

InSite Prepress

Quick Start Guide



Kodak

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PANAPRINT
BEAUTIFUL PRINT

insite.panaprint.com

Welcome to InSite

Panaprint's powerful online proofing system designed to provide you a flexible and easy solution to upload, review and approve your work anywhere, anytime.

Getting Started

Username & Password

You will be notified by email of your username and password from your CSR.
Below is the web address of the InSite home page.

insite.panaprint.com

Note: There is no "www" in this address.

Login

Before you login for the first time, its a good idea to click on the Systems Diagnostics link to test if any updates are needed for install before proceeding to next step. Should you forget your password, "forgot password" link will retrieve password based on username. You can also select "Remember me" to make future access easier and quicker.

Kodak InSite Prepress Portal

Username:

Password:

Language:

☐ Remember me on this computer.

Login

[System Diagnostics](#)

[Forgot Your Password?](#)

Creating the Job

Kodak InSite Prepress Portal

JerryTest5 Overview Jobs Administration Jerry Test Help Logout

Welcome Jerry Test

Welcome to InSite Prepress Portal

Jobs

Upload print job files and collate

Status All Active

Create Job

Search Jobs

Create Job

Job Info

Job Name:

Description:

Job Code:

Project Code:

Job Template: aaTemplateJobRefinePreflightRA

Job Access | Add Existing Users

Click on a role name to choose a different role. "*" indicates that the role is inherited.

User/Group Name	Job Role
Jerry Test (JerryTest2)	Administrator *

Now that you are in, click on **Create Job**

You only have to give your job a name, then click **Create** at the bottom right of the screen.

Uploading Files

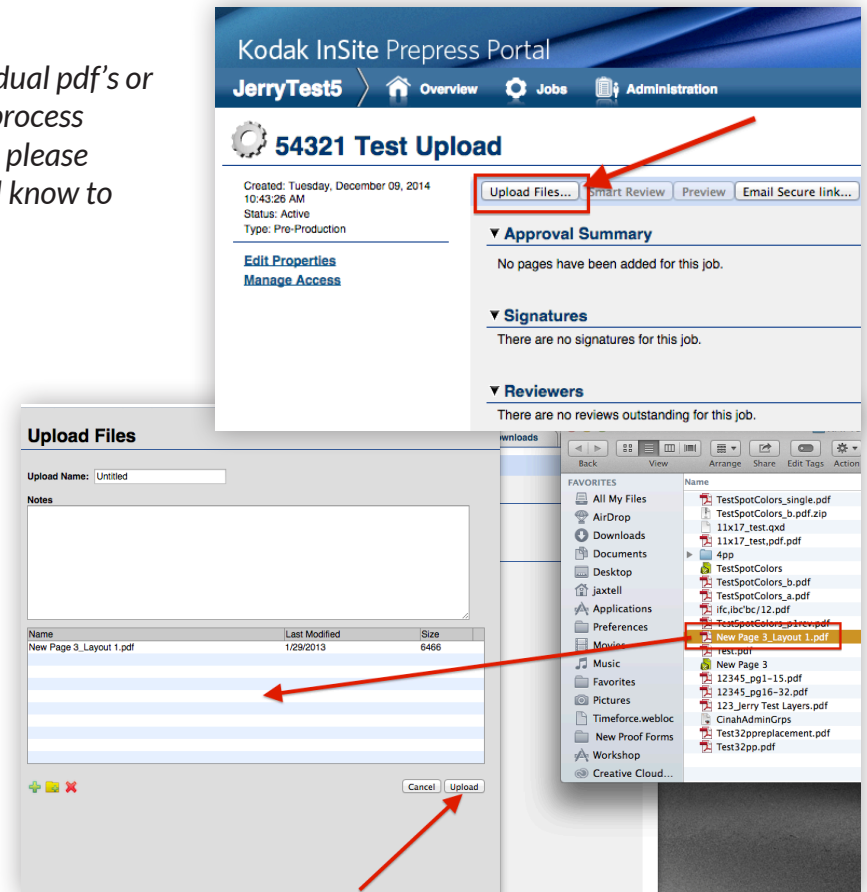
InSite allows for easy uploading of files. Once the job is created, the **Job Summary** screen appears, where you can select **Upload Files**.

Note: To save time, it's best to upload individual pdf's or one pdf with all pages. Zipped files will not process automatically. If you are uploading .zip files, please advise us when you are done so Prepress will know to get them placed.

