

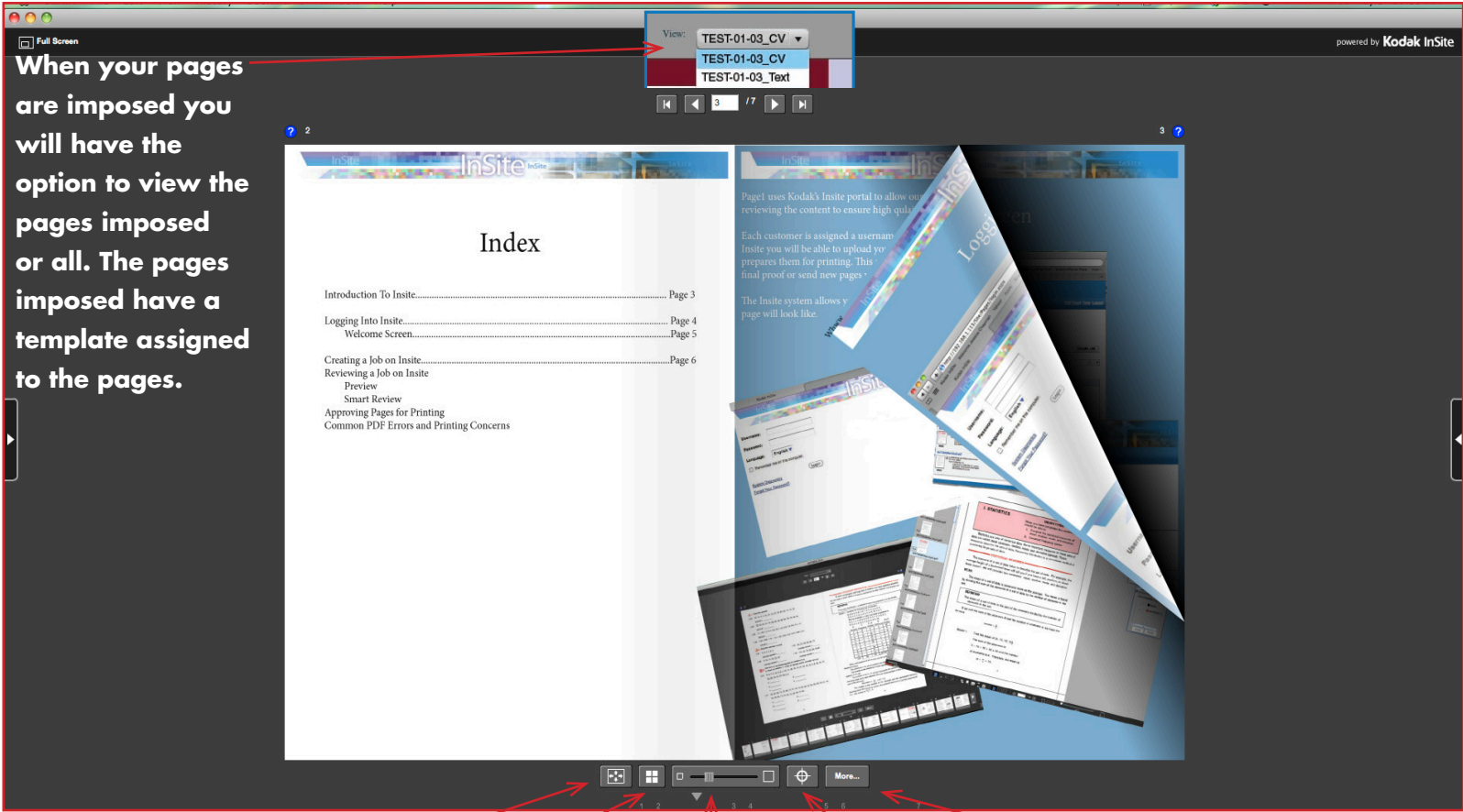
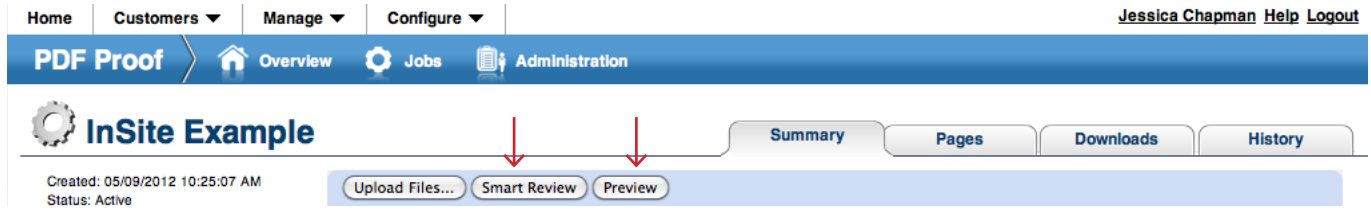
Approving Your Job

