

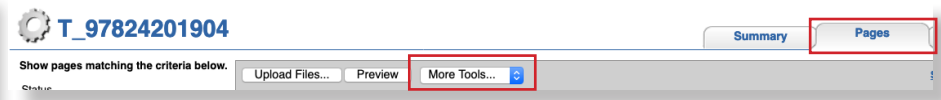
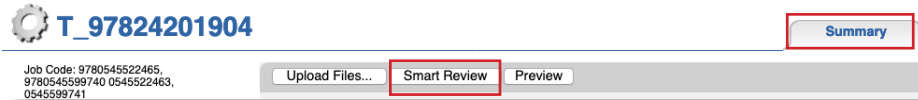
InSite Proofing Guide

There are 4 ways that InSite can be used for viewing pages:

1. Smart Review (can approve & reject, tools for checking pages)
2. Preview (can approve & reject, spreads view)
3. Downloading pages from InSite
4. Downloading softproofs from Downloads Tab.

Smart Review is the most thorough proofing option in InSite. You can see color separations, overprints, trapping, color density, trim size, safety margins, trim boundaries, bleeds, preflight results and versions when available. You can also do page by page approvals, collaborate with others online, annotate proofs and chat.

Smart Review can be launched through the Summary or Pages Tab. It can also be launched by clicking on a Thumbnail or List page in the Pages Tab.



Smart Review

Thumbnail or List View

Single page, spread page or compare view

Page zoom features

Tools: Active tools can be used on any page but grayed out tools (Annotation tools) can only be used when page is ready for Approval.

A screenshot of the Smart Review interface. The main area shows a PDF page titled '1_Tower-Done-Final.p1.pdf' with a zoom level of 15.4%. The page content features a photograph of a brick tower with the text 'Community cornerstone' overlaid in a semi-transparent orange box. The interface includes a 'FILES' sidebar on the left with a list of documents, a top toolbar with navigation and zoom controls, and a right-hand 'Information Panels' section. This section contains tabs for 'INFO', 'PREFLIGHT', 'SEPARATIONS' (with a count of 4), 'ANNOTATIONS' (with a count of 0), 'COLLABORATION' (with a count of 1), and 'CHAT'. At the bottom of the page, there is a control bar with a green checkmark, a person icon, and a red 'X' icon. Red arrows point from the text labels to the corresponding UI elements.

Information Panels

At the bottom of the page you have the option of approving or rejecting the page displayed.

Preview does not have the advanced tools that are in Smart Review but pages in Preview will display faster. Preview also allows you to view the pages in book mode, as spreads, trimmed with no bleeds, just as you would see in a printed book. In Preview you can approve the entire project at once or one page at a time.

Preview can be launched through the Summary or Pages Tab.

T_97824201904

Summary

Job Code: 9780545522465,
9780545599740 0545522463,
0545599741

Upload Files...

Smart Review

Preview

T_97824201904

Summary

Pages

Show pages matching the criteria below.

Upload Files...

Preview

More Tools...

Pages: view all or select a pageset

Thumbnail size of pages on the left

Single page view, spread page view or page view with marks, bleeds etc.

Page range: toggle or type in page number

Page zoom features

Full Screen

97448_Scholastic

97448_Trade.p4.pdf

97448_Trade.p5.pdf

Page id

1

2 3

4 5

6 7

8 9

Approve Job

Approve entire job

Approve individual pages

Download Proof and **Download HiRes** depend on Acrobat to display downloaded proofs rather than viewing online proofs using the Actual RIP. You can select individual pages or Select All, as in the highlighted boxes below. Then click on the Download method you wish to use. Please be aware that once downloaded they should only be viewed in Acrobat or Acrobat Reader. It is also important that “Overprint Preview” is selected to say “Always” in these programs so overprints and transparencies can be seen correctly. See screenshot below. This must be accessed through the Pages Tab.

Tests Overview Jobs Administration Brian Evans Help Logout

Evans_Misc Summary **Pages** Downloads History

Show pages matching the criteria below.

Status: All Pages
Reviewer: All
Signature: All
Preflight: All

Upload Files... Preview More Tools... **Select All** Select None Pages Selected: 1

View: [Grid] [List] Sort By: Position Showing Positions 1 - 32 of 72 Positions Thumbnail: [Icons]

Unassigned Pages

1_Tower-Done-Final.p1.pdf Work In Progress
 Preflight Completed With Warnings
 Last Modified: Wednesday, February 19, 2020 11:03:43 AM
 File Size: 901920
 select

1_Tower-Done.p1.pdf Work In Progress
 Preflight Completed With Warnings
 Last Modified: Monday, January 27, 2020 11:21:42 AM
 File Size: 900996
 select

Request Approval
 Approve
 Reject
 Clear Requests
 Add To Group
 Remove From Group
Download Proof
Download HiRes
 Download JPEG
 Report

Summary Pages Downloads History

Upload Files... Preview More Tools... **Select All** Select None Pages Selected: 2

View: [Grid] [List] Sort By: Position Showing Positions 1 - 32 of 72 Positions Thumbnail: [Icons]

Unassigned Pages

1_Tower-Done-Final.p1.pdf Work In Progress
 Preflight Completed With Warnings
 Last Modified: Wednesday, February 19, 2020 11:03:43 AM
 File Size: 901920
 Selected Page
 deselect

