OPTIMA PRESS
PRINT EXCELLENCE

InSite Prepress Portal Quick Start Guide

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1 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.

1.1 Getting familiar with InSite Prepress Portal 9.x

InSite Prepress Portal 9.x introduces a new and streamlined user interface that provides a more consistent and friendly working environment.

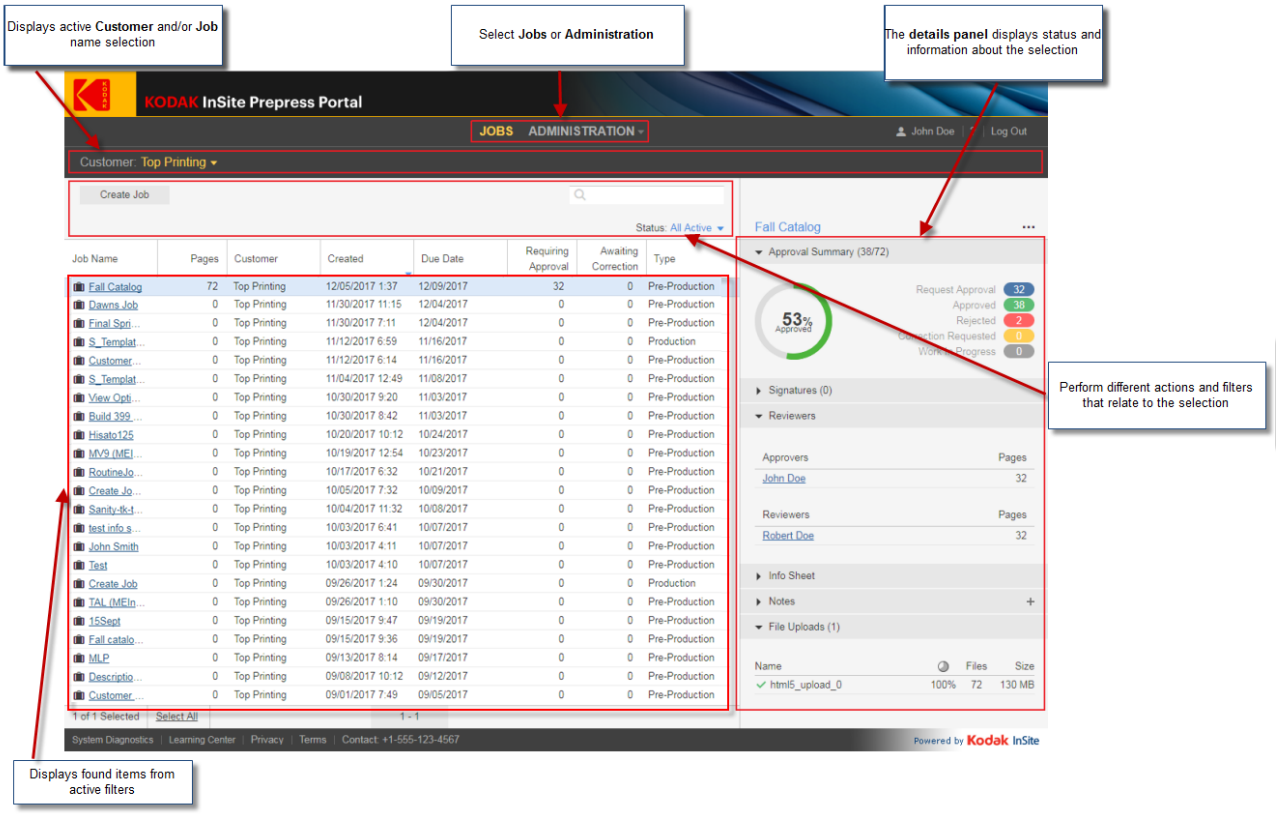
Note: After you login, you can use the Online Help to access more detailed information.

1.2 Use a single window for previewing, approving, and managing jobs and customers

If you have used previous versions of InSite Prepress Portal, you'll quickly forget that you needed to switch between several different windows and dialog boxes. You'll find it easier and faster to do your work, using a single window to review pages, upload jobs, approve or reject pages, and interactively edit the properties of job elements.

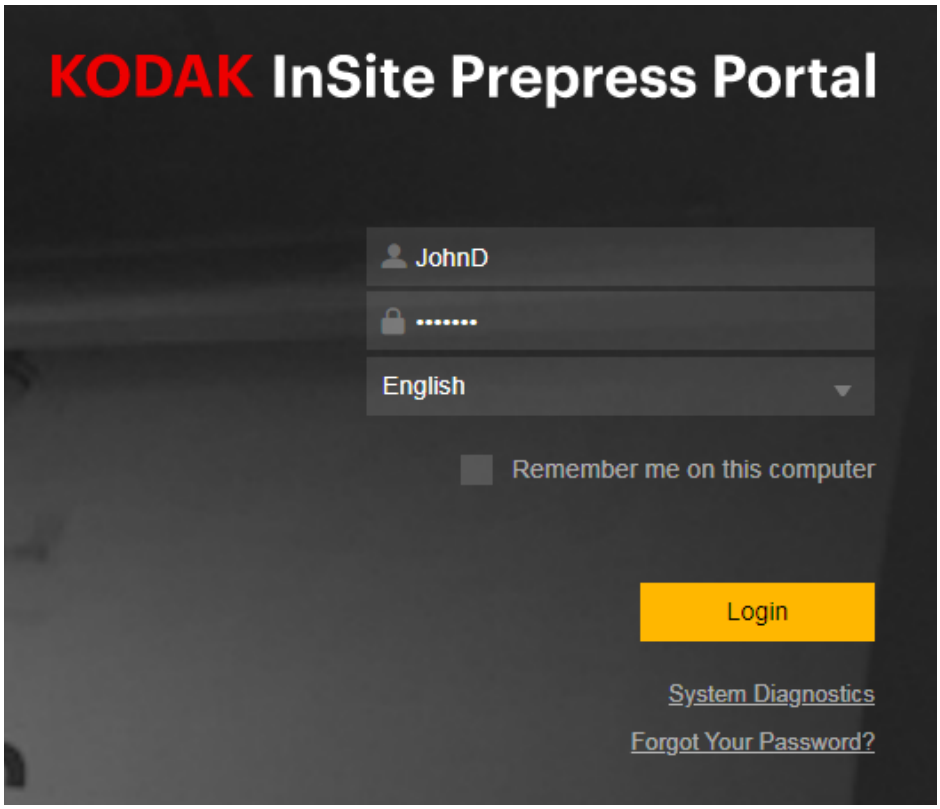
InSite Prepress Portal 9.1 reduces the number of clicks needed to do your job.

