# InSite Pre-press Portal

Provided by Rose Printing Co.

Customer Quick Start Guide

English

# What Is the 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 to Prepress Portal

Prerequisite: You must have a high-speed Internet connection (64 kilobits per second (kbps) or higher).

Important: On a Mac® computer that is running Apple Safari™ software, you must allow files to open after downloading. In the Safari software, select Preferences. On the General tab, select Open "safe" files after downloading.

For a complete list of supported operating systems and Web browsers, see the *InSite Client Configuration* technical bulletin, available from Kodak eCentral®, the Internet portal at http://ecentral.graphics.kodak.com/.

1. In your browser, type the address of your printer's Prepress Portal home page.

2. On the Login page, type your user name and password, and select a language.

3. Click Login.

# Getting Help

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

In the software, in the top-right corner of the toolbar, click ?



# Checking Your System Configuration

You can check that your system is configured properly to run all Prepress Portal features successfully. If you run the test after you log into Prepress Portal, and there are problems, you can send the details to your system administrator in an e-mail message.

# Logging Off of Prepress Portal

In the software, beside your name, click X

# Logging In to Prepress Portal

To log in to Prepress Portal:

1. Type the printer's Prepress Portal home page address.



2. On the Login page, type your user name and password specified by your customer sales representative, and select a language.

   The default language is English.

3. Click Login.



The first time that you log in to Prepress Portal, check your computer to ensure compatibility.

# Checking Your System Configuration

There are two ways to check your system configuration:

- On the Login page, click System Diagnostics.



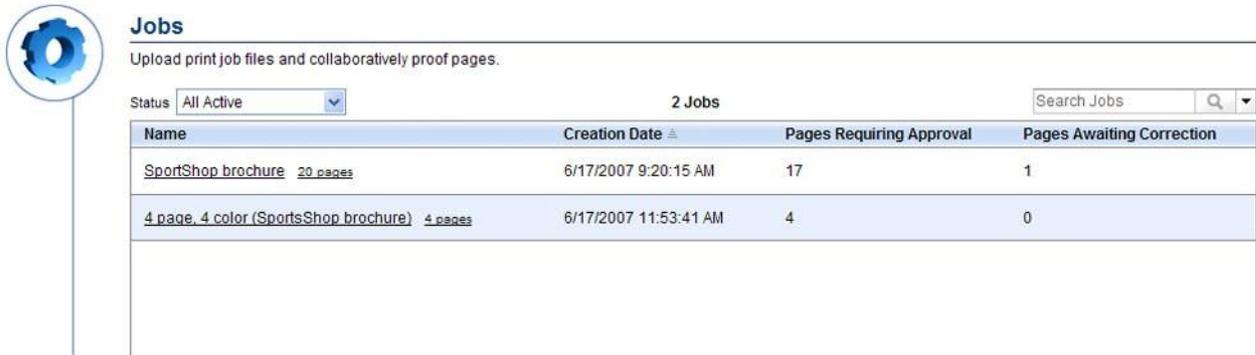- If you are already logged in, on the footer of any page, click System Diagnostics.



You can check that your system is configured properly to run all Prepress Portal features successfully. If you run the test after you log into Prepress Portal, and there are problems, you can send the details to your system administrator in an e-mail message.

# Viewing Your Jobs

From the User Home view you can see an overview of your most recent jobs.

To view a job:

¾ Click the job name. In the Status list, select a job status to filter the jobs. In the Search box, type a job name to search the list.



Each job has four tabs: Summary, Pages, Downloads, and History. You can view different job information, and perform different actions, on each of the four job tabs.

Note: The tabs that you see depend on your Job Role rights. If you do not see the Downloads tab, your Job Role does not include Downloads rights.

## Summary Tab

When you click on a job name, the job opens on the Summary tab. The Summary tab provides basic information about the job. On this tab, you perform job-level tasks, such as editing the job properties, or managing accesss to the job.



Tip: Click these arrows to show or hide information for each area.

## Pages Tab

Click the Pages tab to see page thumbnails, and other page information. Change the appearance of the pages on the Pages tab by filtering the pages, changing the thumbnail size, or choosing between Gallery view, List view, or HTML preview. You can upload files, open Smart Review, manage page groups, download files, review pages, and approve or reject pages.

Filter the pages.

Choose from Gallery view, List view, or preview the pages quickly in HTML format.

