ○ PDF Portfolio

Drag and drop files to add them, and then arrange them in the order you want.

Name	Page Range	Size	Modified	Warnings/Errors
CT1701_Covers.p1	All Pages	28.72 MB	12/28/2016...	
CT1701_Covers.p2	All Pages	14.17 MB	12/28/2016...	
CT1701_Covers.p3	All Pages	5.73 MB	12/28/2016...	
CT1701_Covers.p4	All Pages	14.87 MB	12/28/2016...	
CT1701_Covers.p5	All Pages	32.26 KB	12/28/2016...	

⬆ Move Up ⬇ Move Down ☐ Choose Pages ✕ Remove   File Size: ☐ ☐ ☐

Help Options   Combine Files Cancel

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