

InSite Prepress Portal Quick Start Guide

IPP 9.0

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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 9.0

InSite Prepress Portal 9.0 introduces a new and streamlined user interface that provides a more consistent and friendly working environment.

If you are already familiar with any of the earlier versions of Kodak InSite Prepress Portal, this document will help you map the old concepts and user interface to their new counterparts.

If you are short on time, at least read the section that compares the "before and after" methods of creating a job, and keep a PDF copy handy for quick searches.

Note: After you start using the software, you can use the Online Help menu 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 9.0 reduces the number of clicks needed to do your job.

The new user interface consists of the following areas:

The screenshot displays the KODAK InSite Prepress Portal interface. The top navigation bar includes the KODAK logo, the portal name, and tabs for 'JOBS' and 'ADMINISTRATION'. A user profile for 'John Doe' and a 'Log Out' link are visible on the right. Below the navigation bar, a 'Customer: Top Printing' dropdown is shown. The main content area features a 'Create Job' button and a search bar. A table lists various jobs, including 'Fail Catalog', 'Dawns Job', 'Final Spd...', 'S_Templat...', 'Customer...', 'S_Templat...', 'View Opt...', 'Build 399...', 'Hisato125', 'MV9 (MEI)', 'RoutineJo...', 'Create Jo...', 'Sanity-R...', 'test info.s...', 'John Smith', 'Test', 'Create Job', 'TAL (MEI)', '15Sept', 'Fail catalo...', 'MLP', 'Descriptio...', and 'Customer...'. The table columns are Job Name, Pages, Customer, Created, Due Date, Requiring Approval, Awaiting Correction, and Type. A 'Status: All Active' dropdown is located above the table. To the right of the table, a 'Fail Catalog' details panel is visible, showing an 'Approval Summary (38/72)' with a 53% approved status. The summary includes counts for Request Approval (32), Approved (38), Rejected (2), Correction Requested (0), and Work in Progress (0). Below the summary, there are sections for Signatures (0), Reviewers (John Doe, Robert Doe), Info Sheet, Notes, and File Uploads (1). The bottom of the page includes a footer with 'System Diagnostics | Learning Center | Privacy | Terms | Contact +1-555-123-4567' and 'Powered by KODAK InSite'.

Displays active Customer and/or Job name selection

Select Jobs or Administration

The details panel displays status and information about the selection

Perform different actions and filters that relate to the selection

Displays found items from active filters

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
Fail Catalog	72	Top Printing	12/05/2017 1:37	12/09/2017	32	0	Pre-Production
Dawns Job	0	Top Printing	11/30/2017 11:15	12/04/2017	0	0	Pre-Production
Final Spd...	0	Top Printing	11/30/2017 7:11	12/04/2017	0	0	Pre-Production
S_Templat...	0	Top Printing	11/12/2017 6:59	11/16/2017	0	0	Production
Customer...	0	Top Printing	11/12/2017 6:14	11/16/2017	0	0	Pre-Production
S_Templat...	0	Top Printing	11/04/2017 12:49	11/08/2017	0	0	Pre-Production
View Opt...	0	Top Printing	10/30/2017 9:20	11/03/2017	0	0	Pre-Production
Build 399...	0	Top Printing	10/30/2017 8:42	11/03/2017	0	0	Pre-Production
Hisato125	0	Top Printing	10/20/2017 10:12	10/24/2017	0	0	Pre-Production
MV9 (MEI)	0	Top Printing	10/19/2017 12:54	10/23/2017	0	0	Pre-Production
RoutineJo...	0	Top Printing	10/17/2017 6:32	10/21/2017	0	0	Pre-Production
Create Jo...	0	Top Printing	10/05/2017 7:32	10/09/2017	0	0	Pre-Production
Sanity-R...	0	Top Printing	10/04/2017 11:32	10/08/2017	0	0	Pre-Production
test info.s...	0	Top Printing	10/03/2017 6:41	10/07/2017	0	0	Pre-Production
John Smith	0	Top Printing	10/03/2017 4:11	10/07/2017	0	0	Pre-Production
Test	0	Top Printing	10/03/2017 4:10	10/07/2017	0	0	Pre-Production
Create Job	0	Top Printing	09/26/2017 1:24	09/30/2017	0	0	Production
TAL (MEI)	0	Top Printing	09/26/2017 1:10	09/30/2017	0	0	Pre-Production
15Sept	0	Top Printing	09/15/2017 9:47	09/19/2017	0	0	Pre-Production
Fail catalo...	0	Top Printing	09/13/2017 9:36	09/19/2017	0	0	Pre-Production
MLP	0	Top Printing	09/13/2017 8:14	09/17/2017	0	0	Pre-Production
Descriptio...	0	Top Printing	09/08/2017 10:12	09/12/2017	0	0	Pre-Production
Customer...	0	Top Printing	09/01/2017 7:49	09/05/2017	0	0	Pre-Production

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**.
3. The Kodak InSite Prepress Portal 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.

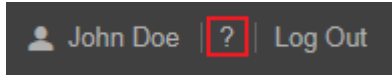
1. Click **System Diagnostics** to run a diagnostic check of your system and view a report.

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

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 Creating users

Create a user account for each person who will use Prepress Portal.

Requirements: Your customer role must include the Manage Access right and the View Users right.

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Users**.
3. In the **Users** area, in the **Customer** list, select the required customer.
4. Click **Create Customer User** or click a customer user name.

Tip: To edit your own account, click your name on the toolbar.

JOBS **ADMINISTRATION**

Customers **Users**

Create Staff User... **Create Customer User...** Import User... Create User Group...

Customer: Top Printing User: Customer Users And User Groups

Name	Customer	System Role	Customer Admin Role	Default Job Role	Access
------	----------	-------------	---------------------	------------------	--------

The Create Customer User window appears.

CREATE CUSTOMER USER

User Info

Email Subscriptions

Default User Role

User Name * RobertD

Password *

Confirm Password *

First Name * Robert

Init.