Set the thumbnail size.
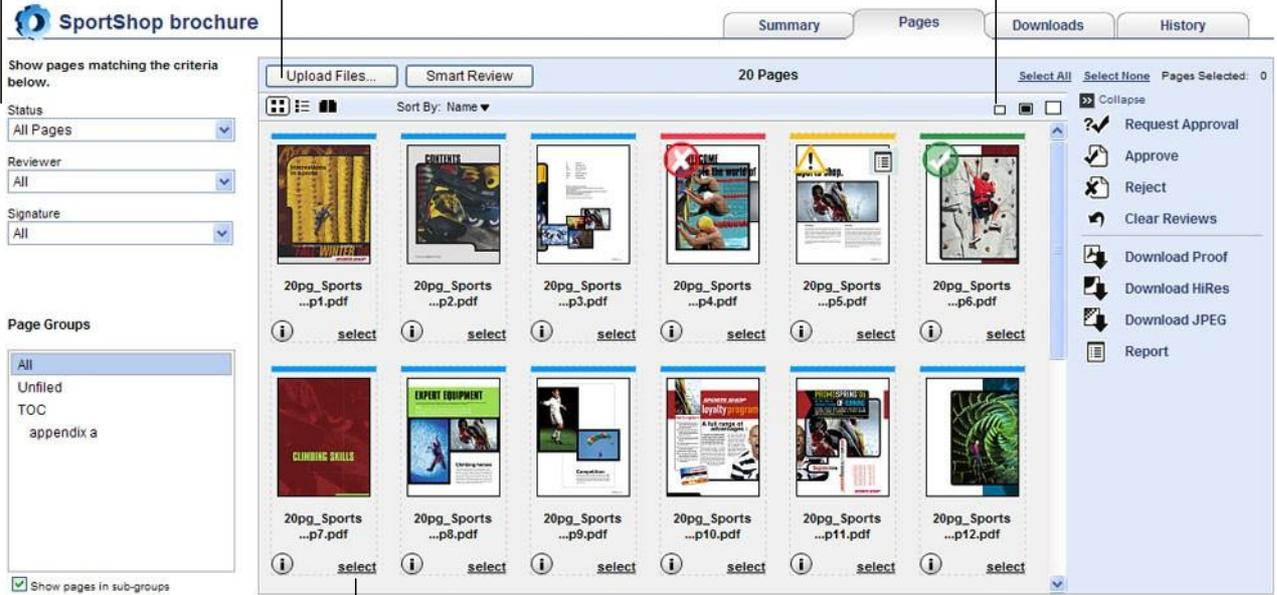


Select a page to perform actions on it, such as requesting approval or review.

## Downloads Tab

The Downloads tab shows the files that you can download.

## History Tab

The History tab shows who made changes to pages, what changes were made, and the date and time of the changes.

You can choose to view the history for transactions, uploads, or changes to the information sheet.

# Uploading Files to Your Printer

When you upload files or folders to Prepress Portal, they are copied to a folder under that job on your printer's job server.

Prerequisite: Your Job Role must include Upload rights.

Note: If you have Upload rights but are unable to upload files, talk to your system administrator or contact your printer.

Note: ALL UPLOADED FILES MUST BE IN **PDF** FORMAT.

To upload files to your printer:

