



INSITE TUTORIAL

STEP-BY-STEP INSTRUCTIONS FOR USING THE INSITE PROOFING SYSTEM

1.

Log in to insite.

2.

Click on the name of the title you want to upload files to.

OBP The Ovid Bell Press, Inc. PUBLICATION & CATALOG PRINTER SPECIALIZING IN SHORT- TO MEDIUM-RUN WEB PRINTING.

Home Customers Overview Jobs Administration

Overview

Welcome to InSite Prepress Portal

Jobs Create Job

Upload print job files and collaboratively proof pages.

Status: All Active Search Jobs

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
Test Files - ABC Pub 0 pages	Wednesday, January 25, 2017 11:41:04 AM	0	0
YourPublication Summer 2017 0 pages	Wednesday, January 25, 2017 11:40:33 AM	0	0
YourPublication Spring 2017 0 pages	Wednesday, January 25, 2017 11:39:59 AM	0	0

When you log into InSite, you'll see a list of your upcoming titles. Click on the name of the title you want to upload files to

3.

Click the Upload Files button.

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YourPublication Summer 2017

Created: Wednesday, January 25, 2017 11:40:33 AM
Status: Active
Type: Pre-Production

[Edit Properties](#)
[Manage Access](#)

Upload Files... Smart Review Preview Email Secure link...

Approval Summary
No pages have been added for this job.

Signatures
There are no signatures for this job.

Reviewers
There are no reviews outstanding for this job.

File Transfer
No uploads are in progress for this job.

Info Sheet | Create
There is no Info Sheet for this job.

Notes | Add Note
No notes have been added for this job.

This is your home page for your specific title. Click on Upload Files to submit files to OBP.

4.

Please name the upload and click on the upload button. A pop-up window will open displaying a progress bar.

Upload Files

Upload Name: Summer Edition

Notes

Process With: Insite_CMYK

Name	Last Modified	Size
Page 01.pdf	8/27/2015	173403
Page 02.pdf	11/30/2015	33991
Page 03.pdf	2/26/2015	156546
Page 04.pdf	8/29/2016	10541
Page 05.pdf	9/23/2015	131758
Page 06.pdf	9/2/2016	32929
Page 07.pdf	7/14/2016	815600

Cancel Upload

Drag and Drop your PDF files here and then click Upload.

5.

Another pop-up window will open which displays the status of the upload including any warnings or errors. Please check this log carefully for problems.

Warnings: will be indicated by a yellow triangle icon. Please check these pages carefully. Fix and re-submit if needed. There will be a warning if a photo is below 200 dpi. You will get a warning on a bitmap (line-art) image below 800 dpi.

Errors: will be indicated by a red X. These pages will not print and will have to be fixed by you and re-submitted. This is usually caused by a missing font, Postscript error or file corruption.

If the files don't process be sure the files had a postscript or PDF with .ps or .pdf extension.

If not, fix the files and upload again.

If the file extension was fine, call us, there may be no need to re-upload.

Uploads that are interrupted can be resumed where they left off in most cases making uploading from the beginning of the upload unnecessary.

Upload: Summer Edition

Upload Complete
Files uploaded successfully
Uploaded: 7 file (1323KB)
Elapsed Time: 1 seconds
Average Transfer Rate: 1323KB per second

Processing Uploaded Files

0%

When you click Upload your files will be sent to our server and immediately begin processing.

6.

Once the upload is complete, view the pages Requiring Approval.

Double click the thumbnail icon. This takes you to Smart Review.

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ABC Publishing Company Overview Jobs Administration

YourPublication Summer 2017

Created: Wednesday, January 25, 2017 11:40:33 AM
Status: Active
Type: Pre-Production

[Edit Properties](#)
[Manage Access](#)

Upload Files... Smart Review Preview Email Secure link...

- Approval Summary**
Total: 10
Requiring Approval: 10
- Info Sheet 1** Create
No notes have been added for this job.
- Signatures**
There are no signatures for this job.
- Reviewers**
There are no reviews outstanding for this job.
- File Transfer**
Uploads
Summer Edition 7 files, 1MB, Processing Files 86 %
Completed Uploads (1)

Summary Pages Downloads History

Your Home Page now shows files that need review and approval.

Click on the pages requiring approval or click on the Pages tab to review and approve pages.

As you upload files you'll see confirmation of that here.

7.