The new user interface consists of the following areas:



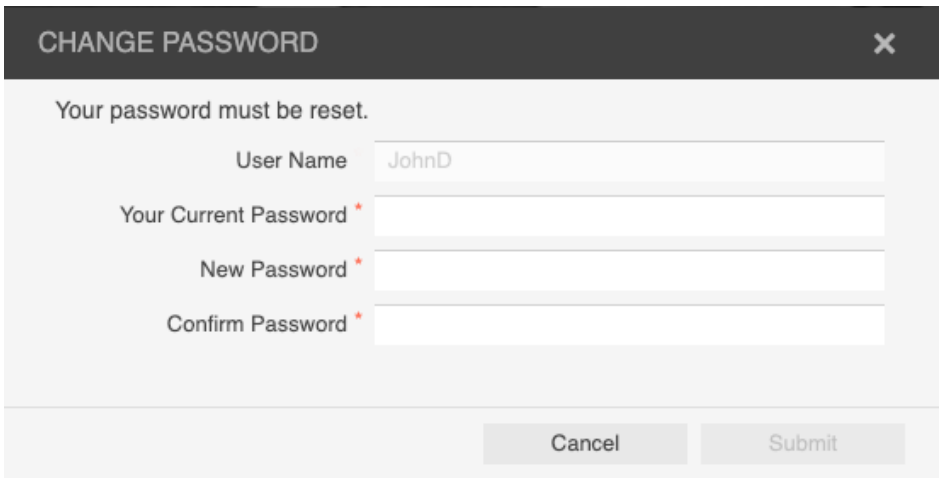
2 Logging on and off

1. Open a web browser, and type the address (URL) of the Prepress Portal server.



2. Type your user name and password, select a language, and click **Login**.

   Note: New and forgotten password users are required to reset their password during first login attempt. In the **Change Password** dialog, enter your current password, enter your new password then click the **Submit** button. Proceed to login using your new password.



3. The Kodak InSite Prepress Portal main window appears.

4. To log off, click **Logout** in the top-right corner of the toolbar.

2.1 Checking your system configuration

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

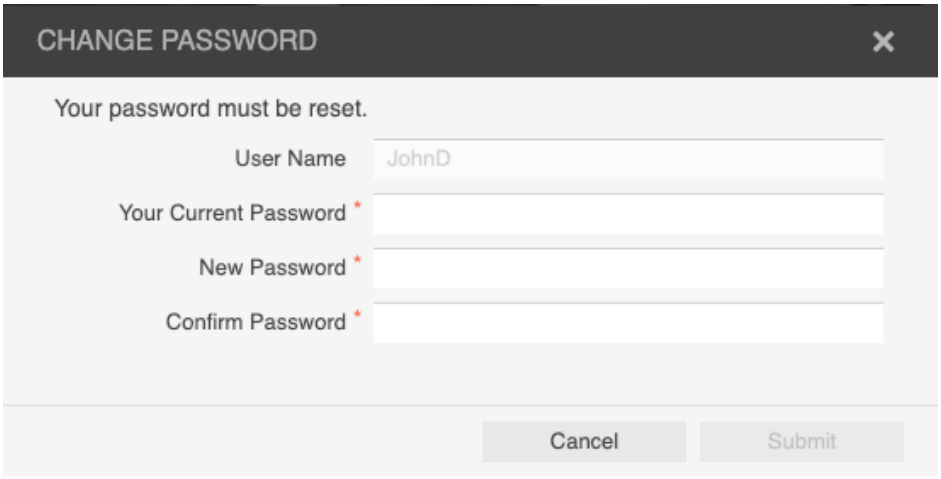
1. Click **System Diagnostics** to run a diagnostic check of your system and view a report.

For a complete list of supported operating systems and web browsers, see the *InSite Client Configuration* document.

2.2 Forgotten password

If you forgot your password, click the **Forgot Your Password** link from the login page to reset your password. A new password will be emailed to you.

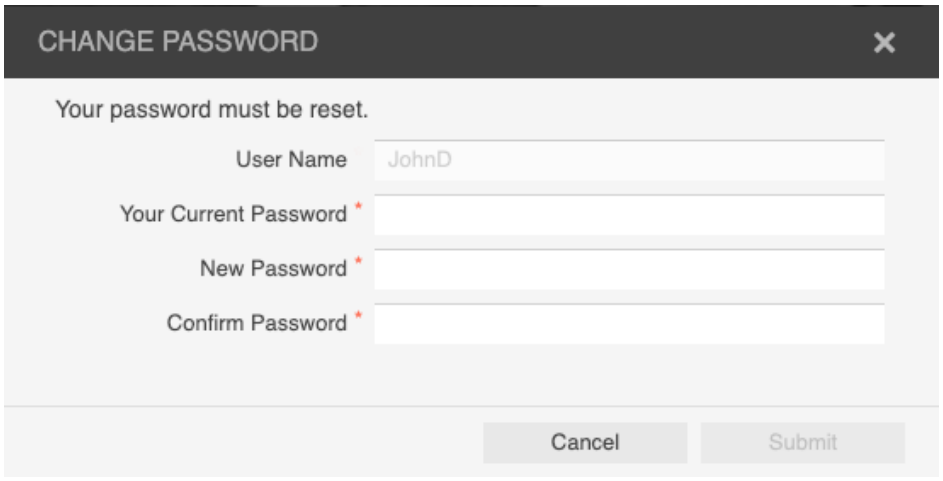
Note: Forgotten password users are required to reset their password during first login attempt. In the **Change Password** dialog, enter your temporary password that was emailed to you in the Current Password field, enter your new password then click the **Submit** button. Proceed to login using your new password.