1. In the Jobs view, click the name of the job that you want to upload files into.

2. On the Summary tab, click Upload Files.

3. Drag the files or folders you want to add from your desktop (or network) into the Upload Files dialog box, or browse to locate the folders and files.
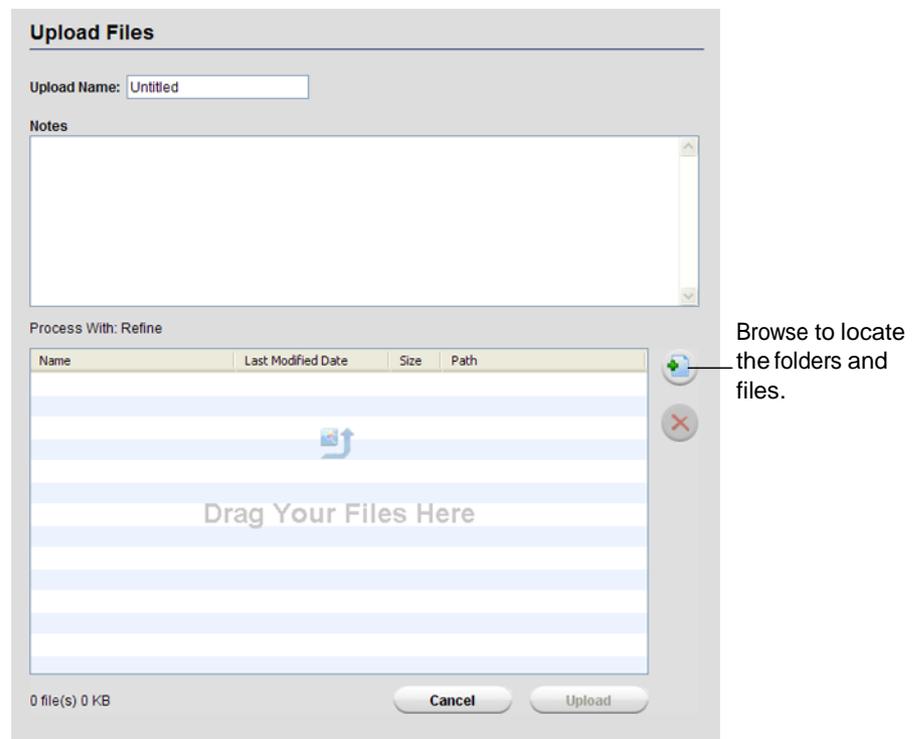


4. If desired, type a name for the upload and type a note describing the upload. The note appears in the job's Summary tab and in the email notification sent to users who are notified when files are uploaded.

5. Click Upload.

6. When the upload is complete, the Upload Processing window appears. You can close the window and processing will continue.

# Annotating Pages in Smart Review

If you receive an email notification to review or approve pages, click the link in the email message and log in to Prepress Portal. The job's Pages tab appears. Click Smart Review or click the image thumbnail.

Select the page you want to review and click Smart Review, or simply click the page thumbnail.
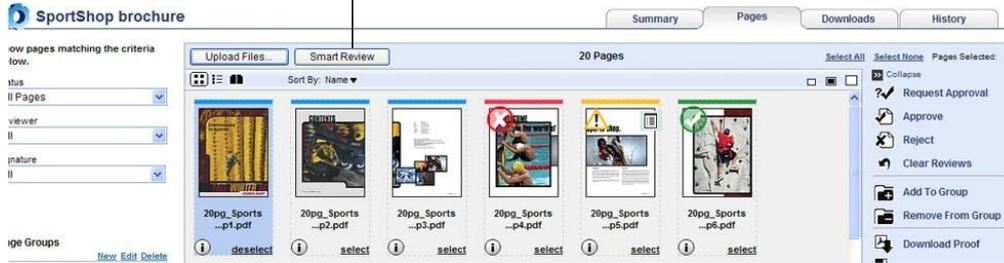
Click Close to end the Smart Review session.

Choose Thumbnail or List view.

Dock or undock the page list.

If you review the page and it is not OK or corrections are needed, click Reject Page.

To indicate that your review is OK, or that the page is OK, click Approve Page.