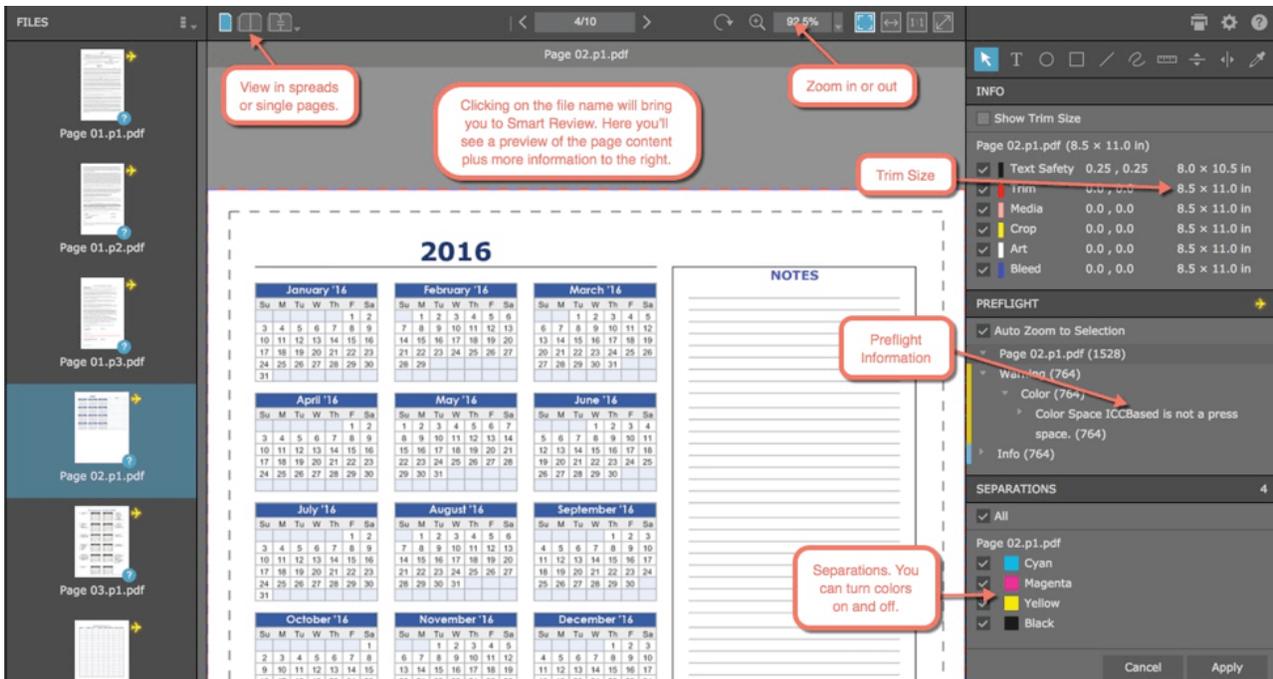
What to look for in Smart Review.

1. Click the separations icon along the bottom of the page.

a. This shows the colors on this page. Do they meet your expectations and the press specifications? Usually black, or cyan, magenta and yellow. If two color, are there only two? Do they match what you see on the page? If 5 color, this window will show 5 colors. Is the 5th color correctly named?

b. Turn the black off by clicking the check mark, and then press Apply. The type of the page should disappear if it's 100% true black. If not, the type is made of more than one color (rich black) and may be hard to register on press. Black type should be only 100% true black. Excess colors (rich black) create screened and fuzzy type and is difficult or impossible to register on press.

c. Click the black back on and re-press Apply.