Last Name * Doe

Email *

Email Language English

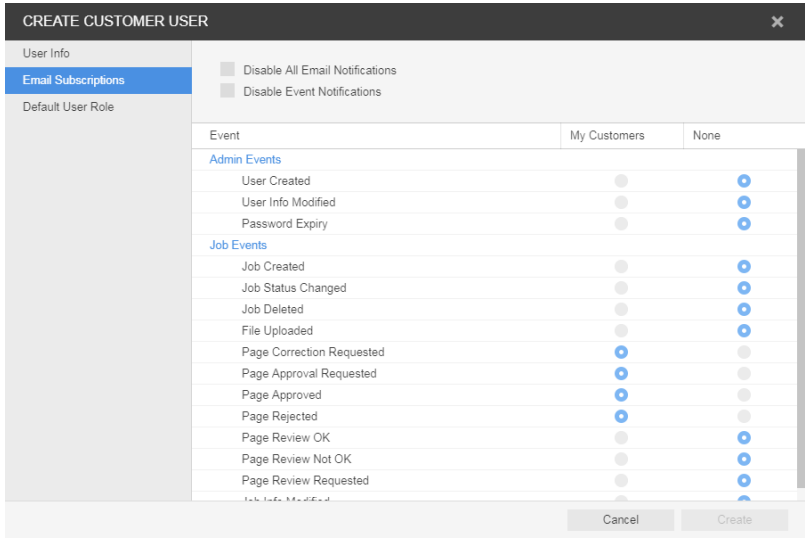
Phone

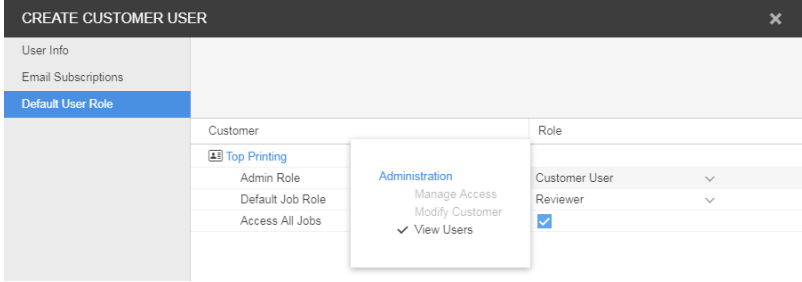
☐ Locked Account

☐ Account Expires in 0 Days

Cancel Create

5. In the Create Customer User or Edit Customer User window, perform any of the following actions:

In	To create or edit	Do this
User Info	The logon credentials	<p>a. In the User Info area, type the user name, password, the first name and last name of the user, and the user's contact information.</p> <p>b. To change an existing password, click Change Password, and type the current and new passwords.</p>
	The account expiry	If you want the user to have a temporary account, select the Account Expires In _ Days , and type the number of days in the box.
	Account status	If an account has been locked out because the wrong password was used <i>X</i> number of times, clear the check box to enable the user to log in.
Email Subscriptions	E-mail notifications	<p>Specify whether the user should receive any e-mail notifications at all (directed or event-based), by selecting or clearing the Disable all Email notifications and the Disable Event Notifications check boxes.</p> 

In	To create or edit	Do this
Default User Roles	Roles	<p>Locate the type of role you want to change/assign and in the list of available roles, select the appropriate role for the user.</p> <p>Select the appropriate roles for the user.</p> <p>Tip: To see which rights are included in a role, hover your cursor over the specific role.</p>  <p>Note: You cannot edit your own roles.</p>
	Access to jobs	<ul style="list-style-type: none"> • To give the user access to all jobs, select the Access All Job check box. • If users only have access to specific jobs, clear the Access All Job check box. <p>Later, you give customer users access to the specific jobs. Click Create</p>

6. Click **Create**.

Note: The **Create** button is enabled only when all the required boxes have information supplied.

4.1 Creating user groups

You can also create user groups to streamline the process of setting job access and requesting user reviews when there are many people with different roles and responsibilities working on jobs.

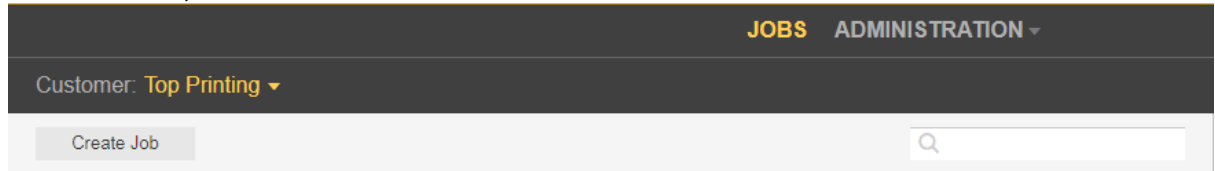
For more information about creating user groups, see the *InSite Prepress Portal User Guide*.

Access All Job”.