If corrections are necessary, use the annotation tools to mark your changes.
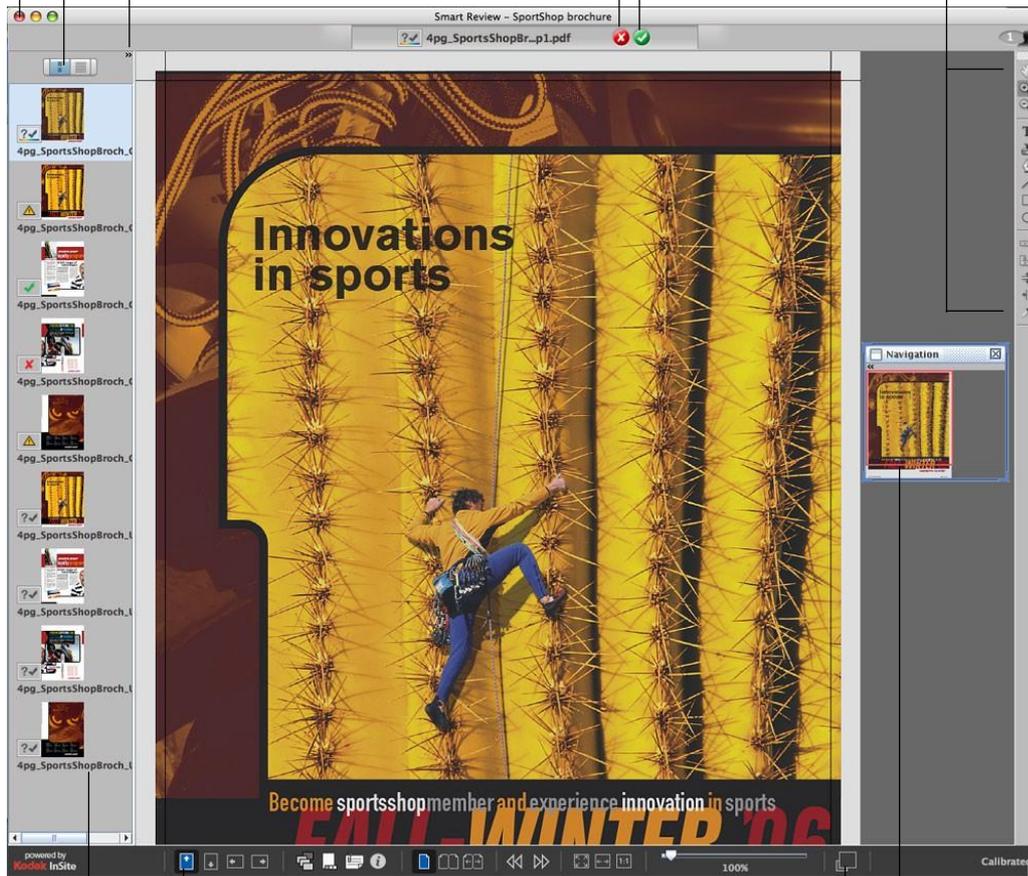
To view a different page, click the page thumbnail.

Use the navigation tools to zoom, pan, or rotate the image, and to switch between pages.

Click the navigation panel to quickly move around the page.

Note: This is an individual Smart Review session.

# Smart Review Tools

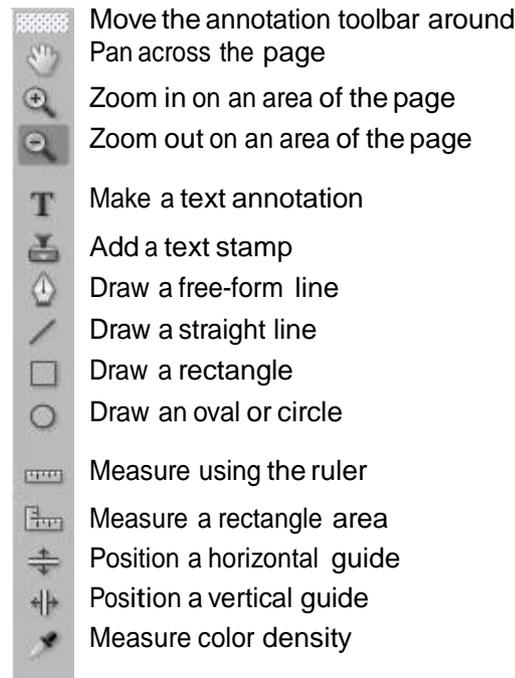The annotation tools that are available depend on your Job Role rights. If a tool that you need to use is not available, ensure that your Job Role includes the Annotate right.
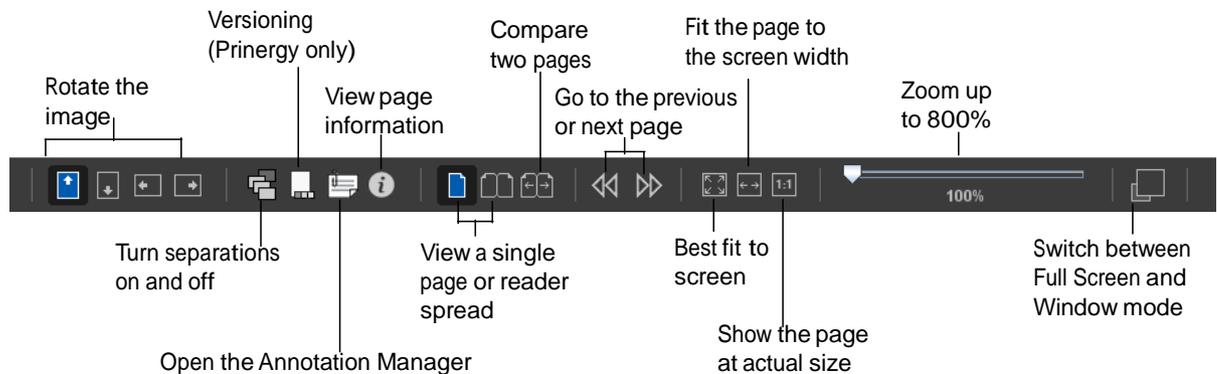
## Annotation Tools

The annotation tools appear on the right side when you open Smart Review. Grey highlighting indicates the tool is in use.