You can review your job files any time after you have uploaded. Have all the pages request approval before, you review the pages so that you can APPROVE them for print as you review them.

There are two options for reviewing your pages:

Preview

Smart Review



When your pages are imposed you will have the option to view the pages imposed or all. The pages imposed have a template assigned to the pages.

Full Page Gallery View Zoom Show Bleed More Options (Rotate, Views)

To review your pages with the preview you will need to click the "Preview" button that appears in the Summary or Pages tab.

A new screen will open displaying your pages like a book.

Above is what your pages will look like within Preview. They will be able to turn like a book. Just click the arrows at the bottom of the page and start the walkthrough of your publication. You can also enter a specific page number above the pages.

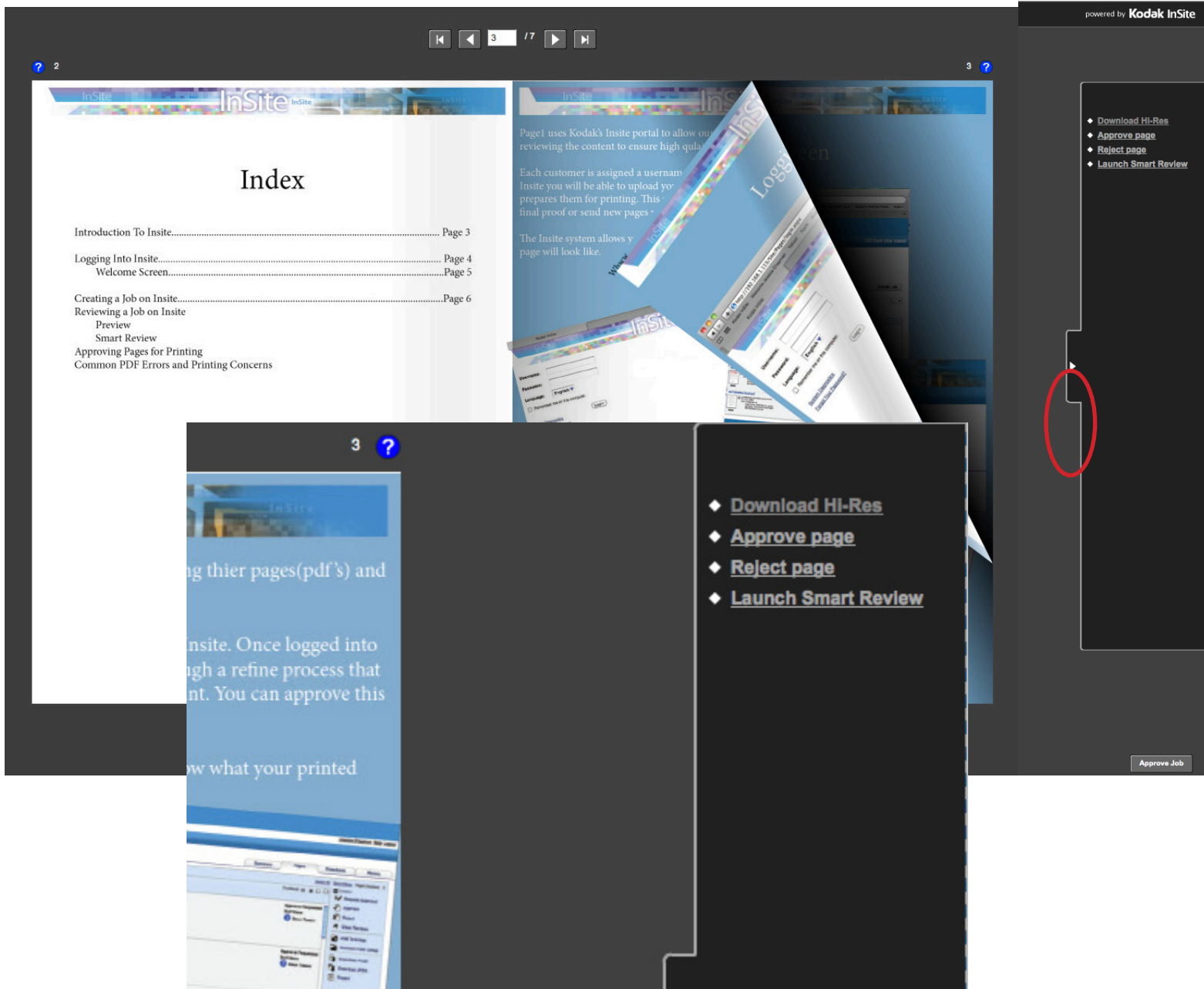
If you would like to see all of your pages, you can change to the gallery view. This is the gray box with four white boxes in it.

