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Uploading Files Using Kodak

InSite easy step-by-step instructions on uploading files through InSite for soft proofing at Page 1 Printers.

InSite is a web portal to the Page 1 Printers prepress environment that lets Page 1 Printers and their customers work with print jobs over the internet. InSite helps to manage the proofing, correction, and approval process so that it is more efficient. Please follow the steps below to create a new Pre-Production Job and upload your files through InSite.

To send us your files, open up Internet Explorer on PC or Firefox on Mac.

1. Login to <https://proof.page1printers.com>

Type in your user name and password, then click the login button. Usernames and passwords are case sensitive.(refer to email)

2. Create New Job Click Customer Name Sheefed Press (printed on Hiedelbieg)

or Customer Name Web Press (coldset web press) (see fig. 1) to go to the Create Job screen (see fig. 2). Type in Job name date (see fig.3) If your CSR/Prepres provided you a Page 1 Printers Job Number you should name your job as follows 'Job #_Your Company'. Select 'Create' button. If the files you are going to upload are for an existing project you should NOT create a new Job instead, go to the existing Job and upload your files.

3. Job Home Once your new job is created, go to the job's home page (see fig. 4). From here you can see a complete overview of the job. Since this is a brand new job that was just created there isn't any content to look at yet.

4. Upload Files Click 'Upload Files' to bring up the Upload Files panel (see fig.5). Type in a descriptive name in the 'Upload Name' field the Upload Files panel. You will have to choose how to process the pages that you are going to upload. Black & White, CMYK and Spot color pages MUST be uploaded separately.

There are three options available to you:

- Black and White - For grayscale pages
- CMYK - For color pages (Sheefed Press has only CMYK & Spot)
- Spot Color - For pages that are printing with black and one spot color

Click the GREEN Plus to navigate to the PDF file, highlight them and then select Open to bring your files in the que. Next click the upload files button. (see fig.5)

5. Upload Details Once your upload begins it will bring up progress panels. InSite will relay the progress of the upload and then of any automatic processing of the files uploaded. While processing InSite displays informational messages including any problems encountered. Please look closely at the messages. If there are severe problems contained in your files InSite will tell you. You can fix any problems found by using your native applications and then uploading the same file name again. **Uploading a file with the exact same name as a previous file will overwrite the old file. When we begin production on a job (Approved Files) in prepress, the job is changed so that no automatic processing takes place on uploads.**

6. Upload Complete - Your files were automatically processed they should be visible in the pages view (see fig. 6). When the upload is finished in the **job summary window** you will be able to see the number of pages uploaded and the names of the files that have been uploaded.

To view a listing of all the files that have been uploaded, click the Pages tab. The next step is to approve your pages. **Please contact the Prepress Department to aid you in the use of InSite to approve, annotate and request corrections.**