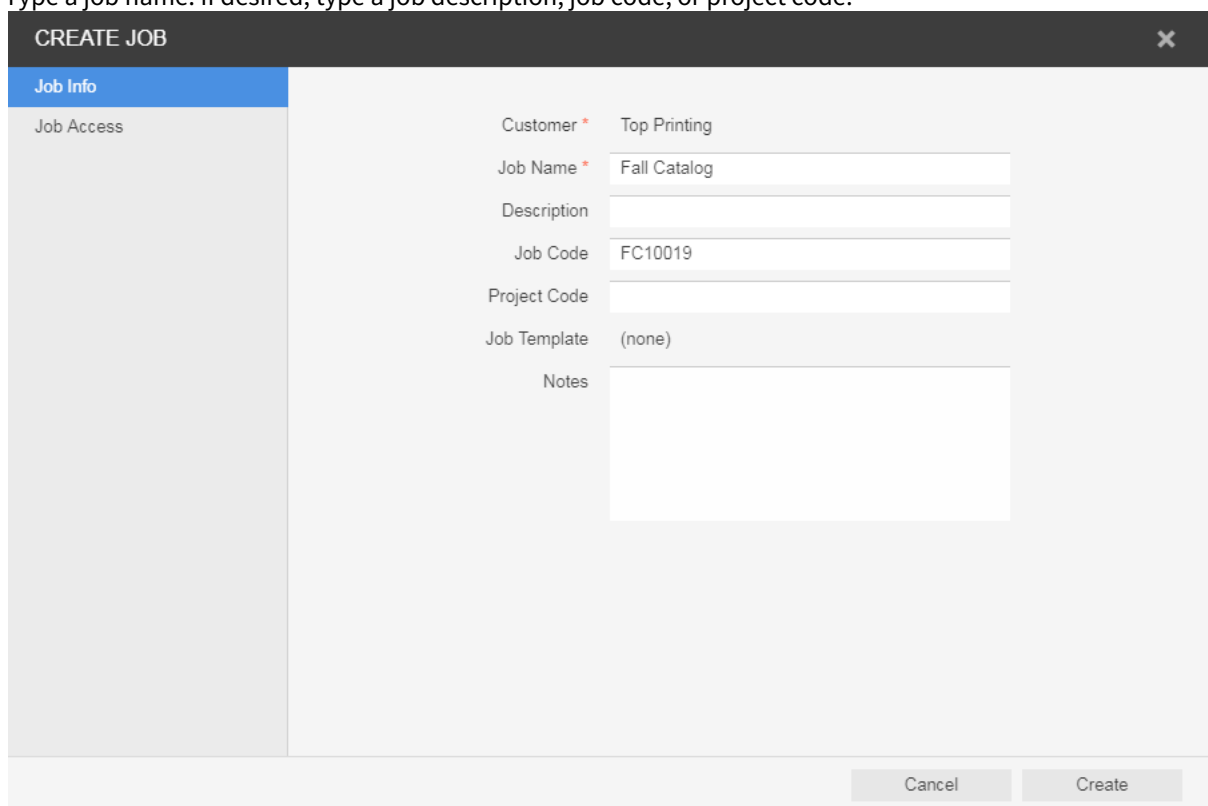
5 Creating a job

Requirements: Your job role must include the Create Jobs right.

1. In the **Jobs** area, click **Create Job**.



2. As a customer user, if you have access to more than one customer, in the **Customer** list, select the desired customer, for whom you want to create a job.
3. Type a job name. If desired, type a job description, job code, or project code.



4. Click **Job Access** and set the desired job role.
5. Click **Create**.

6 Viewing jobs

1. After you log on, on the **Jobs** tab, in the **Customer** list, select the required customer or customers. The list of jobs of the specific customer appears.
2. In the **actions** and **filters** area, you can search for jobs and filter jobs, based on their status.

Customer: All Customers ▼

Create Job

Q N

Status: All Active ▼

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
Sanity_BW	72	BW_Cust	12/05/2017 8:56	12/09/2017	72	0	Pr
TKSanity-1223	72	TKSanityCustomer	12/05/2017 8:20	12/09/2017	0	0	Pr
TKSanity-1204	72	TKSanityCustomer	12/05/2017 8:06	12/09/2017	72	0	Pr
Naturebook4	33	TKSanityCustomer	12/01/2017 9:51	12/05/2017	33	0	Pr
Naturebook3	72	TKSanityCustomer	12/01/2017 9:29	12/05/2017	72	0	Pr
NBook TestME	72	MEASR Customer	12/01/2017 9:18	12/05/2017	72	0	Pre-Production

3. To view basic job information and add job info sheet or notes, click the job row. The job details appears in the **details panel** on the right-hand side.

Customer: Top Printing ▼

Create Job

Status: All Active ▼

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
Fall Catalog	72	Top Printing	12/05/2017 1:37	12/09/2017	32	0	Pre-Production

Fall Catalog

Approval Summary (38/72)

53% Approved

Request Approval: 32, Approved: 38, Rejected: 2, Correction Requested: 0, Work In Progress: 0

Signatures (0)

Reviewers

Info Sheet

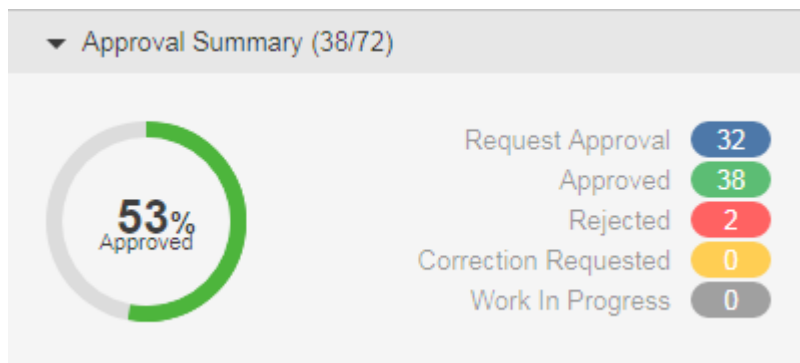
Notes

File Uploads (1)

Name	Files	Size
✓ html5_upload_0	100% 72	130 MB

The **details panel** displays the following information:

Approval Summary—displays the total number of pages and the total number of approved, rejected and pages with requests for corrections.



Signatures—Displays the signatures; page assignment and approval status info.

▼ Signatures (11)

	?	✓	✗	!	⊙
Unassigned	0	0	0	0	0
Nature photography...	12	4	0	0	0
Nature photography...	12	2	2	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0

Note: You can access the pages directly associated with the signature or approval status by clicking the number of pages link.

Reviewers—Displays the names of the approvers, reviewers, and color reviewers and the number of pages that each one of them need to approve.

Info Sheet—Displays the Job Info sheet parameters that have been defined for the job.

Notes—Displays job note to provide additional job information. In this area, you can add job notes and view existing.

- To perform additional actions, such as changing the job status, editing the job properties, or adding notes, right-click the job's row and select the required action from the menu.