1_Tower-Done.p1.pdf Work In Progress
 Preflight Completed With Warnings
 Last Modified: Monday, January 27, 2020 11:21:42 AM
 File Size: 900996
 select

2_Gears-Done-Final.p1.pdf Work In Progress
 Preflight Completed With Warnings
 Last Modified: Wednesday, February 19, 2020 11:03:43 AM
 File Size: 419605
 select

2_Gears-Done.p1.pdf Work In Progress
 Preflight Completed With Warnings
 Last Modified: Monday, January 27, 2020 11:21:42 AM
 File Size: 421609
 select

Request Approval
 Approve
 Reject
 Clear Requests
 Add To Group
 Remove From Group
Download Proof
 Download HiRes
 Download JPEG
 Report

Download

Note: When you download multiple files, a compressed (.zip) file is created. If you cannot extract the *.zip file with the OS embedded unzip tool, use a third-party tool, such as iZip (Mac) and 7-zip (Windows).

Single or multiple PDF file

Single-page proof (a PDF file for each page)

Multi-page proof (a single PDF file for 2 pages)

Download Cancel

Acrobat Preferences

Preferences

Categories: Commenting Documents Full Screen **Page Display** 3D & Multimedia Accessibility Action Wizard Adobe Online Services Catalog Color Management Content Editing Convert To PDF Email Accounts Forms Identity Internet JavaScript Language Measuring (2D) Measuring (3D) Measuring (Geo) Multimedia (Encaps)

Default Layout and Zoom
 Page Layout: Single Page Zoom: Fit Page

Resolution
 Use system setting: 108 pixels/inch Custom resolution: 110 pixels/inch

Rendering
 Smooth Text: For Laptop/LCD screens
 Smooth line art Smooth images Use local fonts
 Enhance thin lines Use page cache

Page Content and Information
 Show large images
 Show art, trim, & bleed boxes Show transparency grid
 Use logical page numbers Always show document page size
Use Overprint Preview: Always Use Shift + Click For Multiple Selection with Output Preview
 Default Transparency Blending Color Space: Working RGB

Reference XObjects View Mode
 Show reference XObject targets: Only PDF/X-5 compliant ones

Location of referenced files: Browse for Location...

Cancel OK

Softproofs created from our Prinergy system can be downloaded from the **Downloads Tab**. In order to view these proofs you have to pre-plan with the CSR/TSR to place them in the Downloads folder of your job. These are high res softproofs with trim lines, bleed lines and safety margin lines. To use this method follow the screenshots below. Please be aware that once downloaded they should only be viewed in Acrobat or Acrobat Reader. **It is also important that “Overprint Preview” is selected to say “Always” in these programs so overprints and transparencies can be see correctly. See screenshot below.**

Lakeside Book

Tests Overview Jobs Administration Brian Evans Help Logout

Evans_Misc Summary Pages **Downloads** History

Created: Saturday, October 05, 2019 8:48:47 AM
Status: Active
Type: Pre-Production

Download Current Directory: WebDownloads [Select All](#) [Select None](#)

Name	Size	Last Modified:
<input type="checkbox"/> For Hburg		
<input type="checkbox"/> For Solimar		
<input type="checkbox"/> Willard_From Solimar		
<input type="checkbox"/> .DS_Store	6 KB	6/19/2020 10:10:56 AM
<input checked="" type="checkbox"/> 1_Tower-Done.pdf	904.4 KB	1/25/2020 11:47:18 AM
<input checked="" type="checkbox"/> untitled.pdf	19.2 MB	10/5/2019 9:14:09 AM
<input checked="" type="checkbox"/> VPP Card Poster.p1.pdf	763.5 KB	1/15/2020 6:35:06 AM

Download Current Directory: WebDownloads [Select All](#) [Select None](#)

Name	Size	Last Modified:
<input type="checkbox"/> For Hburg		
<input type="checkbox"/> For Solimar		
<input type="checkbox"/> Willard_From Solimar		
<input type="checkbox"/> .DS_Store		
<input checked="" type="checkbox"/> 1_Tower-Done.pdf		
<input checked="" type="checkbox"/> untitled.pdf		
<input checked="" type="checkbox"/> VPP Card Poster.p1.pdf		

Download 120%

Server status: Transferred file(s)
Downloaded from job: Evans_Misc

Opening Package.zip

You have chosen to open:
Package.zip
which is: Document
from: https://crawfordsvilledscinsite1.lsc.com

What should Firefox do with this file?

Open with Archive Utility (default)

Save File

Depending upon your browser you may get a message asking you were you want to download the files to.

Acrobat Preferences

Categories: **Page Display**

Default Layout and Zoom
Page Layout: Single Page Zoom: Fit Page

Resolution
 Use system setting: 108 pixels/inch Custom resolution: 110 pixels/inch

Rendering
Smooth Text: For Laptop/LCD screens
 Smooth line art Smooth images Use local fonts
 Enhance thin lines Use page cache

Page Content and Information
 Show large images
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 Use logical page numbers Always show document page size
Use Overprint Preview: Always Use Shift + Click For Multiple Selection with Output Preview

Default Transparency Blending Color Space: Working RGB

Reference XObjects View Mode
Show reference XObject targets: Only PDF/X-5 compliant ones

Location of referenced files: