MODERNLITHO

INSITE
PREPRESS PORTAL

USER GUIDE

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INSITE
PREPRESS PORTAL

LOGGING IN

It is always best to operate from the most up-to-date browser possible. This will ensure the best compatibility with InSite.

To log in open a browser and type
insite.modernlitho.com
in the address bar.

Enter the username and password received from our InSite Coordinator. If you are unable to log in, contact the InSite Coordinator, insite@modernlitho.com.

UPLOADING FILES

Creating a Job
Click on the 'Create Job' button located in the top left corner of the dashboard to create a new job.
Create a 'Job Name', then hit the 'Create' button.
*** Do NOT use any special characters ***

File Submission Checklist
☐ Modern Litho presets were used

☐ Single multiple-page PDF

☐ Images are 150 dpi or higher

☐ Bleeds of .125 or more

☐ Fonts are embedded

☐ Spell check complete

figure 1

Uploading Files

Click 'Upload Files' at the top left corner of the job level dashboard after the job has been created. *(See figure 1)* When naming the upload, be specific by referencing the quote number or any other details that would be helpful and descriptive.

figure 2

There are two methods to upload. One method is to drag and drop the files into the bottom section. An error may appear that says 'Uploading folders is not supported with HTML5' This error can happen using an older browser. Try zipping or compressing the folder and try again. Another method is clicking the black plus button to upload individual files. *(See figure 2)*

A status bar should display showing the file is uploading. Sometimes the file upload is fast enough where the progress bar doesn't display.

Once the file has uploaded, a notification will be sent and the popup window will show a completed status. To confirm the upload was successful, navigate to

figure 3

the dashboard and highlight the job you uploaded into. On the right side of the screen, is a drop down showing the completed upload. *(See figure 3)*

THE PROOFING PROCESS

figure 4

Getting Started

The InSite team will receive a notification for uploaded pages. The pages are then processed and posted back on InSite. Typically, this process may take 1-2 business days.

An automated e-mail will be sent when the pages are ready to review. *(See figure 4)*

This e-mail notice will include a direct link to the job. Or navigate to insite.modernlitho.com and login to see the files ready on the job dashboard.
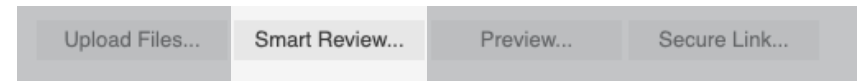

figure 5

Reviewing Pages

InSite offers two ways to proof and approve files: Preview and Smart Review. Preview works like a digital blueline. It displays pages in the order they will print as a flipbook, showing the final trim size and pagination. It is generally considered a simpler method to review a proof.

Smart Review is the more robust method of file review and is the default method used by InSite. To open Smart Review, click on the thumbnail or use the button marked "Smart Review." *(See figure 5)*

USING SMART REVIEW

Smart Review features a user-friendly interface and provides dynamic proofing tools so you can be confident in the review of the job. These tools show information regarding more technical aspects such as: ink density, crop marks, image resolution, (including alerts for low-res images) and more.

Smart Review User Interface

1. **The Files Thumbnail List**
   a. Which shows all the pages in the job in a quick, scrollable view. The thumbnails can be sorted by Position, Name, and Date Modified.
2. **The Canvas Area**
   b. This shows a larger preview of the active page.
3. **The Tools Panel**
   c. This panel will be the information center during the review.
4. **The View Panel**
   d. This tool bar helps navigate through the pages of the job, control the zoom, and view the project in single pages, spreads, or a comparison view. This panel also allows access to personal preferences and provides access for printing.
5. **The Approval and User Status Panel**
   e. This panel allows for the approval or rejection of individual pages of the job.

See a diagram of the Smart Review user interface on pages 8-9

INSITE RESOURCES

To learn more about Smart Review, view the InSite video tutorial and other resources here:
www.modernlitho.com/insite-resources

Approving Pages

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

It is important to note that each user will be designated as an "approver" or "reviewer" within the InSite portal. At least one person must be an approver which means they have the authority to give final approval on files for production. Additional users can be set up as "reviewers". Reviewers can view files, notes and interact within in InSite but do not have final approval rights. **Final approval can only be given from the user marked as the approver.**

The Thumbnail View Panel displays individual thumbnails of the pages. If they have been approved they will appear with a green check. If they have been rejected they will appear with a red X.

To approve or reject individual pages in the job, navigate the document using either the Thumbnail List or View Panel. Then, simply hit approve or reject by using the green or red button at the bottom of the screen.