2.3 Changing a password

New and forgotten password users are required to reset their password during first login attempt. You will be prompted by **Change Password** dialog to reset your password.

1. Type the required fields and click **Submit**.



2. Type your user name and new password from the main login page.
3. Click **Login**.

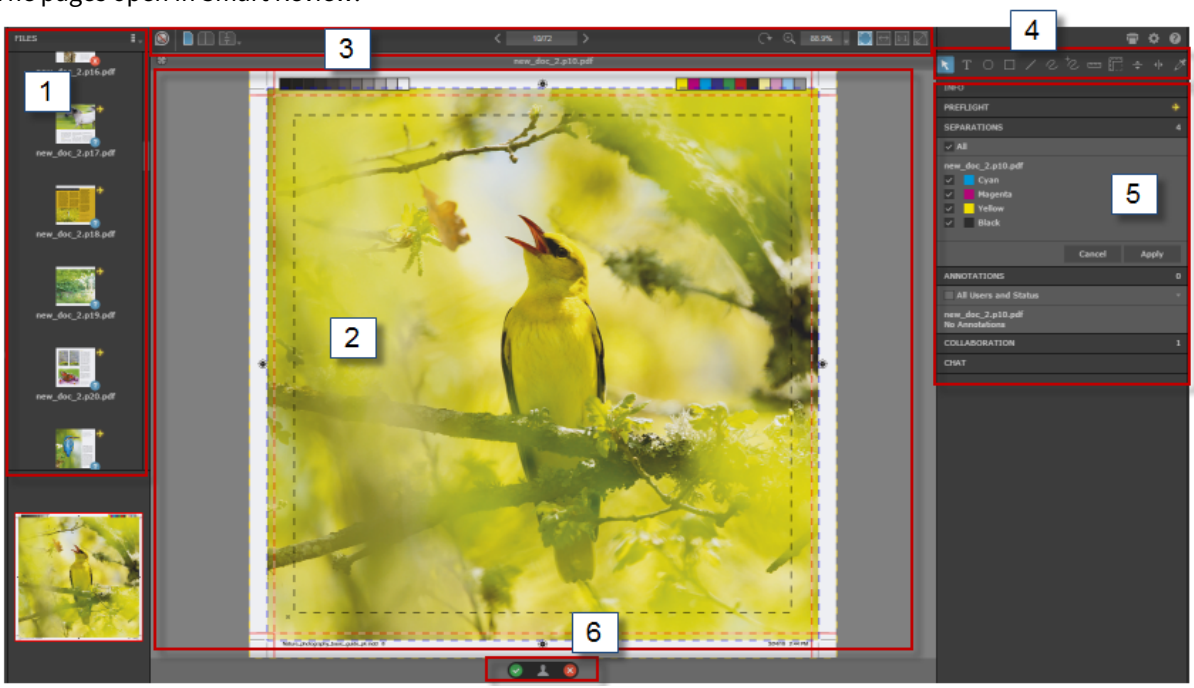
3 Getting help

For complete instructions on performing an action in the Prepress Portal software, see the *InSite Prepress Portal User Guide*.