File Name

It is important to give the upload an appropriate name. This helps track versions of your files.

Also, name your pdf's by page order (i.e. Page 01.pdf, Page 02.pdf, etc.) This will ensure your pages show in correct position.



Choosing Files to Upload

You have 2 options to upload your files in the **Upload Files** dialogue box:

1. Drag and Drop your files onto the bottom part of the window
2. Click on the green + sign and navigate to select your files to upload

When you have finished choosing your files, click **Upload** button. Once your upload is done, it will automatically process and request your immediate approval. You will get an email notification from Insite letting you know proofs are ready.

Note: As an extra measure, your CSR will also email you to make sure you are aware proofs are available for viewing. You will be notified by e-mail about ALL jobs and their activities, including when proofs are available for viewing.

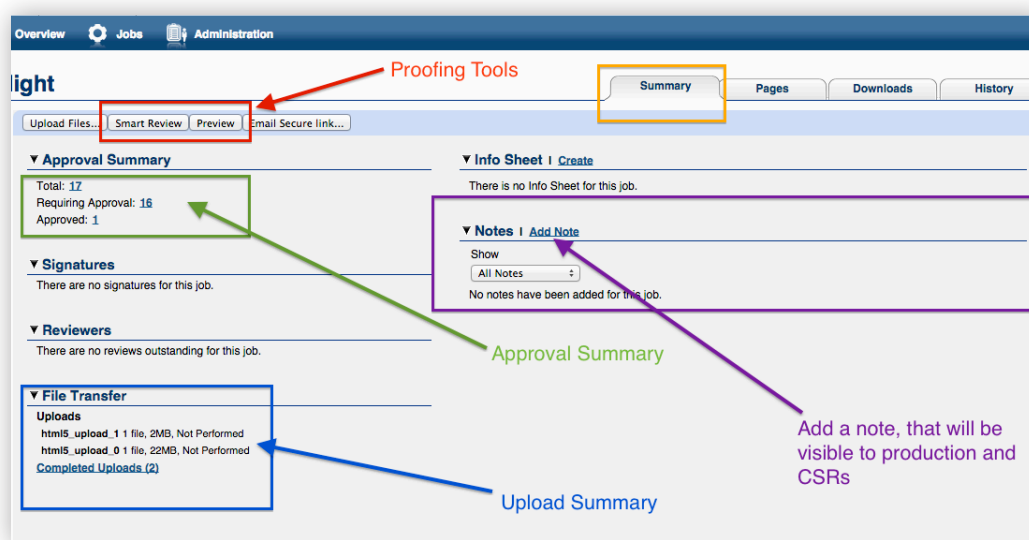
Viewing Job Status

Summary

Upon logging in, your home screen lists all of the jobs currently in process for your organization. Clicking on a job title will open the **Summary Page** showing the total number of pages requiring your approval, uploaded files, and an area where you can communicate with production or the CSR.

Look under the heading, **Approval Summary**, and click the number next to the word **Total** or click on the **Pages** tab above to go to the **Pages** section.

Note: You can click the Smart Review button at anytime to launch Smart Review.



Pages

Here you will see thumbnails of each page with their approval and preflight status. You can upload files, review pages, and approve or reject pages. The Preflight Status is indicated by a small blue, yellow, or red hurricane icon on the bottom right of each thumbnail.

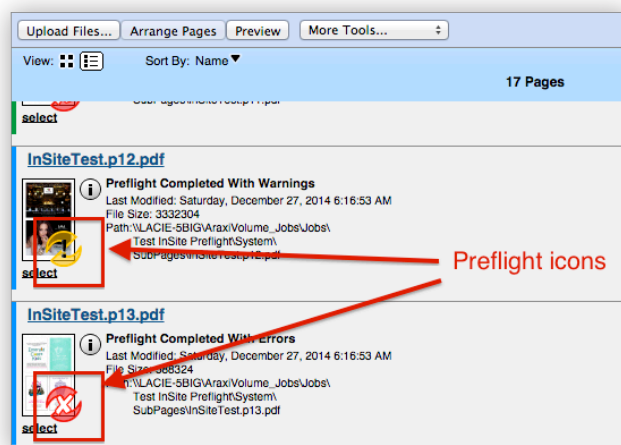
Power User Tip: You can click on the thumbnail to open the page in Smart Review.

