

Using InSite to Upload Files

These are the instructions for uploading, reviewing and approving files within the Kodak InSite Prepress Portal. If you have any questions, please contact your Account Manager.

SUPPORTED BROWSERS & CONFIGURATIONS:

While other browsers may work, the below are approved by Kodak for use with InSite:

MAC Supported Browsers

OS X Mojave (10.14)

- Safari
- Chrome
- Firefox

OS X High Sierra (10.13)

- Safari
- Chrome
- Firefox

OS X Sierra (10.12)

- Safari
- Chrome
- Firefox

PC Supported Browsers

Windows 10, Windows 8.1 (64bit), Windows 7

- Edge
- Internet Explorer 11
- Firefox
- Chrome

UNSUPPORTED BROWSERS & CONFIGURATIONS:

- Windows Vista and earlier Windows operating systems
- Mac OS 10.11 or earlier Mac operating systems
- Virtualization technology on a Mac computer (for example, Parallels Desktop or VMware Fusion)
- Windows Internet Explorer 10 or below

* *Firefox compatibility may vary due to Mozilla's extremely frequent major release strategy.*

Go to:

<http://insite.publicationprinters.com>
(bookmark this page)

Determining Your Client Computer Configuration

To find the details of your current client computer configuration, select System Diagnostics at the InSite login page. The system checks your computer's operating system, Web browser, Java, JavaScript, HTML5, and network settings. It also tests your *Smart Review* connection and your upload and download connections.

Your Internet connection must meet the following requirements:

- A high-speed connection of at least 1 megabit per second (Mbps) down and 512 kilobits per second (Kbps) up
- **Important:** Depending on the size of the files being used, more bandwidth might be required for acceptable performance.

Then you will log in to InSite using the username and password that were sent to you via email by InSite or your Account Manager.

These are case sensitive, please make sure you type them exactly as they appear.

* There is a *Forgot Your Password* link at the login page. It will prompt you for your username and then email your temporary password to the email address linked to your account. You will then be asked to login with the temporary password and then use the reset password again to enter your new password. This is a 2-step process.

Naming Convention and Uploading Files

Once you are ready to create your PDF files using the specific instructions from your Account Manager, you will need to determine how you wish to upload. Please keep your file naming as short and concise as possible. If your cover is not page 1, please see below naming examples.

Because Insite splits multi-page PDFs into single pages and appends position numbers, uploading one, multi-page PDF or groups of PDFs may make replacing pages tricky. If you opt to use this method, please be sure to adhere to your original file name and append the position number to keep pages in order while uploading corrections.

Individual pages are the best option for uploading to Insite.

If the naming convention is consistent, your pages will display in order. If final approval has not been given and you have correction pages, they will easily be replaced by naming them with the exact same name. See below for extracting a multi-page PDF into single pages. Pages are imposed and identified by the file name not the displayed order in InSite.

When exporting to PDF, name the file with either the job number and/or job name. **Do not use any type of special characters besides an underscore.**

Make sure each file ends with “.pdf” or your upload will fail.

EXAMPLE:

- 12345_Sample.pdf
- 12345_Sample_P1_Rev.pdf
- SampleMagazine_.pdf
- Sample_P1.pdf
- 12345_Sample_P1_Rev.pdf

If your front cover is not considered page 1, use the following naming convention in your file name.

- Front Cover = C1
- Inside Front Cover = C2
- Inside Back Cover = C3
- Back Cover = C4
- Spine = Spine

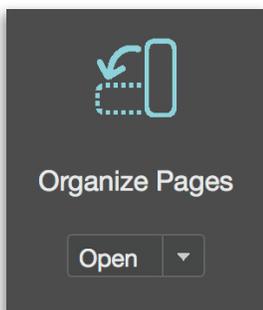
To extract the entire file to single pages:

You will need to make sure the first page of the PDF is the actual page 1 so the file naming corresponds to the folio pages.

Open the PDF in Acrobat and follow these instructions:

1. Acrobat 10 & Newer - Click “Tools”. Go to “Organize Pages”, and select extract
2. Enter the entire page range of the document and check the “Extract Pages As Separate Files” box.
3. You will be prompted to pick a location for saving the files - make a new folder on your desktop and navigate there.
4. Once you click “OK,” Acrobat will extract the files, adding numbers to the end of your existing file name starting at “1”
5. If you wish to change the file naming, you can use a renaming software to do so.

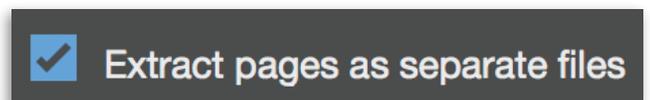
1.



2.



3.



When extracting single pages, make sure you create a new folder for the PDF files.

