

INSITE USER GUIDE

WEB BASED PRINT SOLUTIONS



The InSite App for iPad is HERE!



FREE

download on iTunes

Enables users to remotely log in from anywhere at any time. The user interface makes it easy for users to navigate through their job list and open, review and approve pages. Once pages are approved on the App, InSite will notify us that the pages are production ready; even approve an entire job with one click!

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Logging onto InSite

Browsers

If you are on a Mac, use Firefox or Safari. If you are browsing on a PC, it is best to also Firefox.

In your browser, type Insite.modernlitho.com in your address bar. Add this site to your favorites or bookmark it for easy access later.

Logging on

Enter your username and password. Your username is your first and last name with no spaces and your password should be 1way@mlp

If you cannot get logged on, contact the site coordinator for your credentials.

Uploading Files

Creating a Job

Click on the 'Create Job' button to create a new job. Name the job, then hit the 'Create Job' button.

Uploading Files

Click on 'Upload Files' after you've created your job. Naming your upload at the top of the box is optional. Uploading folders is not supported with HTML5 - This only means that you can't drag the folder into the box. If you have a folder, just zip it or compress it and you will be able to upload it. You can upload by either dragging your files into the box or clicking the green plus sign towards the bottom to navigate to your files on your computer.

Click on the Upload button once you have placed all the files in the bottom window panel.

Uploading Files (Continued)

The progress bar will appear when the upload starts. When the file is done uploading the 'Cancel' button will turn into a 'Close' button.

Click on Jobs to return to the list of jobs you have access to or close your browser if you are finished uploading

Using Preview

Getting Started

We will receive a notification that you uploaded your pages. Once we manually process your pages we will post them back to you. You will receive an automated email when your pages are ready. It can take 1-2 days for your pages to be posted back to you.

Login to InSite. Click on the job that is ready for your review. Click on the "Summary" tab if you aren't already on it.

Proofing Pages

Click on 'Preview' to view, approve and reject your pages. Preview will allow you to view high resolution PDF's in the order that it will be printed.

This flash animation will turn the pages similar to having a 3-dimensional book in page order. 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.

For tips on using 'Preview', turn to page 6-7.

Approving Pages

Approving pages online is your 'final ok' to proceed to print. Once all pages have been approved, your job will move forward to be plated.

Approving Pages (Continued)

You cannot approve pages unless you have been assigned as an “approver” within the InSite portal.

Pages may be approved in either ‘Preview’ or ‘Smart Review’. Please use Preview unless you are using Smart Review for color calibrations and densities.

Approving Pages (Continued)

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

After you are done using ‘Preview’, close out of the window and navigate to the ‘Summary’ tab. This will show you your ‘Approval Summary’ and let you know how many pages have been approved. If it says ‘Approval Requested’, that means you have that many pages that need to be approved. Once you have approved all pages, log out of InSite in the upper right corner.

Using Smart Review

Using Smart Review

Your Java **MUST** be up to date.

In ‘Smart Review’ you may view pages, page separations, preflight information and make annotations. Your pages will not be in order in ‘Smart Review’

PDF names will appear on the left hand side. If they have been approved they will appear with a green check. If they have been rejected they will appear with a red X.

Clicking red X will give you these options:

- Set page to ‘Not OK’
- Request Corrections
- Reject the page.

Using Smart Review (Continued)

Clicking the green check will give you these options:

- Set page to review 'OK'
- Give final approval on page.

Submitting New Pages

Naming your pages

Corrections should be submitted in single pages. Do not upload the entire document again unless more than half of your document will have corrections.

Name the PDF using the actual page number and indicate it is a revised page in the name. For example: 3_new, 3fix, 3rev, etc. You do not need to create a new folder to upload new pages. You may upload corrections into the Modern Litho numbered job folder or the folder you previously created for the original upload.

After you upload your corrections we will manually process them again and post them back to you for final approval. You will receive an email when this occurs.