To approve or reject all pages at one time, simply go back to the job level dashboard, select "all" at the bottom of the screen, then click either the green checkmark or red x. *(See figure 6)*
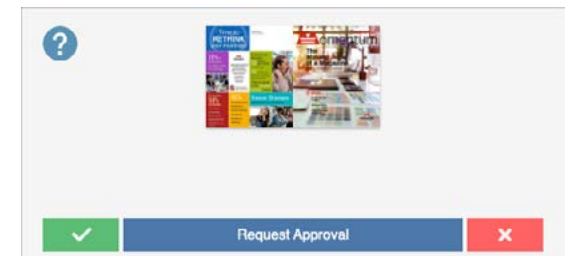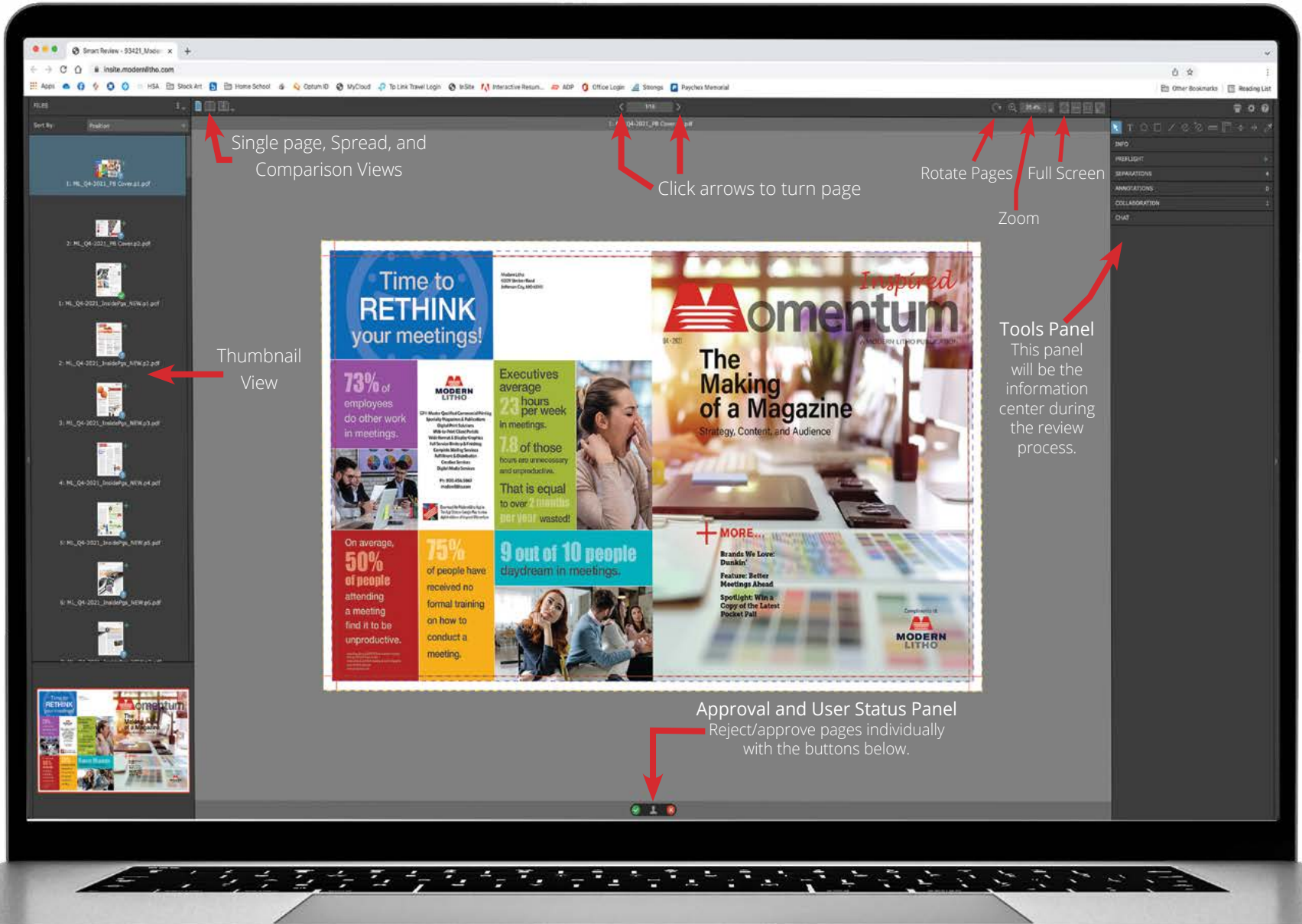

figure 6

Previously rejected pages will remain rejected even after clicking on the 'Approve Job' button.

SMART REVIEW
USER INTERFACE

Single page, Spread, and
Comparison Views

Click arrows to turn page

Rotate Pages   Full Screen

Zoom

Thumbnail
View

Tools Panel
This panel
will be the
information
center during
the review
process.

Approval and User Status Panel
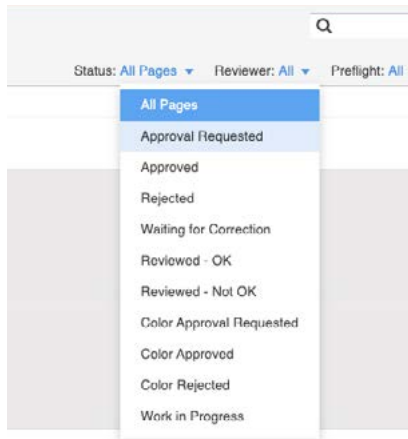Reject/approve pages individually
with the buttons below.

figure 7

Rejecting pages will flag the job and prompt the CSR and the Prepress team replacement pages will be sent. Once new pages are uploaded into the job, using the upload process mentioned earlier in this video, those pages will be posted on InSite for review.

To view just the new pages, navigate to the job level dashboard, click the status drop down, and click "Approval Requested". *(See figure 7)* Then, simply click the thumbnail of the page and Smart Review will open showing the pages needing approved.

SUBMITTING CORRECTIONS

Naming Pages
Corrections should be submitted in single pages. It is not necessary to upload the whole document unless more than half of the document will have corrections.

Name the PDF using the page number and indicate it is a revised page in the name. For example: 3_new, 3fix, 3rev, etc. When ready to submit the revision upload the corrections using the same process found on page 2 of this guide. Upload the individual pages into the Modern Litho numbered job folder or the folder previously created for the original upload. There is no reason to create a new job folder.

After the correction upload is received the file will be processed and posted back on InSite for final approval. From the job level dashboard sort pages by Approval Requested to display these new pages. *(See figure 7)*

Once all of the pages are approved the job will start its journey through the production process.

THANK YOU
FOR CHOOSING MODERN LITHO!

QUESTIONS?
We're here to help.
Please contact our InSite Coordinator.

573-644-6223
insite@modernlitho.com

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**For more InSite resources visit
modernlitho.com/insite-resources**

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