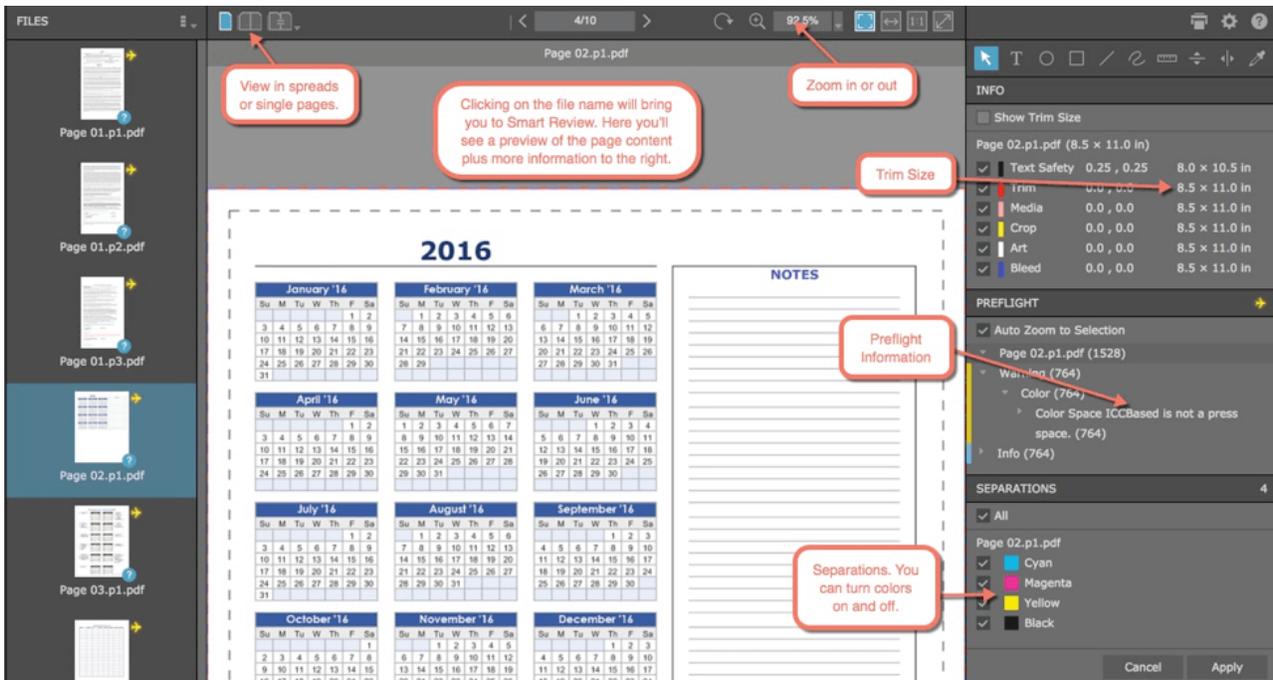


2. Click the word Info on the right.

a. Check that the overall height and width are larger than the page trim size.

b. Check that the page trim size is correct.

c. The X and Y coordinates indicate the pasteboard and bleed. The trim size is rounded to the nearest 1/100 of an inch.



3. Look at the page.

a. Note: Upon initially opening and going from page to page, you might have to wait a moment until the blue round arrow indicating progress has stopped. Until this happens there may be an overall low res look that may go through two or three stages before it is finished.

b. Overall, your page is going to print as you see it. Low res images and type will appear pixilated or low res in this part of the program.

c. Do the bleeds go beyond the trim lines?

d. Are the other elements held back from the trim by 1/4" (recommended live area)?

e. Does it look as you expected? If it appears washed out then you probably had RGB color spaces chosen. This page or these images will not get better at press and should be corrected.

I. Exact color verification (even if you have a calibrated monitor) cannot be done now, but overall the pages should look very close to what you want to print.

f. If there are thin, white lines that look as though they were caused by text or picture boxes, zoom in on the line.

I. Did it stay the same thickness as the unzoomed version, or disappear altogether? If so, it will not print.

II. If it gets larger as you zoom in, this line will print. Check your settings for PDF creation and flatten the pages.

g. If there are jaggy images, then they will be low res. Zoom in some and look at the edges or curves.

h. If headings and other type look a little jaggy, then zoom in on them some. If they don't clear up then they are low res.

i. Is there anything missing?

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YourPublication Summer 2017 Summary Pages Downloads History

Show pages matching the criteria below.

Status: All Pages ▾

Reviewer: All ▾

Signature: All ▾

Preflight: All ▾

Search Pages: []

Page Groups: New Edit Delete

All

Unfiled

Upload Files... Arrange Pages More Tools... Select All Select None Pages Selected: 0

View: [] Sort By: Name

Thumbnail: [] [] []

10 Pages

Page 01.p1.pdf

Preflight Completed With Warnings

Last Modified: Wednesday, February 01, 2017 2:04:30 PM

File Size: 111555

Approved

OBP Customer

Page 01.p2.pdf

Preflight Completed With Warnings

Last Modified: Wednesday, February 01, 2017 2:04:30 PM

File Size: 173338

Approved

OBP Customer

Page 01.p3.pdf

Preflight Completed With Warnings

Last Modified: Wednesday, February 01, 2017 2:04:30 PM

File Size: 119698

Approved

OBP Customer

Request Approval

Approve

Reject

Clear Requests

Add To Group

Remove From Group

Download Proof

Download HIRes

Download JPEG

Report

Remove Pages

When all your pages are approved, your CSR will be notified by InSite and will continue to process your job throughout the production process.

4. Making Approvals and Rejections. It is faster and easier to follow this procedure in approving or rejecting pages in Smart Review:

a. If the page is fine, leave the status unchecked, in Smart Review, and go on to the next page.

b. If the page is not O.K., reject it at this point.

c. When finished reviewing all the pages, close Smart Review.

d. Go to the Pages Tab and on the left, find Show Window and have the system show “Pages Requiring Approval.”

e. In the center of the page click “Select All.”

f. Be very careful that you don’t approve pages you don’t want to print. You may not be able to change the status. If the page is Approved, we will print it.

I. Re-sort pages by Rejected Pages and make a list as these pages will need to be corrected at your facility and uploaded. Please approve the corrected pages when finished.

II. If you want to view the pages in order, name the page exactly as the others alpha numerically then add the page number to the corrected page.

III. It is best if pages are in order of the magazine, but we will put them in order when we impose them. So if they are at the bottom of the list, this is not a problem.

IV. All pages must be either Rejected or Approved. We delete the rejected pages when we begin to work on the job, and will NOT work on a job unless all pages have been Approved or Rejected.

g. Verify that you have the correct number of pages, and a spine for the job if it is perfect bound, let your Customer Service Representative know. We cannot work on jobs that do not have the appropriate number of approved pages for the job.