Move the annotation toolbar around

Pan across the page

Zoom in on an area of the page

Zoom out on an area of the page

Make a text annotation

Add a text stamp

Draw a free-form line

Draw a straight line

Draw a rectangle

Draw an oval or circle

Measure using the ruler

Measure a rectangle area

Position a horizontal guide

Position a vertical guide

Measure color density

## Navigation Tools

The navigation tools appear below the Smart Review screen, except when you are in Full Screen mode. To show the navigation tools in Full Screen mode, move the mouse.

Rotate the image

Versioning (Prinergy only)

View page information

Compare two pages

Go to the previous or next page

Fit the page to the screen width

Zoom up to 800%

100%

Turn separations on and off

View a single page or reader spread

Best fit to screen

Show the page at actual size

Switch between Full Screen and Window mode

Open the Annotation Manager

# Approving a Page

When you are satisfied with a page, you approve it. If you think the page can be corrected, annotate the page in Smart Review and request corrections.

To approve a page:

1.  In the Jobs view, click the Pages tab

2.  Click Select under the pages that you have reviewed.

3.  Click Approve

<span style="color:red">To indicate that your review is OK, or that the page is OK, click Approve Page.</span>



4.  Select Give Final Approval for Pages

No comment is neccessary for approvals.



Note: When a page is approved an email notification is sent to the AM and anyone else who asked to receive these notifications.

# Requesting Corrections to a Page

To request corrections on a page:

1.  In the Jobs view, click the Pages tab and open the file in Smart Review

2.  Place Annotations indicating required changes.

3.  Click Reject Page.

If you review the page and it is not OK or corrections are needed, click Reject Page.



4.  In Smart Review, click Reject Page.

5.  Select Request Corrections for . . .

6.  Enter a comment to explain the corrections you are requesting.
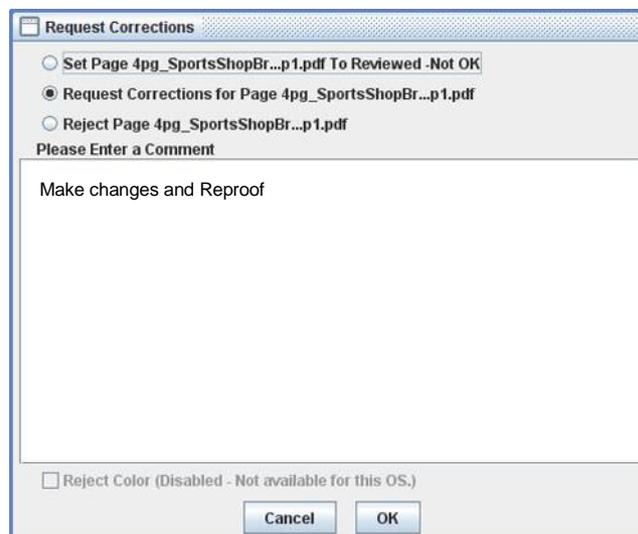


7.  Click OK.

Note: When corrections are requested on a page, an email notification is sent to the CSR and anyone else who asked to receive these notifications.

# Working in a Group Session

When two or more people review the same page at the same time, it is known as a *group session.* The number of Smart Review users who are currently viewing the job appears in the upper-right corner of Smart Review.  

The icon beside a reviewer's name indicates whether that person is using a calibrated monitor:

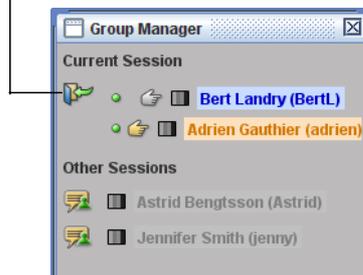Reviewer's monitor is color-calibrated.

Reviewer's monitor is not color-calibrated.

You can join in a group session at any time.

1.  From the Window menu, select Group Manager.

2.  Click Join Session icon.



3.  To leave the session, click the Leave Session icon.



Tip:  To open a chat window, from the Window menu, select Chat.