Create Job							
Status: All Active							
Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
MEUPR	0	ME Inc.	12/05/2017 2:54	12/09/2017	0	0	Pre-Production
Dawns Job	0	BLP Customer	11/30/2017 11:15	12/04/2017	0	0	Pre-Production
Final Spr...	0	BLP Customer	11/30/2017 7:11	12/04/2017	0	0	Pre-Production
S_Templ...	0	BLP Customer	11/12/2017 6:59	11/16/2017	0	0	Production
Customer...	0	BLP Customer	11/12/2017 6:14	11/16/2017	0	0	Pre-Production
S_Templ...	0	BLP Customer	11/04/2017 12:49	11/08/2017	0	0	Pre-Production
View Opti...	0	InSite Prepress Portal	10/30/2017 9:20	11/03/2017	0	0	Pre-Production
Build 399...	0	Sanity-tk-Cust	10/30/2017 8:42	11/03/2017	0	0	Pre-Production
Hisato125	0	Job Info Sheets	10/20/2017 10:12	10/24/2017	0	0	Pre-Production
MV9 (ME...	0	Test	10/19/2017 12:54	10/23/2017	0	0	Pre-Production
RoutineJ...	0	tal	10/17/2017 6:32	10/21/2017	0	0	Pre-Production
Create Jo...	0	BLP Customer	10/05/2017 7:32	10/09/2017	0	0	Pre-Production
Sanity-tk...	0	ME Inc.	10/04/2017 11:32	10/08/2017	0	0	Pre-Production

5. To open a job, click the job name.

In the window that appears, you can view page thumbnails and other information about the pages in the job. You can also view who has been asked to review or approve the pages.

JOBS ADMINISTRATION

John Doe | ? | Log Out

Top Printing / Fall Catalog

1

Upload Files...

Smart Review...

Preview...

Arrange Pages...

Secure Link...

3

Search

2

Status: All Pages

Reviewer: All

Signature: All

Preflight: All

Group: All

Name	Approval	Review	Color Review
NatureBook 1.p1.pdf	John Doe	Robert Doe	
NatureBook 2.p1.pdf	John Doe	Robert Doe	
NatureBook 3.p1.pdf	John Doe	Robert Doe	
NatureBook 4.p1.pdf	John Doe	Robert Doe	
NatureBook 5.p1.pdf	John Doe	Robert Doe	

8

1 of 72 Selected

7

1 - 32

6

Sort by: Name

4

?

NatureBook 1.p1.pdf

...

5

Request Approval

×

Review Summary

Approvers

John Doe

Annotations

0

Reviewers

Robert Doe

Annotations

0

Color Reviewers

Annotations

Page Summary

Color Target

None

Page Groups

None

Comments

None

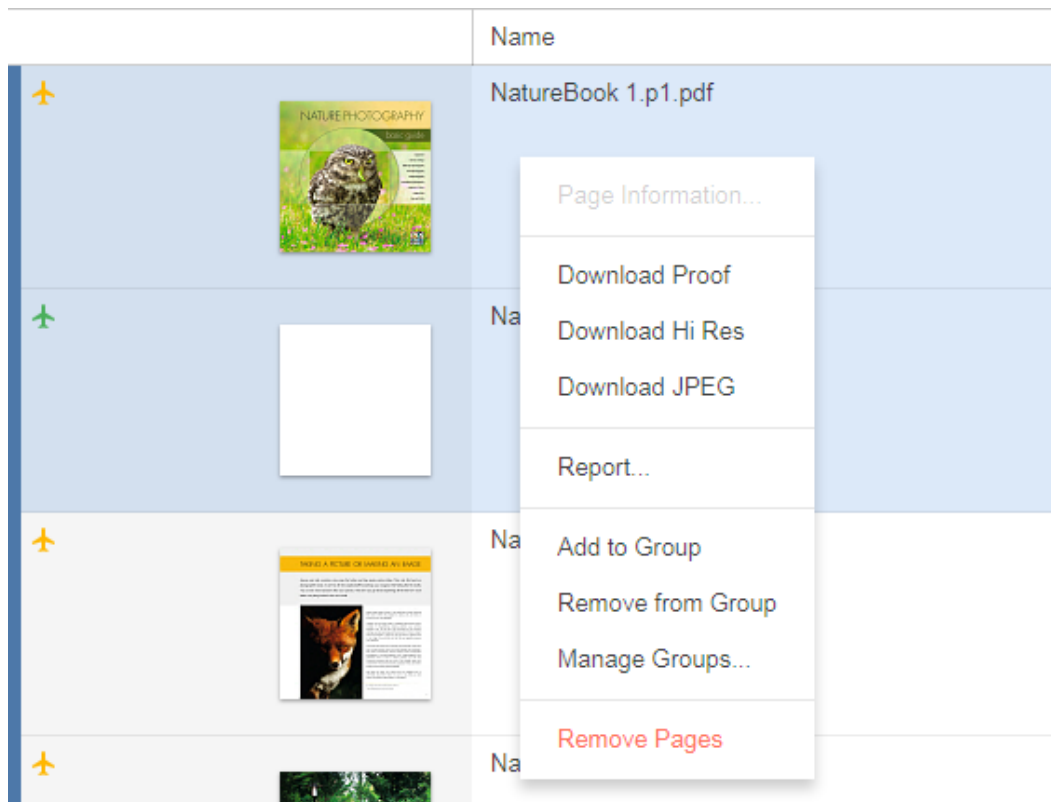
System Diagnostics | Learning Center | Privacy | Terms | Contact: +1-555-123-4567


Powered by Kodak InSite

Number	Area in the Review window
1	Various tools

Number	Area in the Review window
2	Page filters
3	Search box: find a specific page by typing all or part of the page name in the Search box.
4	Perform the following actions: view job information, download files, manage access, or view job history.
5	Select a page and perform the required actions: request approval, approve, or reject pages.
6	Use the following display options: Use the Zoom Slider to change the thumbnail's size, select Gallery or List view, or sort the pages by name, last modified date, position, or signature.
7	Click the page numbers and go to the required group of pages.
8	Select all pages.

6. You can also perform additional actions, such as downloading pages, removing pages, or creating reports, by right-clicking the page's row and selecting the required action from the menu.




Use the buttons on the top-right corner, , to perform the following actions:


- View job information
- Download files
- View the history of actions performed on the job. You can view four categories of history information: **Transactions**, **Uploads**, **Info Sheets**, and **Secure Links**.

7 Uploading files to Prepress Portal

1. In the **Jobs** area, click the name of the job that you want to work with.
The job pages and all the other job information and related actions are displayed.
2. Click **Upload files**.

3. Drag files from your desktop or network into the Upload Files window, or click the + button and navigate to the required files.