Blue: Information only, No Preflight issues.

Yellow : Cautions, if they appear okay in Smart Review it will print fine.

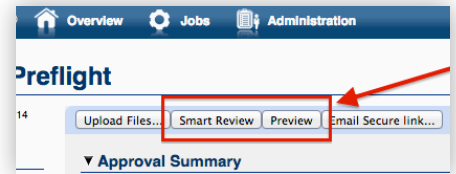
Red: Issues that will affect print quality: missing fonts, low resolution images, lines and fonts that may be too small to print visibly. Please go back and review!

Note: Prepress will no longer question low resolution alerts you have approved in Smart Review.



Proofing Pages

You have two options for proofing: **Smart Review**, viewing individual pages or **Preview**, viewing your job as a flipbook.

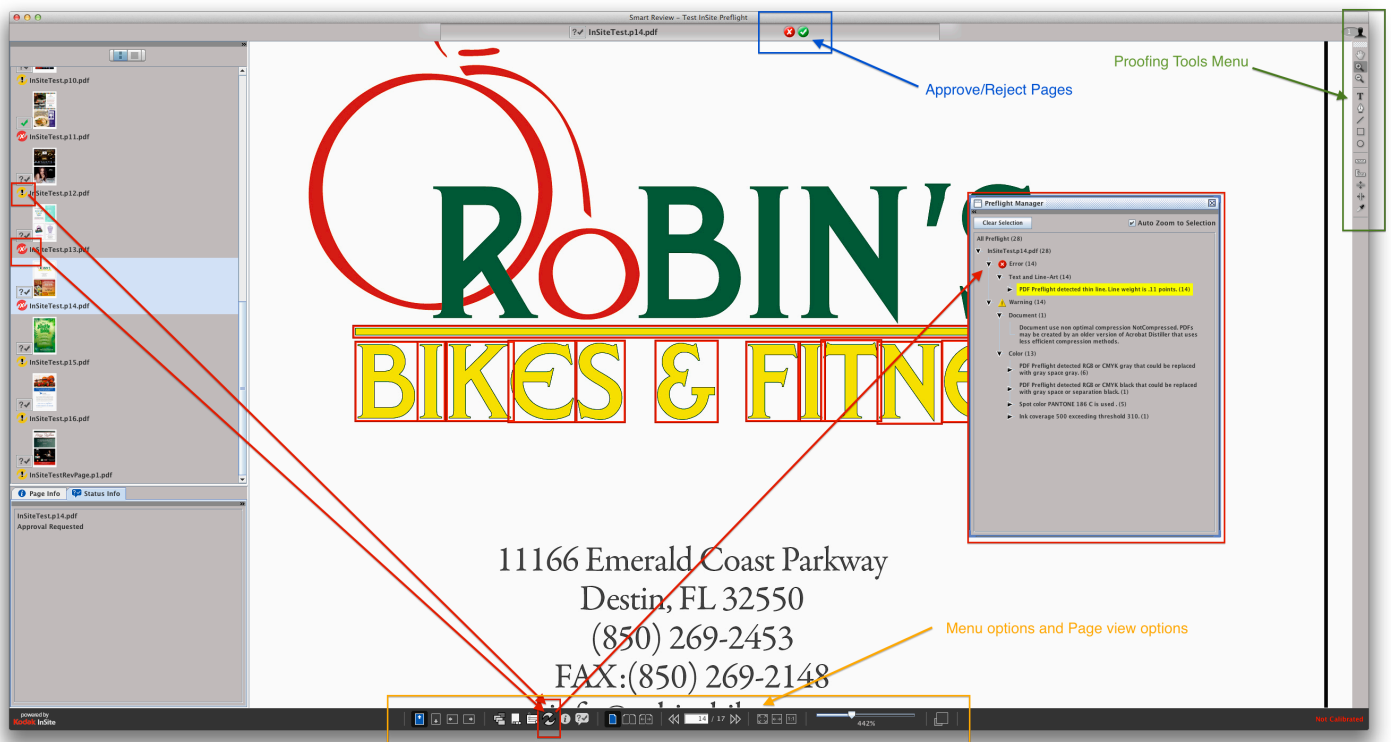


Smart Review

Smart Review is, by far, the best way to proof your project. Smart Review allows you to see the full resolution files used for printing. It also contains the most proofing tools for making annotations.