1. In the software, in the top-right corner of the toolbar, click **?** (Help).

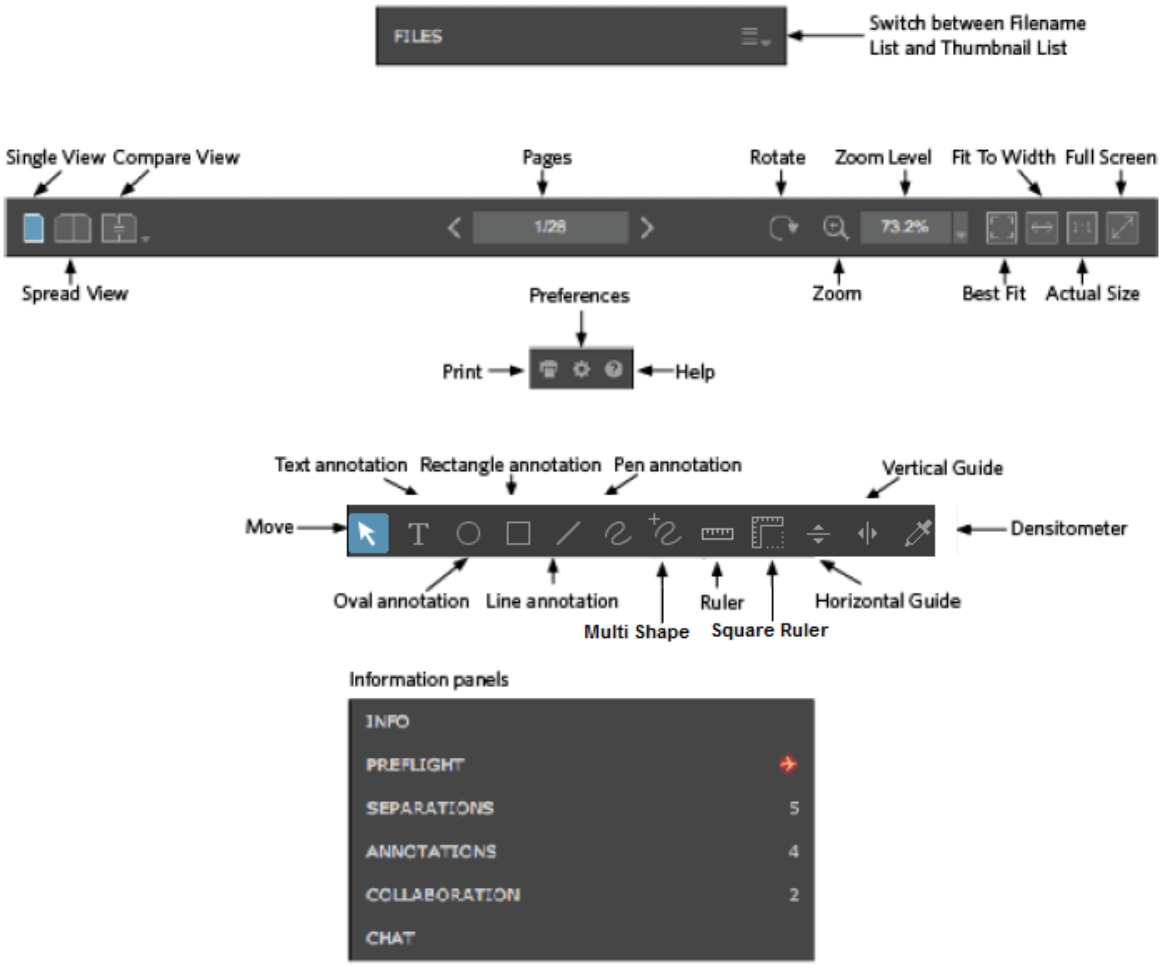
4 Viewing pages in Smart Review

1. In the **Pages** area, click **Smart Review** or click the page.
   The pages open in 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

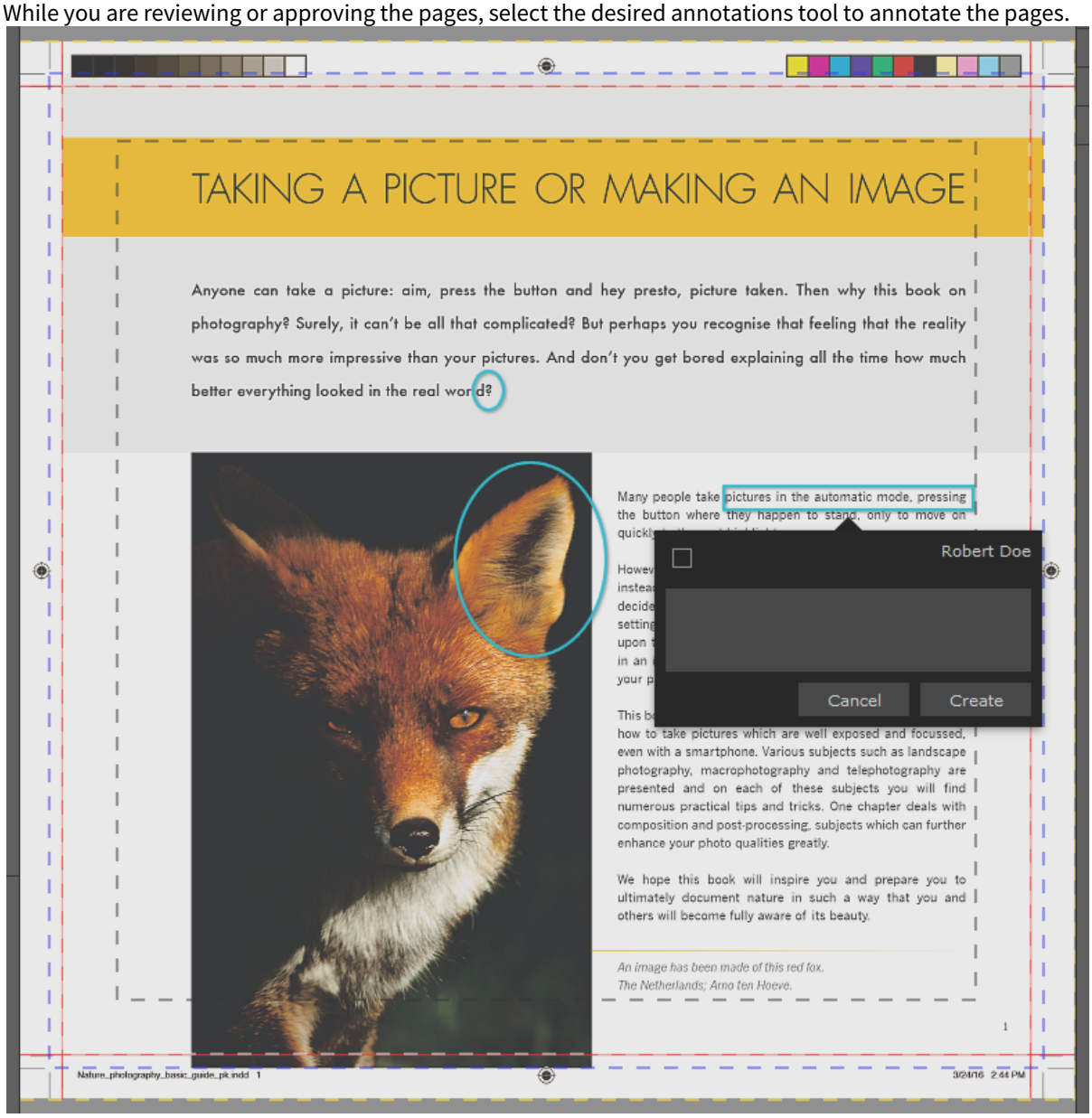
5 Smart Review tools



6 Annotating pages in Smart Review

Requirements: Your job role must include the Annotate right.

1. While you are reviewing or approving the pages, select the desired annotations tool to annotate the pages.



6.1 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 a collaboration session, see the *InSite Prepress Portal User Guide*.

7 Reviewing and approving pages in Smart Review and in the pages list

You can review, approve, or reject pages in Smart Review or in the job's pages area. In Smart Review, you can also request corrections for pages. In Smart Review, you can review OK or approve only one page at a time. In the job's pages area, you can review OK or approve multiple pages at once.

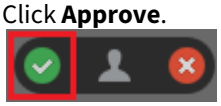
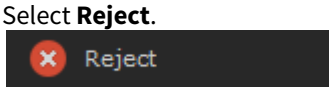
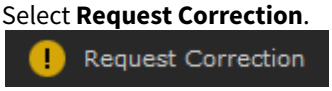
Requirements: Your job role must include the Give Final Approval right for approving or rejecting pages.