Note: If the browser that you are using enables you to upload folders, an icon of a folder  appears next to the + and - buttons. Currently, the Google Chrome, Microsoft Edge, and Firefox browsers support uploading of folders.

If you added a file and want to remove it, select the file and click the  button.

4. If the job is enabled for processing and if the **Process With** list appears, select an upload processing rule. Otherwise the files will be processed based on the default rule listed.
5. If desired, type a name for the upload and type any comments describing the upload.
6. Click **Upload**.
The upload status information is displayed at the bottom of the Upload Files window.
7. Click **Close**.
If the job is enabled for processing, the Upload Processing window displays the progress of the processing. You can still close the window; processing will continue.

Note: HTML5 uploads/downloads do not support the use of special characters in the file names. These characters include (but are not limited to): / \ * | ? < > , If these characters appear in the filename, an error message is displayed and the upload will not proceed.

8 Asking users to review or approve pages

You can ask users to review pages or to give final approval for printing.

1. In the **Jobs** area, click the name of the job.
2. In the **Pages** list, click the pages that you want reviewed or approved, or click **Select All**.
3. Click **Request Approval**.
4. Select the people or groups who you want to review or approve the pages. Next to each name, select **Final Approval** or **Review**.

Group	Request
<input checked="" type="checkbox"/> Color Team	Review
<input type="checkbox"/> Customer Users	Request
<input checked="" type="checkbox"/> Elizabeth Burdge (ElizabethB)	Final Approval
<input checked="" type="checkbox"/> John Doe (JohnD)	Final Approval
<input checked="" type="checkbox"/> Mary Siegrist (MaryS)	Review
<input type="checkbox"/> Raymond Cunningham (RaymondD)	

Comments

Cancel Apply

5. Click **Apply**.
In the **Pages** list, you can now view the users who have been asked to review or approve each page.

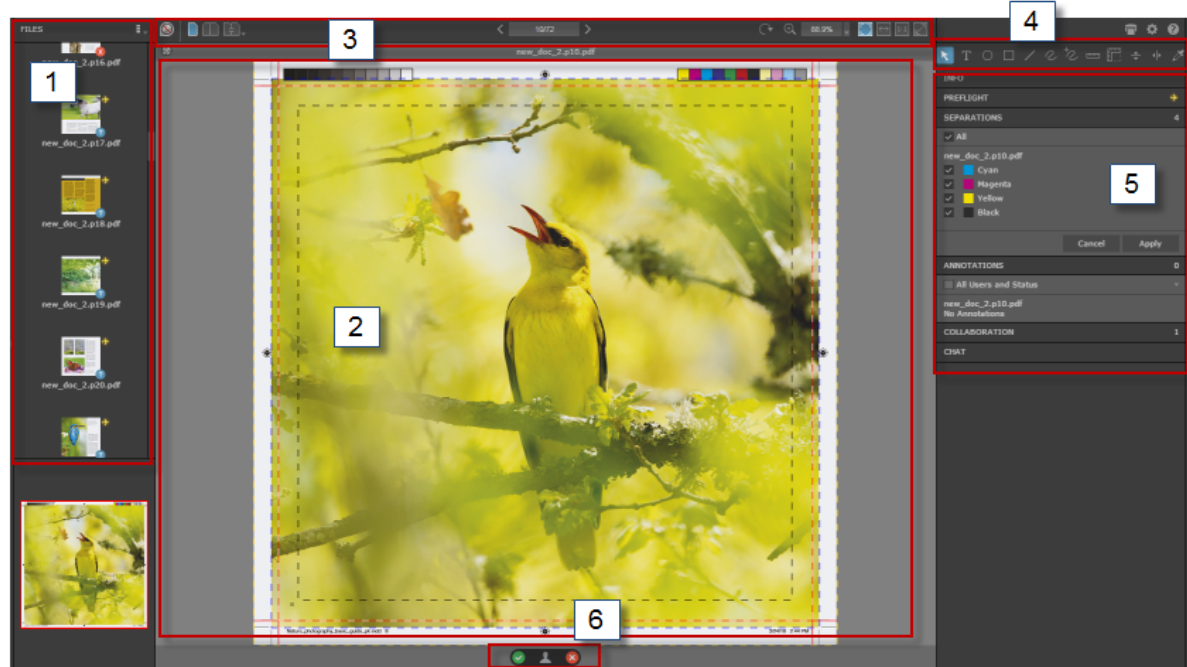
Name	Approval	Review	Color Review
NatureBook 1.p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
NatureBook 2.p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
NatureBook 3.p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
NatureBook 4.p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
NatureBook 5.p1.pdf	Elizabeth Burdge John Doe	Raymond Cunningham Robert Doe	

0 of 72 Selected | Select All | 1 - 32 | Sort by: Name

Note: The details of the requested approvals are displayed only in List View. The Gallery View does not display them.