In Smart Review, the page thumbnails appear on the left, with Approval Status and Preflight Status indicated just like on the Pages Tab. Navigation tools appear at the bottom of the screen. Page Approval and Reject buttons are at the top of each page window.

You can view specific Preflight info, by clicking the Preflight icon on the bottom toolbar. By selecting the specific error, Smart Review zooms in and circles the issue in red. Annotations can be made with the toolbar to the right.



Note: To save time, it's best to upload individual pdf's or one pdf with all pages. Zipped files will not process automatically. If you are uploading .zip files, please advise us when you are done so Prepress will know to get them placed.

Proofing Pages

Preview

Preview displays your job as a flipbook using Flash. In Preview, you can only approve or reject pages, but you can NOT review page errors and will have limited proofing tools. As the name implies, Preview is best for viewing pages and NOT final proofing.

Note: If you prefer to proof your job using Preview mode, your CSR can request a list of any errors from Prepress.

Clicking Preview to view pages, will open a proofing window with page thumbnails at the bottom of the screen. The page Approval status is indicated at the top of each page.

A pop out menu for page approval is collapsed to the right of the window. Clicking the small arrow will show approve and reject options. Other options from this menu include launching Smart Review and downloading a proof.

If you are approving the job, click Approve Job at the bottom-right hand corner.




Approving Pages

You can review, approve, or reject pages in Smart Review or on the Pages tab. In Preview, you can only approve or reject pages, but you cannot review pages.

In Smart Review, you can approve only **one** page at a time. On the Pages tab, you can approve **multiple** pages at once. In Preview, you can approve single pages or the entire job at once (no review).

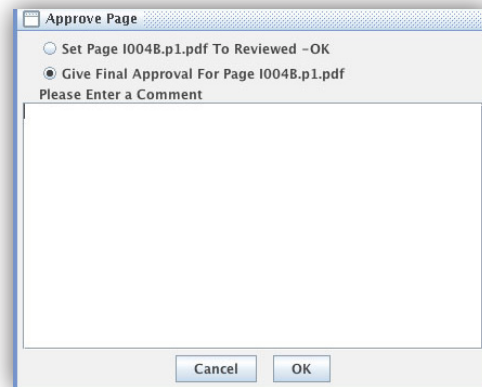
1-2-3 Steps

1. If you are approving a page in Smart Review, select the page, and click 
If you are approving pages on the Pages tab, select the pages, and click Approve.
If you are approving a page in Preview, right-click the page and select Approve page or select option from pop-out menu. If you are approving the job, click Approve Job at the bottom-right hand corner.

Note: wYou will have an Approval dialogue box, each time you Approve individual pages, unless you select multiple pages or the entire job from the Pages tab.

2. Select **Give Final Approval for Pages**
No comment necessary for approvals.

3. Select **OK**



Approving pages in Smart Review

All pages will need to be approved by you before we proceed with your job. When a page/job is approved an email notification is sent to the CSR, prepress and anyone else who asked to receive these notifications.

Note: When you approve a page with Preflight Warnings or Errors, there will be an extra dialogue box, stating if approved you are taking ownership of the page in its present condition.


CAUTION: this warning does NOT appear in Preview mode.

Rejecting Pages

You can review, approve, or reject pages in Smart Review or on the Pages tab. In Smart Review, you can also request corrections for pages from other users. In Preview, you can only approve or reject pages, but you cannot review pages.

In Smart Review, you can reject only one page at a time. On the job's Pages tab, you can reject multiple pages at once.

1-2-3 Steps

1. If you are rejecting a page in Smart Review, select the page, and click .
If you are rejecting pages on the Pages tab, select the pages, and click Reject.
If you are rejecting a page in Preview, right-click the page and select Reject page or select option from pop-out menu.

Note: If you need to Reject a page that was previously approved, you must contact your CSR. Customers cannot un-approve pages.

2. Select **Reject Pages**

You can leave a comment stating the reason for rejecting the page or to advise Prepress that you will be making changes and uploading revised pages.

3. Select **OK**

Then upload the revised page with your changes. To keep the pages in correct order for viewing purposes, you must name your revised pdf exactly the same as previous.

Power User Tip: Regardless of proofing method, it is most efficient to only Reject the pages desired, then return to the Pages Tab and select all, then Approve. Otherwise, you will have an Approval dialogue box, each time you Approve individual pages.

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