

## Smart Review Tools

This is a reference sheet for all the available tools in the Smart Review and what they are used for. Depending on the role defined, some tools may not be available to all users.

This is how the window appears in the *Smart Review*.



Number	Area in the Review window
1	Files list
2	Canvas area
3	View and zoom tools
4	Annotation toolbar
5	Information panels (provide detailed information about the file, such as separations and annotation details)
6	Approval and user status panel

**Note:** Your ability to perform actions in Smart Review depends on your user rights.

Smart Review Tools

Your job role determines the available tools in the Smart Review interface.

FILES

**Files List**  
Switch between file name list and thumbnail views

Page Navigation

<

31/76

>

102%

- 1

2

3

4

5

6

7

8

9

10

11

1. Single page view

2. Spread view

3. Compare view

4. Current page number / Number of pages

5. Rotate

6. Zoom

7. Zoom level

8. Best fit

9. Fit to width

10. Actual size

11. Full screen

Print/Preferences/Info

- 1

2

3

1. Print

2. Preferences

3. Info/Help

Annotation Tools/Information Panel

- 1

2

3

4

5

6

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11

12

1. Select/move annotation

2. Text annotation

3. Circle shape annotation

4. Square annotation

5. Line annotation

6. Pen annotation

7. Multi-shape annotation

8. Ruler annotation

9. Square ruler annotation

10. Horizontal guide

11. Vertical guide

12. Densitometer

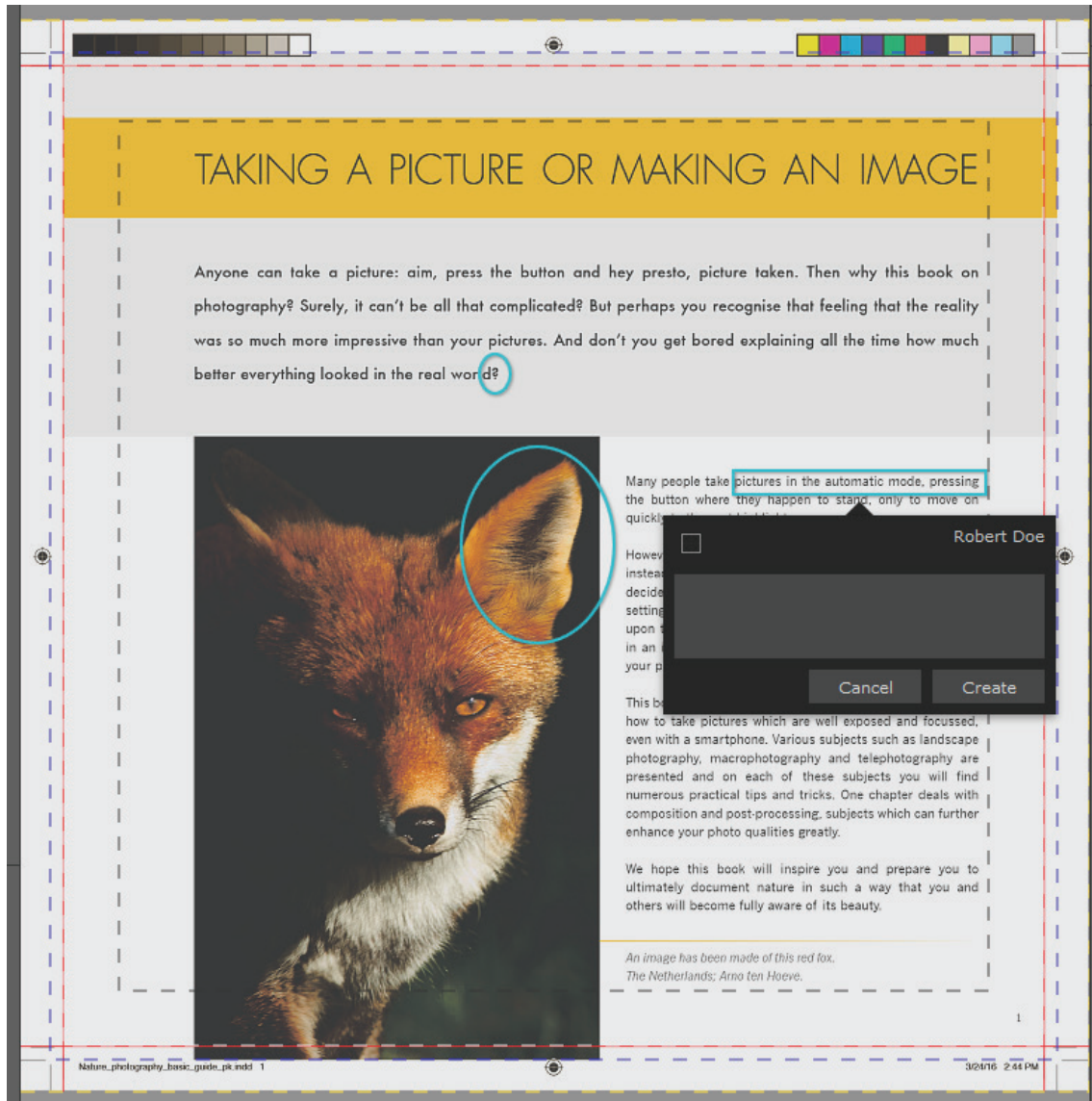
Information Panel

This panel is used to view information about the current page. This includes file dimensions and preflight information. You also have access to an overview of the annotations on the page. The collaboration drop down will allow a user to work alongside and review pages with other team members.

INFO	
PREFLIGHT	
SEPARATIONS	4
ANNOTATIONS	0
COLLABORATION	1
CHAT	

## Annotating pages in *Smart Review*

Your job role must include the *Annotate* permission to use this feature. While you are reviewing a page in *Smart Review*, select the desired annotation tool to annotate over the preview. Annotations can be placed on pages that are approval requested. Annotations will remain on the approved page, but they will be removed from the page if it is set back to approval requested.



## Working in a collaboration session

Multiple users can work on the same file at the same time. It is known as a collaboration session.



For more information about working in the collaboration session, see the InSite Portal help. (?)

## Reviewing and approving pages


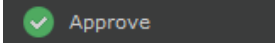

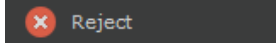
Your job role must include the *Give Final Approval* permission for approving or rejecting pages. There is multiple ways to approve or reject pages. It is always recommended that the pages are reviewed before approving them for production.

### Approving pages in Smart Review

- Reviewing

Review -OK	Review -NotOK
<p>a. Click Approve.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>	<p>a. Click Reject.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>