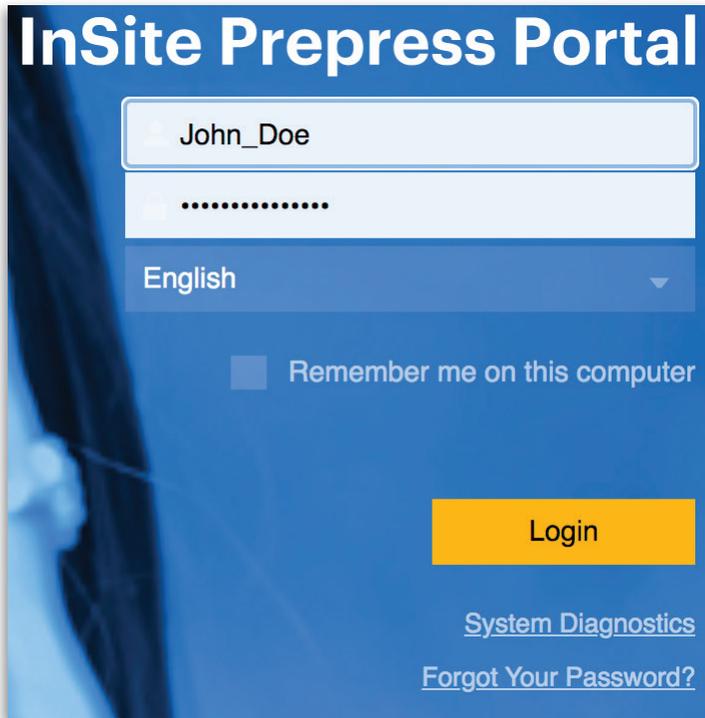
Latest versions of InDesign may have this functionality during export.
The settings will be found in the general tab under page range.

Uploading files

This is a reference to upload files to your InSite project.

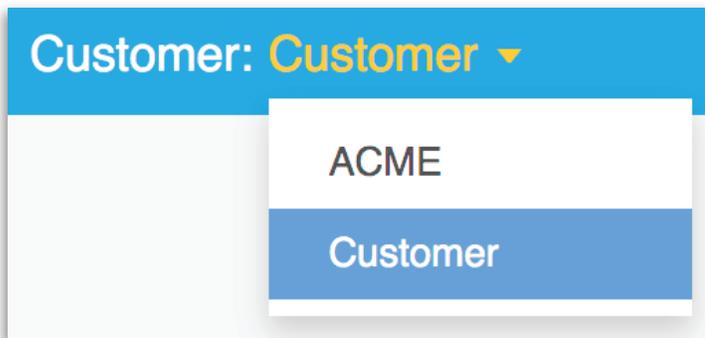
1. Login to InSite

Go to insite.publicationprinters.com or publicationprinters.com to access the InSite login.



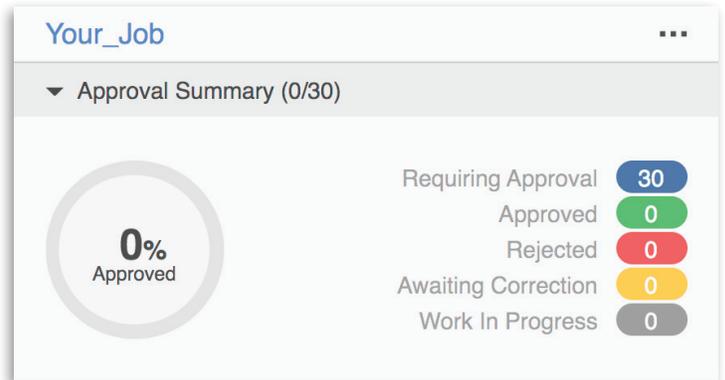
2. Select the customer

If your user is assigned to multiple customers you can select the correct one under the customer dropdown. After you select the customer a list of the open jobs will be available. If you do not see your job please contact your account manager to create one in the system.



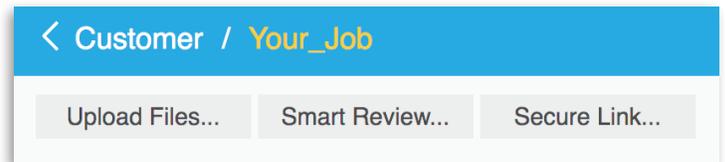
3. Select the job

You can now select the job name to enter the job and upload. In this list view of jobs, the row for the job can be selected for a quick overview of uploads and approvals.

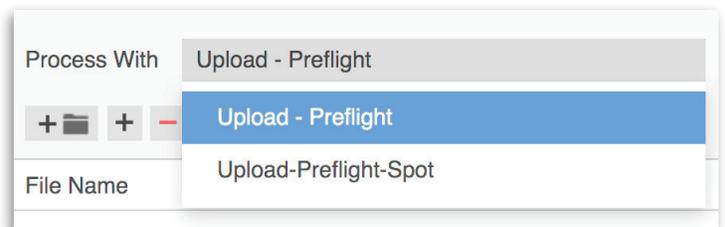


4. Upload the files.

When your in the job you can upload the files.