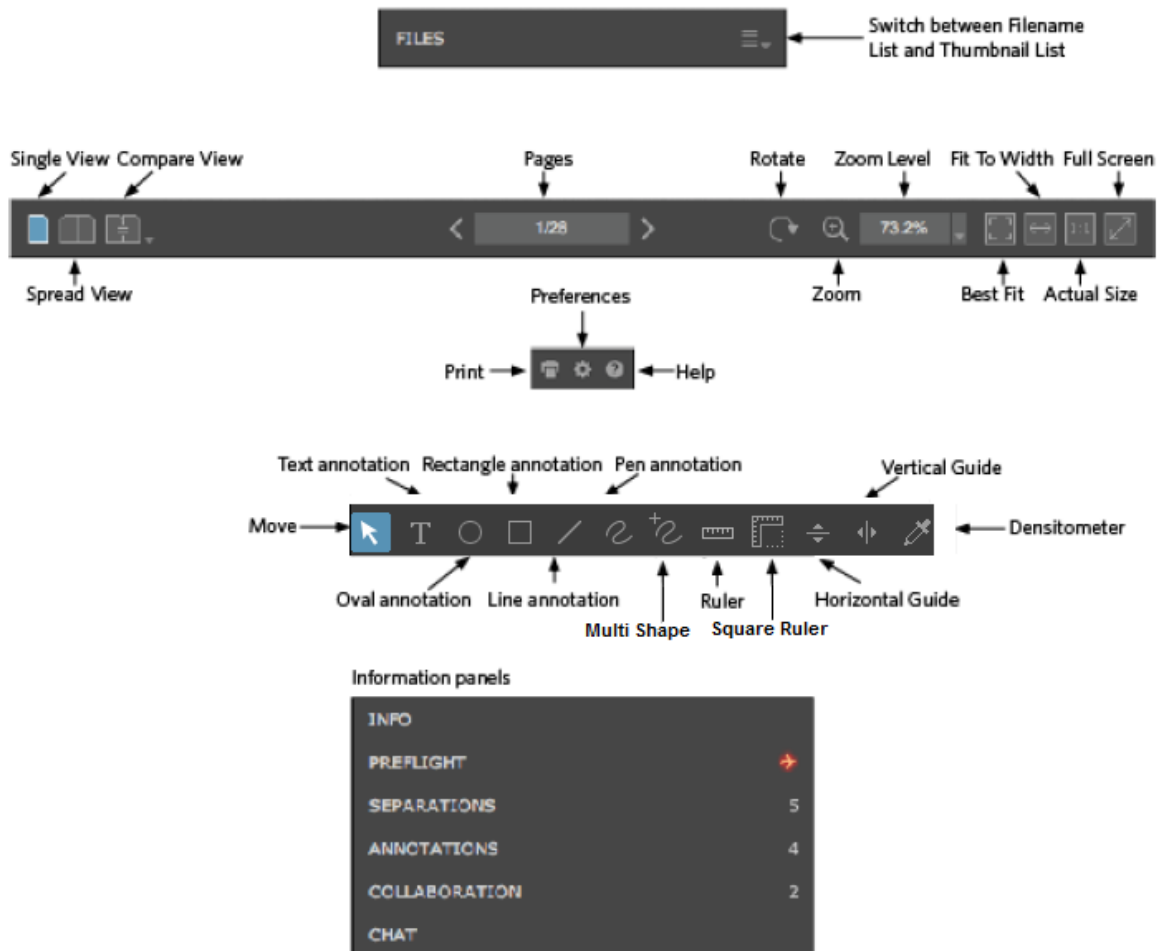
9 Viewing pages in Smart Review

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

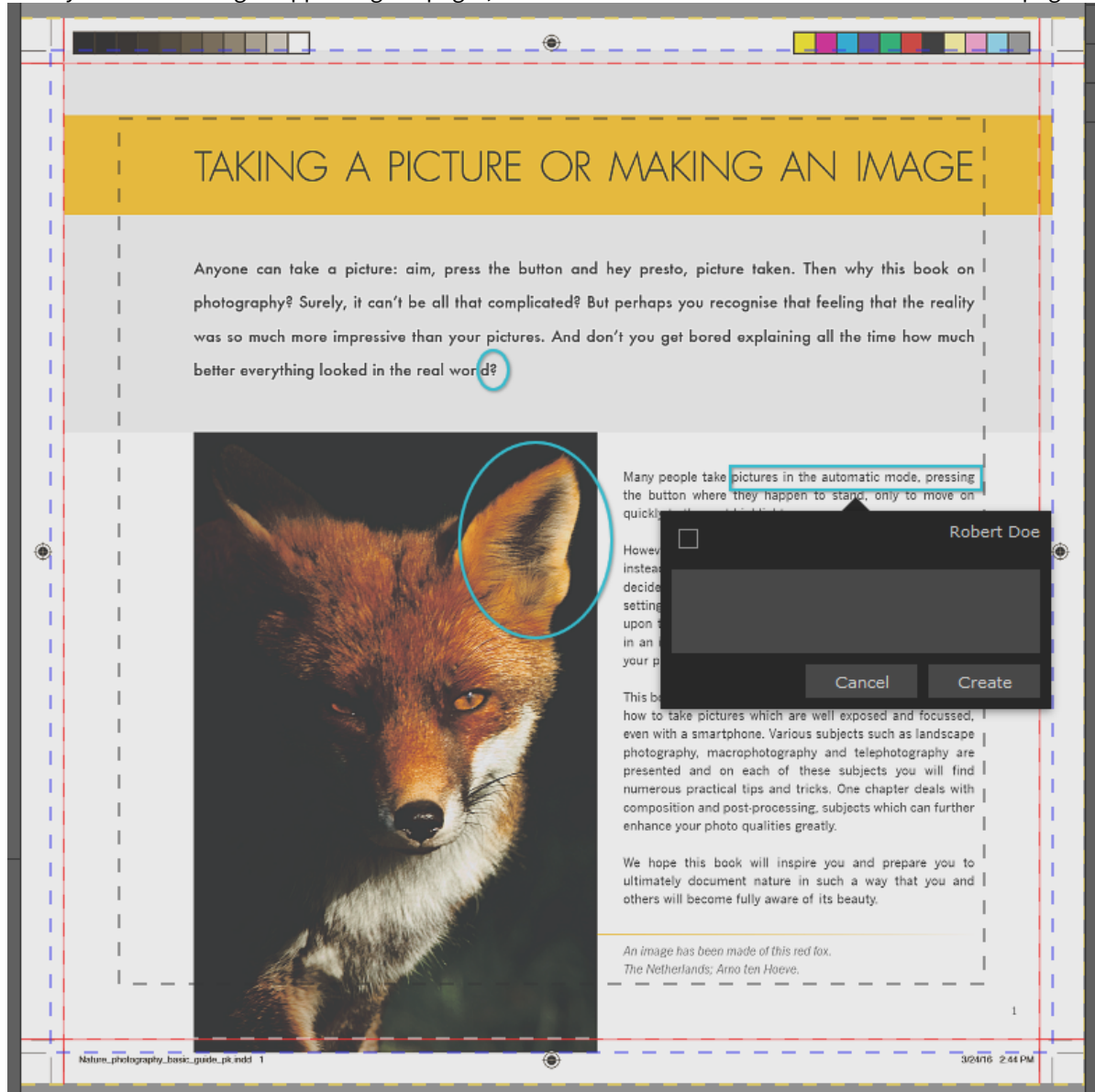
10 Smart Review tools



11 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.