- Approving

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

### Approving pages in the list 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.

## Smart Review Checklist

When uploading files to InSite, a preflight is run to help flag potential production problems. While reviewing your pages in the InSite Smart Review program, here is a checklist of items you should look for.

### Check the Preflight Manager for Errors / Warnings:

- **Font failures** - If fonts are not embedded in the PDF you will receive an error message.
- **Resolution warnings** - Images under 200dpi will receive a warning message.
- **Total ink density** - Small areas over 360% should not be a problem, however this is a concern with large areas of coverage.
- **Non-CMYK colors** - Images with a non-CMYK colorspace will receive a warning - ensure the converted colors have rendered as expected.

\* The color accuracy in the Smart Review is only as accurate as your monitor represents. While all non-CMYK elements will be converted to such when processed, users must understand that Publication Printers calibrates our monitors for color accuracy. We cannot guarantee color as viewed on your monitor due to varying monitors and individual settings.

#### Check:

#### Reason:

Verify document size & offsets are correct in the "Page Info" window.	<i>If your files are not set up to the correct size, your job may be put on hold.</i>
Verify any printers marks present are away from the trim a minimum of 1/8".	<i>If marks are found in the bleed area, your job may be put on hold.</i>
Verify text is not less than 1/8" from trim. If your job is perfect binding, we suggest 3/8" away from the spine.	<i>You can enable the "Safety Lines" under the VIEW menu. If your trim box is set correctly, they will be 1/8" from the final trim.</i>
Verify all pages have a minimum of 1/8" bleed.	<i>If you have less than 1/8" bleed, your job may be put on hold.</i>
Verify all processed elements have rendered as expected.	<i>Elements with transparent effects and / or non-CMYK colors may render inconsistently or disappear completely from the page if not set up correctly.</i>
Verify each page's color information.	<i>If you have warnings about spot colors and/or non-CMYK elements, make sure that the conversion of such elements is acceptable.</i>
Verify folio on page matches the file name.	<i>If your cover is not considered page 1, please review the naming conventions in the Customer Insite Instructions.</i>
Verify all crossovers using "spread" mode.	<i>To ensure both sides marry up correctly.</i>
Verify ALL rejections/revisions have been made.	<i>To ensure your job is printed with the correct content.</i>
Check for type reflow and missing or added elements.	<i>To verify that it will print as expected.</i>
Verify page count is accurate.	<i>If you have too many, not enough or duplicate pages, your job may be put on hold.</i>
Approve / Reject pages on InSite.	<i>Be sure to give "Final Approval" ONLY when you are ready to go to press.</i>