7.1 Smart Review

- Reviewing

Review - OK	**Review - Not OK**
1. Click **Approve**. 2. (Optional) Type a comment in the **Comment** box. 3. Click **Apply**.	1. Click **Reject**. 2. (Optional) Type a comment in the **Comment** box. 3. Click **Apply**.

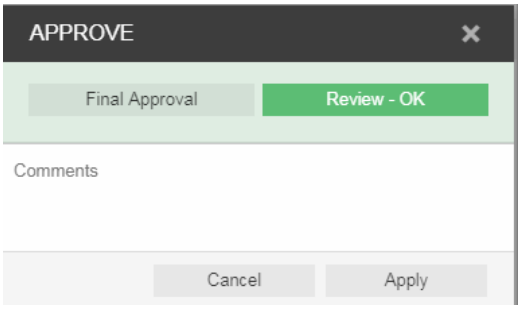
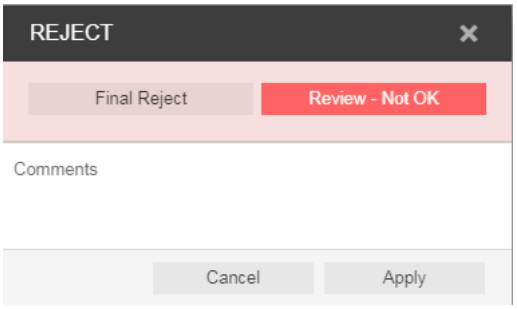
- Approving

Set Final Approval	**Reject**	**Request Correction**
1. Click **Approve**.  2. Select **Approve**. 3. (Optional) Type a comment in the **Comment** box. 4. Click **Apply**.	1. Click **Reject**. 2. Select **Reject**.  3. (Optional) Type a comment in the **Comment** box. 4. Click **Apply**.	1. Click **Reject**. 2. Select **Request Correction**.  3. (Optional) Type a comment in the **Comment** box. 4. Click **Apply**.

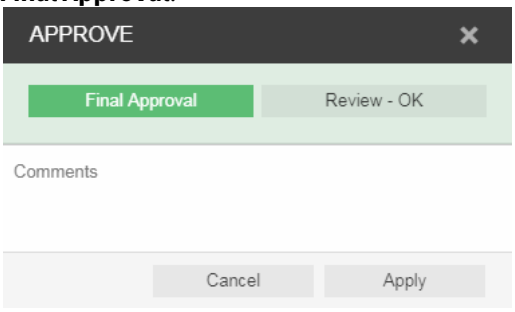
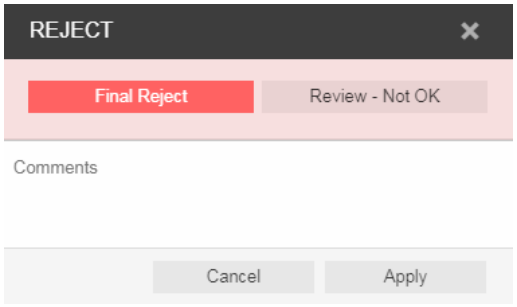
7.2 Pages list

- Reviewing

Review - OK	**Review - Not OK**
1. Click a page row. 2. In the **details panel**, click **Approve**.	1. Click a page row. 2. In the **details panel**, click **Reject**.

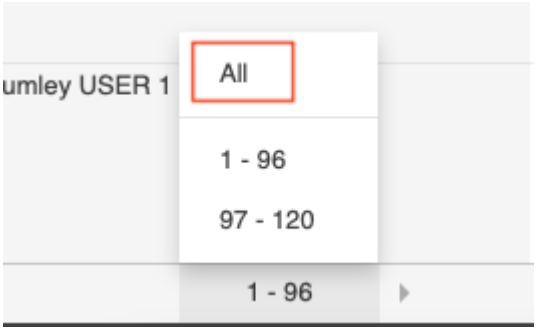
Review - OK	Review - Not OK
3. In the Approve dialog box that appears, select **Review - OK**.  4. (Optional) Type a comment in the **Comment** box. 5. Click **Apply**.	3. In the Reject dialog box that appears, select **Review - Not OK**.  4. (Optional) Type a comment in the **Comment** box. 5. Click **Apply**.

- Approving

Set Final Approval	Reject
1. Click a page row. 2. In the **details panel**, click **Approve**. 3. In the Approve dialog box that appears, select **Final Approval**.  4. (Optional) Type a comment in the **Comment** box. 5. Click **Apply**.	1. Click a page row. 2. In the **details panel**, click **Reject**. 3. In the Reject dialog box that appears, select **Final Reject**.  4. (Optional) Type a comment in the **Comment** box. 5. Click **Apply**.

Important: In addition to approving or rejecting a single page, you can select multiple page rows by clicking **Select All** or by selecting each row. To skip consecutive pages or deselect pages, use the Command key on the Mac and the Ctrl key on Windows-based computer.