11.1 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*.



12 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.


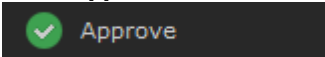

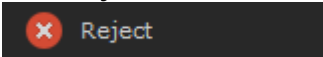

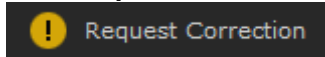
Requirements: Your job role must include the Give Final Approval right for approving or rejecting pages.

12.1 Smart Review

- Reviewing


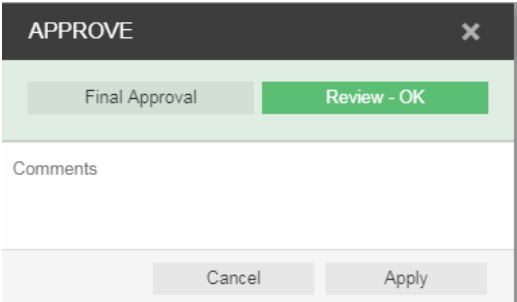

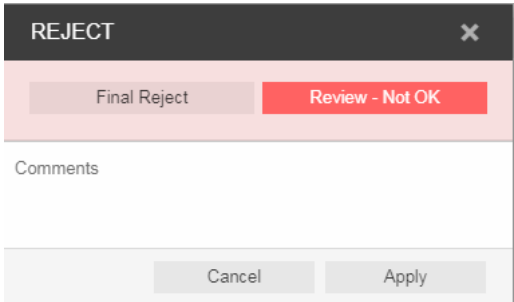
Review - OK	Review - Not OK
<ol style="list-style-type: none"> 1. Click Approve.  <ol style="list-style-type: none"> 2. (Optional) Type a comment in the Comment box. 3. Click Apply. 	<ol style="list-style-type: none"> 1. Click Reject.  <ol style="list-style-type: none"> 2. (Optional) Type a comment in the Comment box. 3. Click Apply.

- Approving


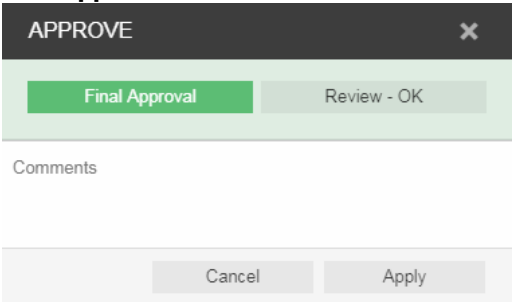

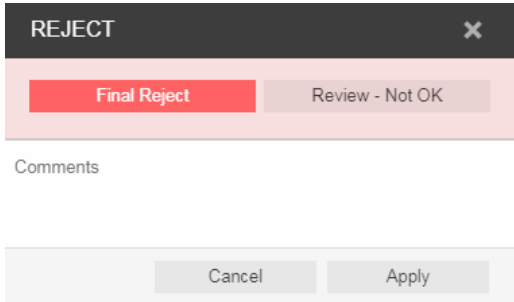
Set Final Approval	Reject	Request Correction
<ol style="list-style-type: none"> 1. Click Approve.  <ol style="list-style-type: none"> 2. Select Approve.  <ol style="list-style-type: none"> 3. (Optional) Type a comment in the Comment box. 4. Click Apply. 	<ol style="list-style-type: none"> 1. Click Reject.  <ol style="list-style-type: none"> 2. Select Reject.  <ol style="list-style-type: none"> 3. (Optional) Type a comment in the Comment box. 4. Click Apply. 	<ol style="list-style-type: none"> 1. Click Reject.  <ol style="list-style-type: none"> 2. Select Request Correction.  <ol style="list-style-type: none"> 3. (Optional) Type a comment in the Comment box. 4. Click Apply.

12.2 Pages list

- Reviewing

Review - OK	Review - Not OK
<ol style="list-style-type: none"> 1. Click a page row. 2. In the details panel, click Approve.  3. In the Approve dialog box that appears, select Review - OK.  4. (Optional) Type a comment in the Comment box. 5. Click Apply. 	<ol style="list-style-type: none"> 1. Click a page row. 2. In the details panel, click Reject.  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
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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.

13 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.

The screenshot shows a modal window titled "EDIT CUSTOMER" with a close button (X) in the top right corner. On the left is a sidebar with two tabs: "Customer Info" and "Preview & Smart Review". The "Preview & Smart Review" tab is selected and highlighted in blue. The main content area is divided into two sections. The top section, "Preview Permissions", contains four checked checkboxes: "Enable Single Page View", "Enable Spread View", "Enable Rotation", and "Enable Smart Review Access". The bottom section, "Smart Review Annotation Stamps", contains a large, empty rectangular text area. At the bottom right of the modal are two buttons: "Cancel" and "Update".

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.

Upload Files...

Smart Review...

Preview...

Arrange Pages...

Secure Link...

Status: All Pages

Reviewer: All

Signature: All

Preflight: All

Group: All

	Name	Approval	Review	Color Review
<div></div> <div> </div>	NatureBook 1.p1.pdf	<div> <div>?</div> Elizabeth Burdge <div>?</div> John Doe <div>?</div> Mary Siegrist </div>	<div> <div>?</div> Raymond Cunningham <div>?</div> Robert Doe </div>	
<div></div> <div> </div>	NatureBook 2.p1.pdf	<div> <div>?</div> Elizabeth Burdge <div>?</div> John Doe <div>?</div> Mary Siegrist </div>	<div> <div>?</div> Raymond Cunningham <div>?</div> Robert Doe </div>	
<div></div> <div> </div>	NatureBook 3.p1.pdf	<div> <div>?</div> Elizabeth Burdge <div>?</div> John Doe <div>?</div> Mary Siegrist </div>	<div> <div>?</div> Raymond Cunningham <div>?</div> Robert Doe </div>	
<div></div> <div> </div>	NatureBook 4.p1.pdf	<div> <div>?</div> Elizabeth Burdge <div>?</div> John Doe <div>?</div> Mary Siegrist </div>	<div> <div>?</div> Raymond Cunningham <div>?</div> Robert Doe </div>	
<div></div> <div> </div>	NatureBook 5.p1.pdf	<div> <div>?</div> Elizabeth Burdge <div>?</div> John Doe </div>	<div> <div>?</div> Raymond Cunningham <div>?</div> Robert Doe </div>	