If your project has PMS colors you may need to select a different processing rule in the upload interface.



Process With	Upload - Preflight
+ -	Upload - Preflight
File Name	Upload-Preflight-Spot

When using multiple processing rules a specific group of files should be uploaded separately for that rule. An example would be one set of files for CMYK processing and another set for any pages that have a PMS color using the PMS processing rule.

The upload is a 2 stage process, the first stage is the upload and the second is the processing stage. After the processing has completed your files will be available in the InSite job. If any errors are encountered they will be shown in the processing window. You may need to refresh the web browser for the pages to appear.

Reviewing pages in *Smart Review*

If you are not requesting a hard copy proof, this is the final opportunity for catching errors. If they are not resolved, there is a good chance your product will print with the errors.

Here, you will view your processed pages for accuracy and review preflight information. If something doesn't look right or if you have questions, please contact your Account Manager.

Please use the *Preflight Message Examples* and *Smart Review Checklist* for more detailed information on what the preflight warnings mean, recommendations about how to address them and items to check for.

1. Launch Smart Review



2. Smart Review Interface

Below is a quick overview of the Smart Review interface. For a more indepth look at these tools please read the Smart Review documents provided by your account manager.



- 1. Files list
- 2. Canvas area
- 3. View and Zoom Tools
- 4. Annotation Tools
- 5. Information Panel
- 6. Approval and user Status

From this single view you can see all of your pages, trim sizes, separations and preflight warnings. Each page preview has an approval button at the bottom. And the annotation tools allow you to work with multiple team members in a collaboration session. You will notice multiple colored lines on the page preview. These show the trim area, bleed and safety margins. This information can be found under the info dropdown (5).

3. Review the preflight information

If you are approving your project for production or proofs with the InSite system, it is important to review your pages first. The Smart Review interface displays a preview of the processed files. The preview also displays overprints accurately without any additional settings. Any page that has triggered a preflight warning will show a yellow airplane in both the list view (1) and the preflight dropdown (5). **Please review all pages carefully regardless of preflight warnings.**

4. Select the preflight warning

While reviewing preflight warnings, you can click on the warning or error and it will zoom into and highlight the element being flagged.



For example, if you have multiple images being flagged for resolution under 200dpi, you can click on each warning and it will show you exactly which image it's referencing. This way, you can easily determine which element is being flagged and if it needs to be addressed.

Approving your pages

Giving “Final Approval” is the equivalent to signing our Authorization to Print form.

If you are solely proofing on InSite, once you have reviewed your files and uploaded your correction pages, you are now ready to give final approval. Only do this when you are 100% ready to go to print.

If you are having a hard proof generated you should not give “Final Approval” until you have received your hard proof and there are no changes required.

Please note, even when you give “Final Approval” this does not guarantee your job is correct. There is still a possibility that production issues may be present that the system did not detect. If our prepress department finds problems that will prevent your job from moving forward, you will be contacted and it may delay your project.

Once you are finished reviewing your pages for accuracy and are ready to print, please give “Final Approval” for all pages. Be sure to let your Account Manager know once this has been done.

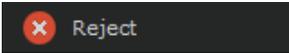
ONCE YOU HAVE GIVEN FINAL APPROVAL, YOU CANNOT UPLOAD ANY REPLACEMENT PAGES OR REJECT PAGES, PLEASE CONTACT YOUR ACCOUNT MANAGER IF YOU NEED TO MAKE CHANGES!

Methods of final approval

1. Approving pages in Smart Review

Your job role must include the *Give Final Approval* permission for approving or rejecting pages. It is always recommended that the pages are reviewed before approving them for production.

Each page in Smart Review will have the approve or reject buttons below the image preview. Rejecting a page will remove it from the system and you will need to upload a replacement.

Set Final Approval	Reject
<p>a. Click Approve.</p> 	<p>a. Click Reject.</p> 
<p>b. Select Approve.</p> 	<p>b. Select Reject.</p> 
<p>c. (Optional) Type a comment in the Comment box.</p>	<p>c. (Optional) Type a comment in the Comment box.</p>
<p>d. Click Apply.</p>	<p>d. Click Apply.</p>

2. Approving pages from the job overview

When you login to your InSite project your pages will be presented in a list or thumbnail overview. If you select the row that a page is on you can use the approve or reject in the page info panel to the right.

Multiple pages can be selected and a list of these pages will be available in the info panel. Alternately, you can select all pages in the project with the select all button at the bottom of your overview page. This approval process functions the same as *Smart Review*. Please review all processed pages before approving them.

Only the approve and reject options should be used. Any other options for reviewing or waiting for corrections will not be monitored.

If you have any questions or need to have any pages unapproved please do not hesitate to contact your account manager.