

ROBERTS

InSite

Prepress Portal
User Guide



insite.robpri.com

Table of Contents

About InSite	1
How InSite Works	1–2
Getting Started	2–3
Supported Browsers	2
System Diagnostics	2
Log Off.....	2
Secure Links	3
How to Upload Files	3
Approving Pages in Smart Review	4
Using Smart Review	4
Page Approval Symbols	4
How to Approve a Page	4
How to Reject a Page.....	4
How to Request a Correction	4
Approving Pages in Preview	5
Using Preview.....	5
Page Approval Symbols	5
How to Approve a Page	5
How to Reject a Page.....	5
Submitting New or Correction Pages	5
Getting Help	5
Smart Review Navigation	6–7
Preview Navigation	8–9

About InSite

The InSite system is a secure web portal to our prepress environment. It allows us to work with you, our customers, on print jobs over the Internet. InSite helps to make the proofing, correction and approval process more efficient.

Through InSite, you can transmit finished PDF files at any time, working when and where it is convenient to you. This saves time in terms of getting the files to us, getting feedback on files and dramatically reduces the time to print from file submission.

Your uploaded PDF file(s) process in a matter of minutes, and pages are available for proofing and approval immediately after the file transfer and preflight are completed.

You will know immediately if everything was OK or if specific cautions or fatal errors were found. When found, you can address these issues in your application program and upload new versions of the pages.

Finally, InSite can be used simultaneously with others assigned by your organization, at any geographic location. This can be done either individually or together while on the phone.

How InSite Works

At your request, we create a job on InSite with processing instructions based on the color and output intent of your files. InSite creates a direct, secure connection to your job folder on our server.

We send you an email containing a Secure Link to upload files. Click on the link in the email, enter the password and upload your files.

When the upload finishes, the system processes those files. While processing, information about the various elements in the files is being analyzed, and if elements are out of spec, they are flagged in the Preflight Report.

How InSite Works Continued

If no critical errors are detected in Preflight, the file will continue to process until finished. The system then creates thumbnails that are used in the Smart Review and Preview functions.

Smart Review is the part of the program that allows in-depth viewing and analysis, page by page, to allow you to determine if it can be approved or if it needs to be rejected. If pages are rejected, you can make the correction and upload the replacement page(s) or you can request us to make a correction.

Preview is the part of the program that allows you to view, approve or reject your pages. Preview allows you to view the pages in the order they will be printed.

When all pages are approved, we begin production and rapidly move the job through the plant per your schedule.

Getting Started

Supported Browsers

If you are on a Mac, use Firefox or Chrome. On a PC, it is best to use Firefox. Please contact the InSite coordinator if you are having difficulties logging on.

System Diagnostics

The first time that you use InSite, check your computer to ensure compatibility. Click System Diagnostics to run a diagnostic check of your system and view a report.

In the System Diagnostics window, you can review the following information:

- Operating System
- Browser
- Cookies
- Pop-up Blocker
- Connection Speed

Log Off

To log off, close your browser window.

Getting Started Continued

Secure Link

The Secure Link feature is used for simplified click-through, email access to a specific job. Users can upload files, review, approve or reject pages. The Secure Link feature doesn't require the user to have an InSite Prepress Portal account.

How to Upload Files

1. Click on the link you received in an email from linsite@robpri.com
2. Enter the password contained in the email.
3. Click on the Upload Files button.
4. Type a name for the upload and type any comments describing the upload.
5. 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. If you added a file and want to remove it, select the file and click the **-** button.

To upload a zipped folder, click on the **+** symbol next to the folder icon in the Upload Files window.

6. Click Upload. The upload status information is displayed at the bottom of the Upload Files window.
7. Click Close. The Upload Processing window displays the progress of the processing. You can close the window; processing will continue.
8. If your file passes Preflight, then processing will begin automatically. You will receive an email notification containing a Secure Link to begin the Review process

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.

Approving Pages in Smart Review

Approving pages on-line is your “final OK” to proceed to print. Pages may be approved in either Smart Review or Preview. Once all pages have been approved, your job will move forward in production. You cannot approve pages unless you have been assigned as an Approver within the InSite Prepress Portal.

Note: If you have previously rejected any pages before clicking on the Approve Job button, they will NOT be approved.

Using Smart Review

In Smart Review you may view pages, separations, preflight information and make annotations. Page names and icons appear along the left hand side of the Smart Review navigation window.

Page Approval Symbols:

-  Indicates a page has been approved.
-  Indicates a page has been rejected.
-  Indicates a correction has been requested.

How to Approve or Reject Pages

To approve pages, click on the  at the bottom of the Smart Review window.

To reject pages, click on the  at the bottom of the Smart Review window.

If there are problems with a page that you would like us to correct, set the page’s approval status to Request Correction .

1. Click the arrow button next to the Reject button and select Request Correction. In the comments box, type a comment. The comment will appear in the email notification sent to your CSR.
2. Click Apply. The page’s approval status changes to Correction Requested, and the server sends your CSR an e-mail including a PDF correction report.

For more information on Smart Review tools, see pages 6–7.