0 of 72 Selected

Select All

1 - 32

Sort by: Name

System Diagnostics

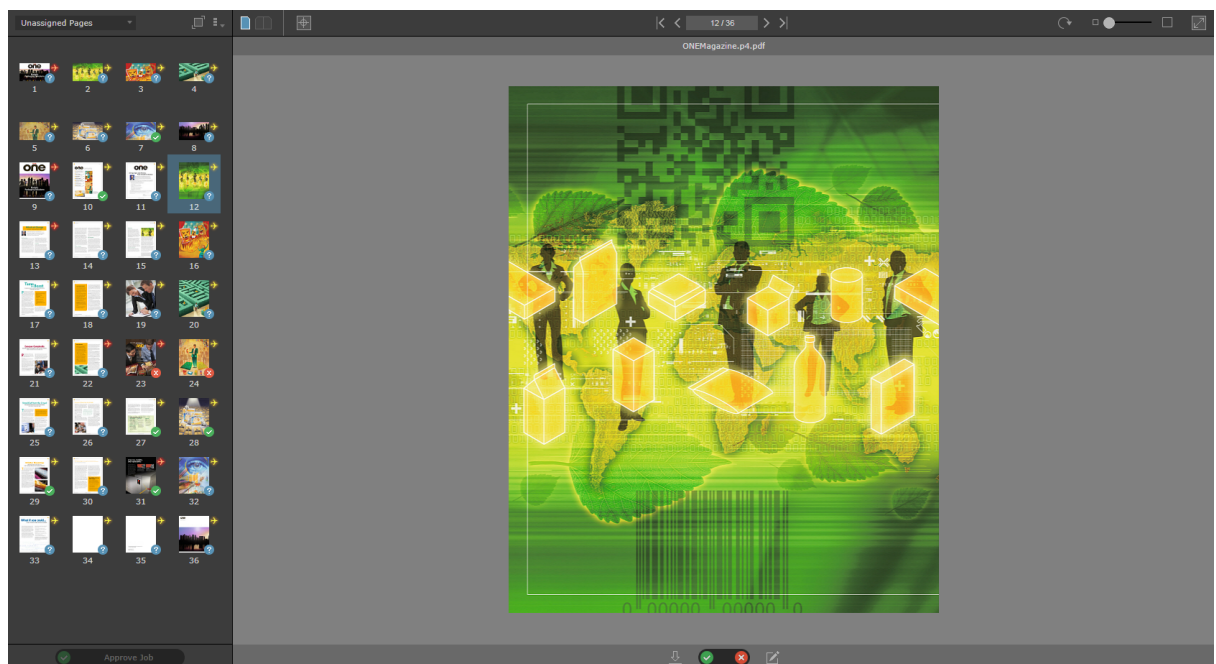
Learning Center

Privacy

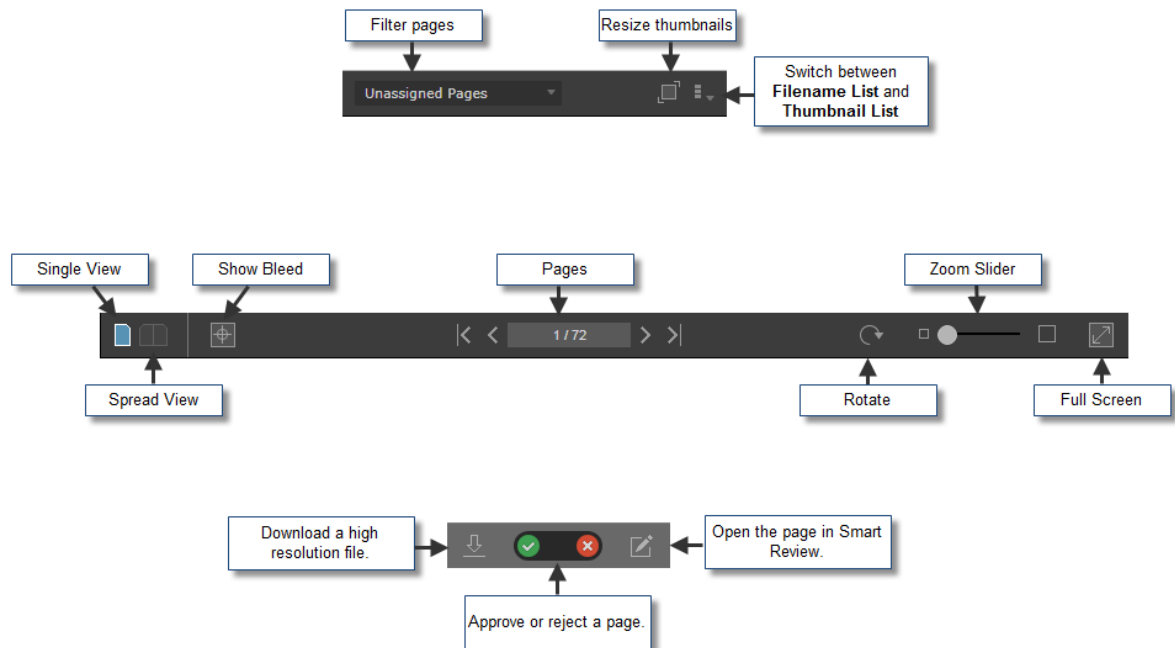
Terms

Contact: +1-555-123-4567

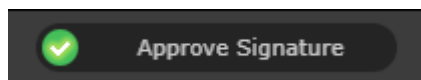
The following Preview window opens:



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*.

14 Downloading files and pages

14.1 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**.

14.2 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 .

15 Creating secure links in Prepress Portal

You can set up an e-mail link to the pages in a job that doesn't require the user to have a Prepress Portal account. The Secure Link feature opens a view directly into the pages that you want the user to review or approve.

For more information about creating secure links, see the *InSite Prepress Portal User Guide*.

16 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*.