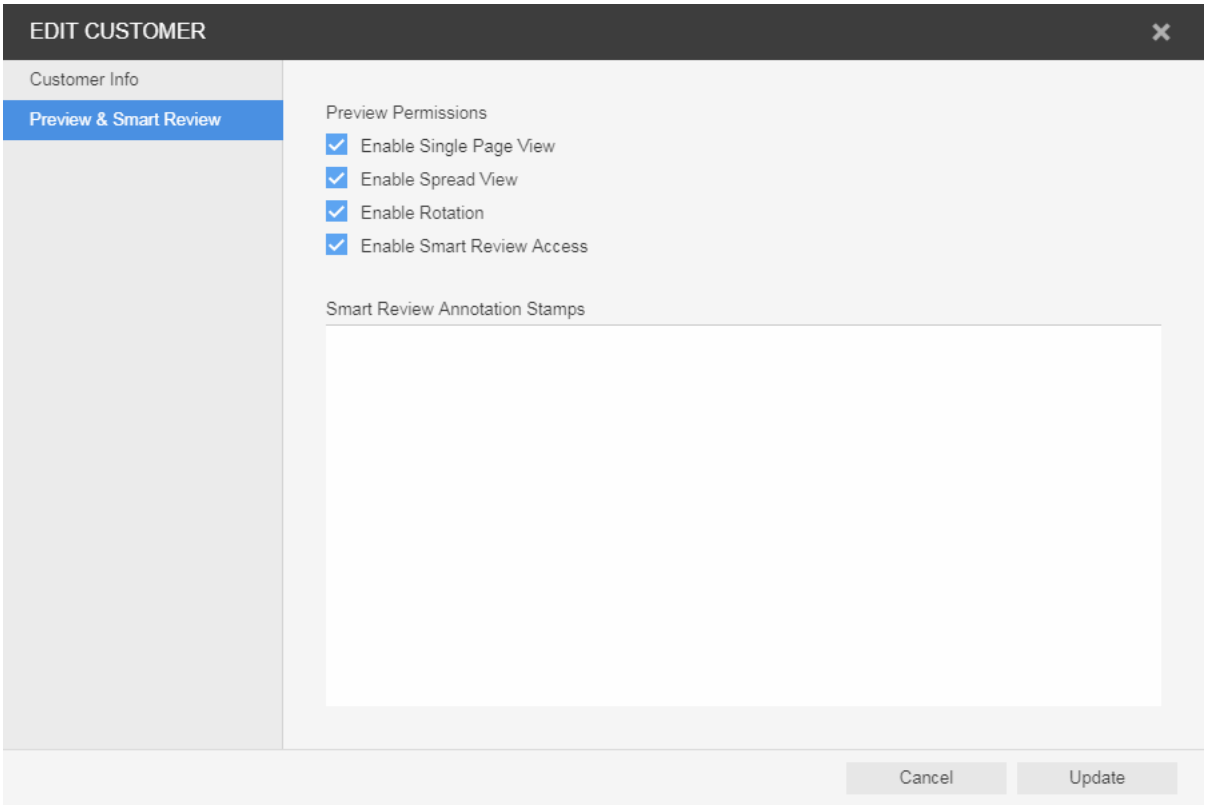
Pro Tip: If your site or a Customer is using the **Allow only upon request** Approval Workflow for Page approvals, then to **Select All** pages, first set the amount of viewable pages to **All** in the page range at the bottom of the screen, then click **Select All**.


umley USER 1
All
1 - 96
97 - 120
1 - 96

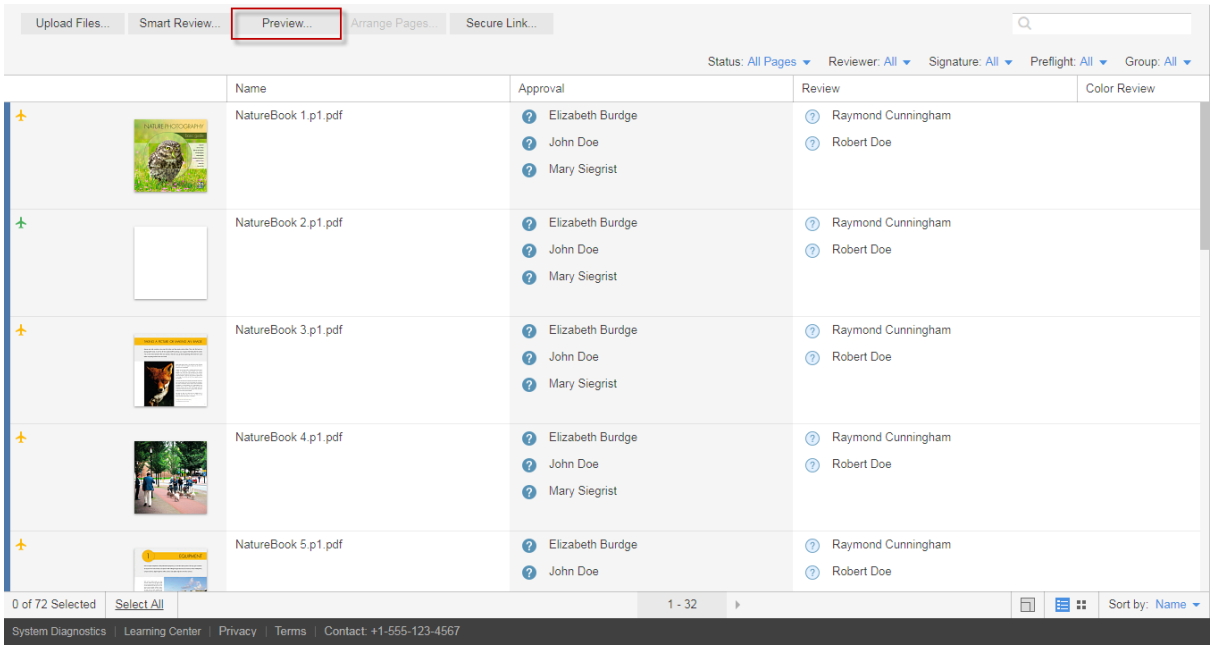
8 Viewing pages in Preview

Preview is a tool that enables you to preview pages with page arrangement. You can also approve or reject pages, but you cannot review pages.

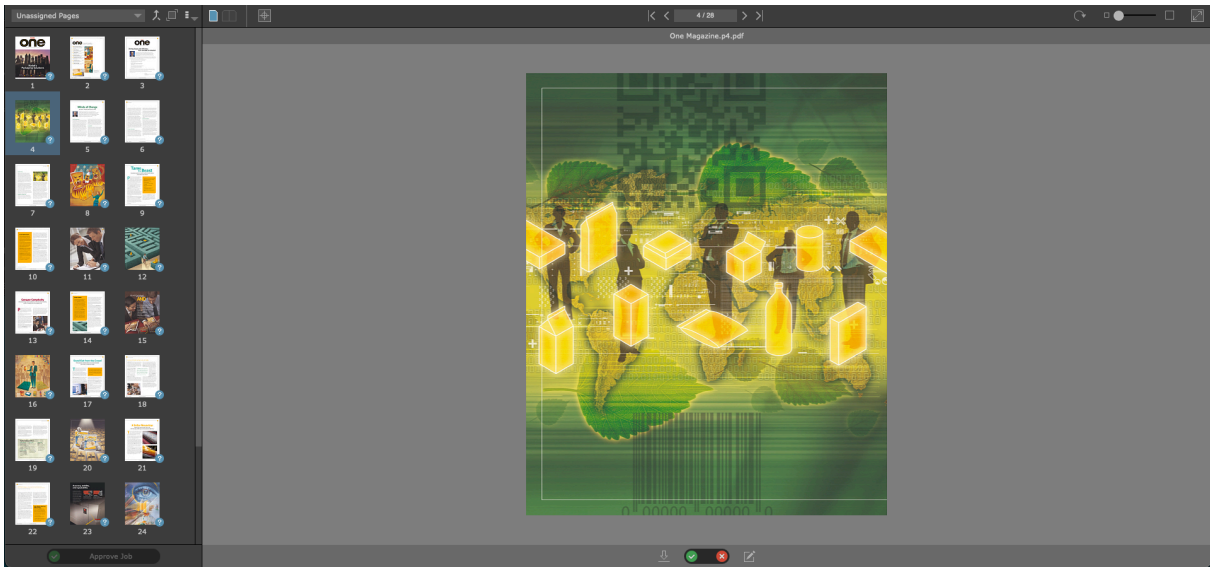
Note: You can define specific **Preview Permissions** per customer.



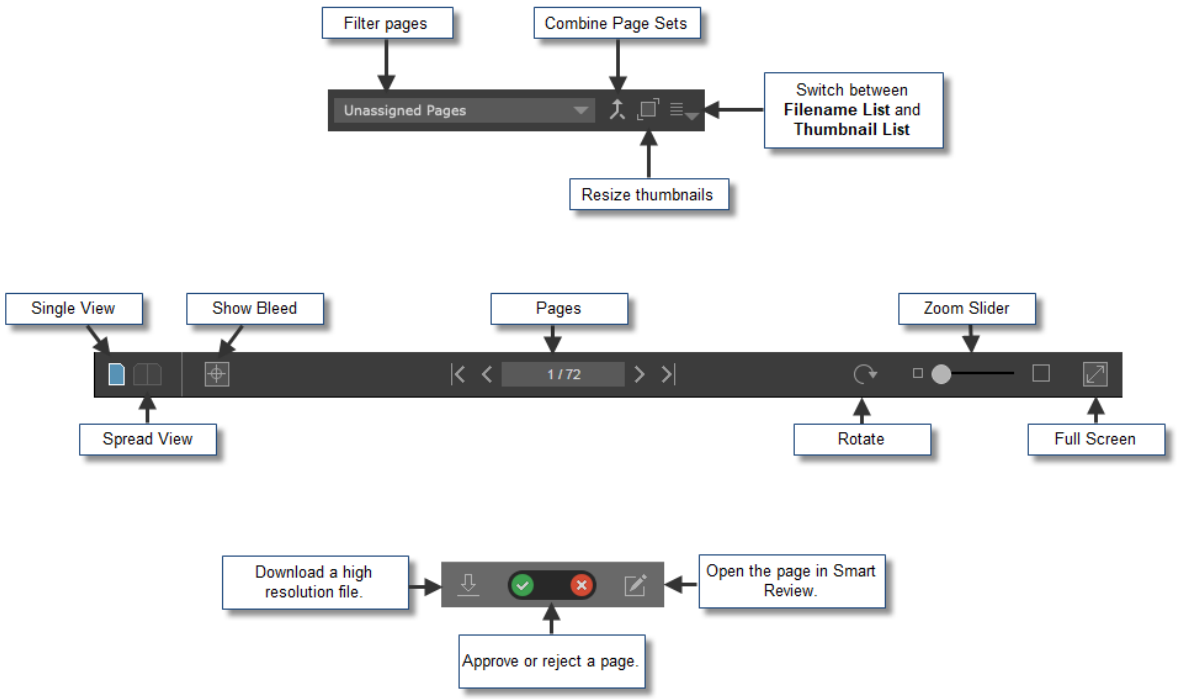
1. Locate the job, and click the job name.
   The pages of your job are displayed.
2. In the **actions** and **filters** area, click the **Preview** button.



The following Preview window opens:



3. Use the following tools to view and approve Pages:



4. To approve Jobs, Signatures, Page Sets or Versions, click the button in the lower-left corner of the screen:

- Approve all the pages at once by clicking the **Approve Job** button.
- If your job has imposition, you can approve signatures by clicking the **Approve Signature** button.
- If your job has page sets with pages assigned to them, you can approve the page sets by clicking the **Approve Page Set** button.
- In LPV jobs, you can approve specific versions by clicking the **Approve Version** button.

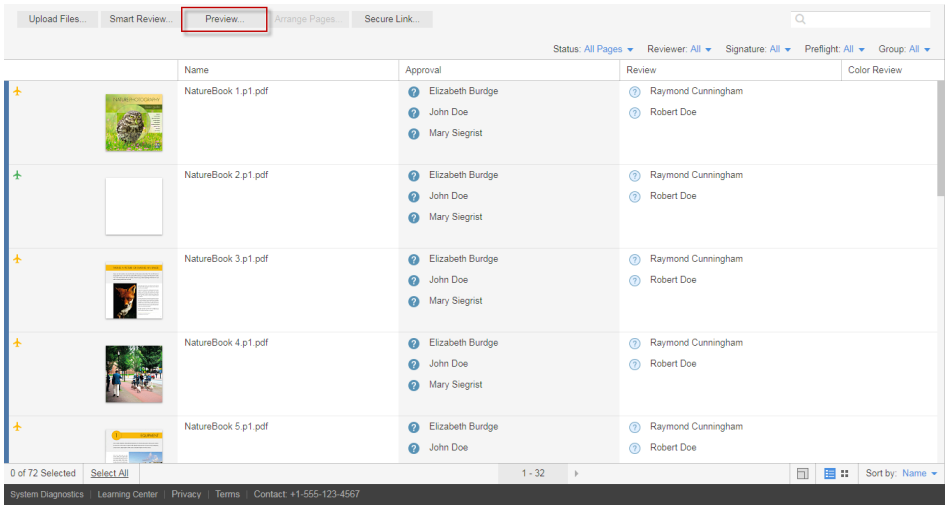
For more information about the **Preview** tool, see the *InSite Prepress Portal User Guide*.

8.1 Combining Page Sets in Preview

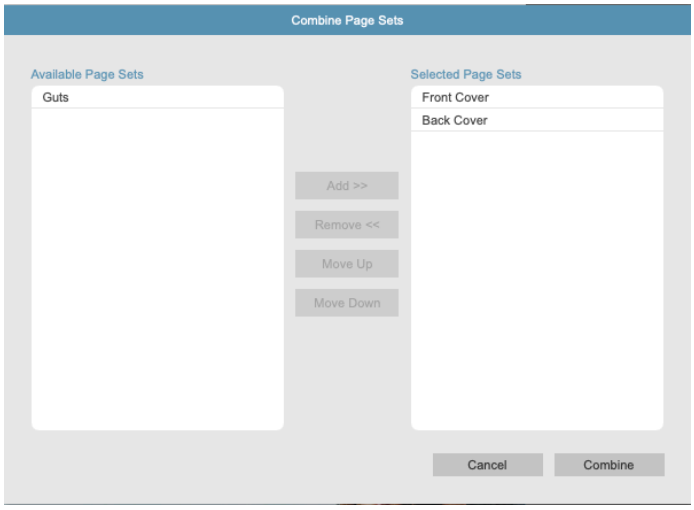
The **Combine Page Sets** tool enables you to Combine Page Sets from within the same job to view an entire job as a 'flip-book.'

For example, you can combine cover page sets with the inner page set to have one combined page set that shows the cover and the inner pages together as one page set.

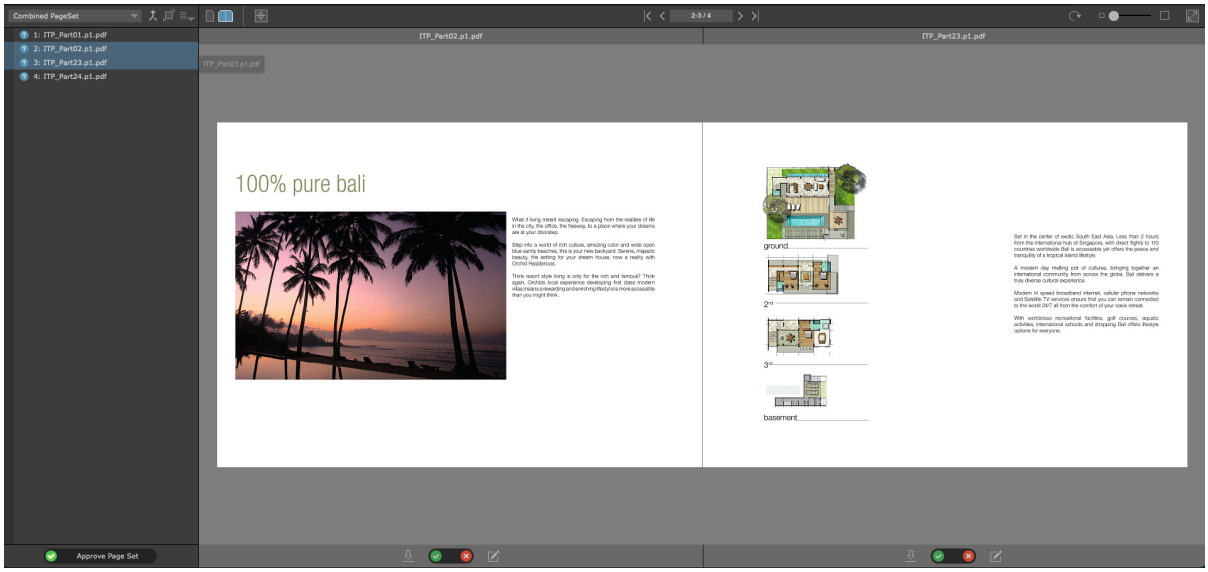
1. Locate the job, and click the job name.
   The pages of your job are displayed.
2. In the **actions** and **filters** area, click the **Preview** button.



3. The Preview tab opens.
4. Click the **Combined Page Sets** button at the top left of the screen. The Combined Page Sets dialogue appears.
5. Arrange the page sets in the order you want to view, using the buttons between Available Page Sets pane and the Selected Page Sets pane. The below configuration shows the combined page sets previewing the cover, front and back.



6. Click **Combine**.
7. The resulting pages will be shown as a combined page set.



Notes:

1. The pages in the page set cannot be moved outside of their order in the page set. For example, if your cover page set was four pages (front and back), they will always appear in that order. To achieve a front cover at the front of the book and a back cover at the back of the book in Preview, use two Page Sets, one for front cover and one for back cover.

9 Downloading files and pages

9.1 Downloading files

1. In the **Jobs** area, click the name of the job that you want to work with.
   The job pages and job related actions are displayed.
2. To download files, click the **Downloads** button, , at the top-right corner of the screen.
3. In the Downloads window that appears, select the check box next to the files that you want to download and click **Download Selected**.
   A Download message with information about the download process, appears.
4. When the selected files are downloaded, click **Close**.

9.2 Downloading pages

Requirements: Depending on which type of proof you want to download, you must have a job role that includes the applicable right: Download Hi Res, Download JPEG Proof, or Download PDF Proof.

1. Locate the job, and click the job name.
   The job pages and job related actions are displayed.
2. Perform one of the following steps:
   a. To download proofs of all pages, click **Select All**.
   b. To download proofs of specific pages, select each page that you want.
3. Right-click the required page(s) and from the menu that appears, select one of the following options:

To download a	Do this
Low-resolution PDF proof	Select **Download Proof**.
High-resolution PDF proof	Select **Download HiRes**.
Low-resolution JPEG proof	Select **Download JPEG**. In the Download message that appears, select the desired resolution, and click **Download**.

10 Getting more information

For more information and complete instructions about performing an action in any topic in this document and for topics that are not included in this document, see the *InSite Prepress Portal User Guide*.