Approving Pages in Preview

Using Preview

In Preview you may view, approve or reject your pages. Preview allows you to view the pages in the order they will be printed. You may view them as single pages or spreads. Spread view creates an animated flip-book of your job. You can turn the pages by using your mouse to click and drag the pages or by using the arrows in the top center of the screen. Page names and icons appear along the left-hand side of the Preview navigation window.

Page Approval Symbols:

-  Indicates a page has been approved.
-  Indicates a page has been rejected.

To approve pages, click on the  at the bottom of the Preview window.

To reject pages, click on the  at the bottom of the Preview window.

To approve the entire job, click on the Approve Job button  at the bottom of the page list.

For more information on Preview tools, see pages 8–9.

Note: The Request Correction function is not available in Preview.

Submitting New or Correction Pages

Corrections should be submitted in single pages. Do not upload the entire document unless more than half of your document will have corrections. Name the PDF(s) using the actual page number and indicate it is a revised page in the name. For example: CX_pg3. We will process your corrected pages, and you will receive an email when they are ready to review.

Getting Help

For detailed information on any InSite topic, click on the  in the upper right hand corner of the tool bar.

Note: The Help feature is not available in the Preview navigation panel.

The screenshot shows the InSite software interface with various elements numbered for reference:

- 1-4:** File navigation icons (list, thumbnail, single page, spread view).
- 5:** Page indicator (3/4).
- 6-7:** Rotate and zoom icons.
- 8-11:** View and display icons (best fit, fit to width, actual size, full screen).
- 12-14:** Print, preferences, and help icons.
- 15-26:** Annotation toolbar tools (move, text, oval, rectangle, line, pen, multi shape, ruler, square ruler, horizontal guide, vertical guide, densitometer).
- 27-33:** Information panels (Info, Preflight, Separations, Annotations) and user management icons (approve, reject, user).

Toolbar Tools

1. Switch Between File Name List and Thumbnail List
2. Single Page View
3. Spread View
4. Compare View
5. Pages
6. Rotate
7. Zoom
8. Best Fit
9. Fit to Width
10. Actual Size
11. Full Screen
12. Print
13. Preferences
14. Help

Annotation Tools

15. Move
16. Text Annotation
17. Oval Annotation
18. Rectangle Annotation
19. Line Annotation
20. Pen Annotation
21. Multi Shape Annotation
22. Ruler
23. Square Ruler
24. Horizontal Guide
25. Vertical Guide
26. Densitometer

Information Panels

27. Information
28. Preflight
29. Separations
30. Annotations
31. Approve Pages
32. Users
33. Reject Pages / Request Correction

27 INFO

Show Trim Size

76920_WSD_ST_LEA_8256...OF.p13.pdf (9.17 × 11.67 in)

<input type="checkbox"/>	Text Safety	0.33, 0.33	8.5 × 11.0 in
<input checked="" type="checkbox"/>	Trim	0.33, 0.33	8.5 × 11.0 in
<input type="checkbox"/>	Media	0.0, 0.0	9.17 × 11.67 in
<input checked="" type="checkbox"/>	Crop	0.0, 0.0	9.17 × 11.67 in
<input type="checkbox"/>	Art	0.33, 0.33	8.5 × 11.0 in
<input checked="" type="checkbox"/>	Bleed	0.21, 0.21	8.75 × 11.25 in

28 PREFLIGHT

Auto Zoom to Selection

76920_WSD_ST_LEA_8256_TheStreet_Text_PROOF.p1: (23)

Info (23)

- Color (23)
 - Ink coverage 2.7 is below threshold 4. (1)
 - PDF Preflight detected RGB or CMYK black that could be replaced with gray space or separation black. (21)
 - Ink coverage 400 exceeding threshold 340. (1)

29 SEPARATIONS 4

All

76920_WSD_ST_LEA_8256_TheStreet_Text_P... OF.p13.pdf

- Cyan
- Magenta
- Yellow
- Black

Cancel Apply

30 ANNOTATIONS 0

All Users and Status

76920_WSD_ST_LEA_8256_TheStreet_Text_P... OF.p13.pdf

No Annotations

31

32

33

8 Preview Navigation

9

The screenshot shows a PDF preview application interface. At the top, a navigation bar includes a dropdown menu labeled 'All Pages' (1), a list view icon (2), a thumbnail view icon (3), a single page view icon (4), a spread view icon (5), a show/hide bleed icon (6), a page number '1 / 28' (7), a refresh icon (8), a zoom slider (9), and a full screen icon (10). On the left, a vertical sidebar displays a list of page thumbnails (11) with green checkmarks. The main area shows a preview of a document page titled 'ROBERTS InSite Prepress Portal User Guide'. The page features a central graphic with the 'InSite' logo and several user icons connected by lines. At the bottom of the page, the URL 'insite.robpri.com' is visible. At the bottom of the application, there is an 'Approve Job' button (11) and a toolbar with a download icon, a green checkmark (12), a red 'X' icon, and a pencil icon.

11

12



2049 Calumet Street • Clearwater FL 33765 • 727.442.4011
www.robpri.com • insite.robpri.com