'View' Panel - This should always have the word 'proof' in it except for if it is a cover

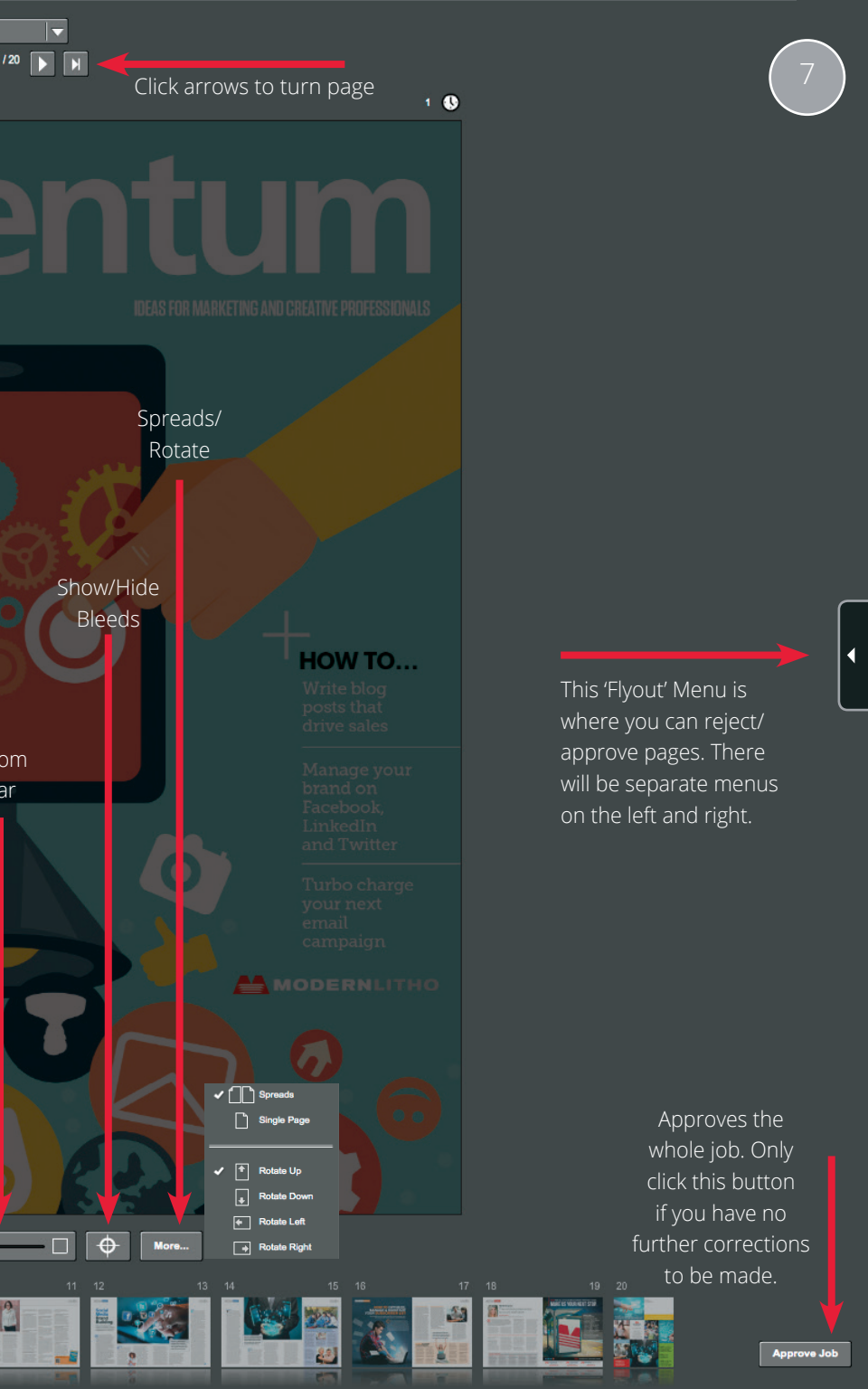


Thumbnail View

Gallery View

Full Screen





Click arrows to turn page

Spreads/
Rotate

Show/Hide
Bleeds

HOW TO...

Write blog posts that drive sales

Manage your brand on Facebook, LinkedIn and Twitter

Turbo charge your next email campaign

MODERNLITHO

This 'Flyout' Menu is where you can reject/approve pages. There will be separate menus on the left and right.

Approves the whole job. Only click this button if you have no further corrections to be made.

Approve Job

1way@mlp

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NOTES:

Need help?

Give us a call!

Phone:

573.635.6119

Toll Free:

800.456.5867



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