The Slider box in the middle allows you to zoom in and out of the page.

Approving Pages In Preview

Things to look for when approving pages:

- Correct dates and page numbers
- Four color black text or images
- Pages have at least .125" if bleed sheeffed and .25" bleed for web
- Photos are at least 300 DPI resolution for sheeffed and 200 DPI or more for web (better at 300 DPI)



Tab pulls out with the options to Approve or Reject the page. You can also send the job to smart review so you are able to look at the page more in depth.

When the pages are awaiting approval there is a blue question mark by the page number. When the page has been approved this will change to a green check mark.

Reviewing & Approving Pages in Smart Review


Note: On a Mac computer with Apple Safari software, you must allow files to open after downloading. In the Safari software, select Preferences. On the General tab, select Open "safe" files after downloading.

In Smart Review, perform any of the following actions:


- On the Summary or Pages tab, click Smart Review.
- Smart Review opens and displays the first page of the file.
- On the Pages tab, in Gallery or List view, click a page's thumbnail.
- Smart Review opens and displays the page whose thumbnail you selected.

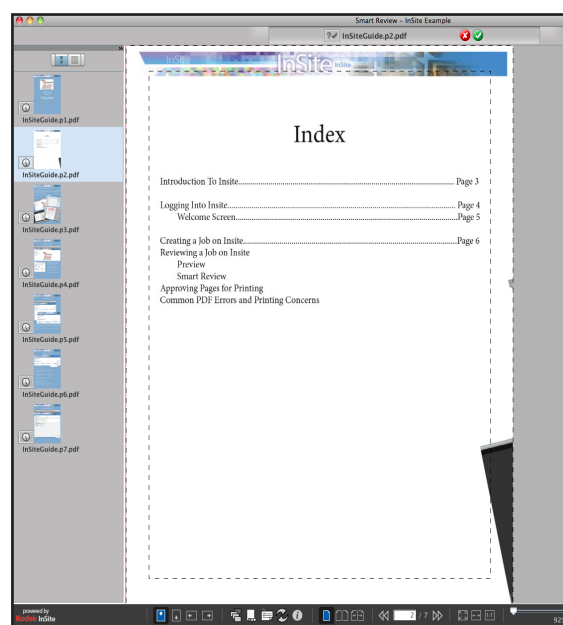
A new screen with your job in it comes up. The pages for the job will be listed on the left hand side of the screen.

When you open a file in Smart Review, you can work with the file in the following ways:

- Change how the file appears in Smart Review, work with annotations and summarize all annotations made to the file.
- Compare two different files or compare two revisions of the same file.
- Collaborate with others in a group review session, review and approve pages, and print the file to a local printer.
- You can view information about the file that is displayed in Smart Review, including the image dimensions, color target and resolution.
- Click Page Info .
- Information about the currently displayed page appears, such as the image dimensions, trim lines, bleed lines, size of the media box and art box, color target and resolution (of raster images). Measurements appear in the unit of measure set in your Smart Review preferences.
- When you view two files at the same time (in Reader Spread or Compare mode), information appears about both pages.
- To dock the Page Info dialog box at the bottom of the Page List pane, click <<. To undock it, click >>.

The page size and safety lines are there by default. You can remove these lines by clicking the view menu at the top of the screen. Note: **The safety line is not where your page will trim. It is set at .5" from the edge of your page by default.**

 **There is a help section on Insite that can explain some of the advanced tools. On the next page is the Smart Review Tool Details summary.**



HELPFUL HINT: The numbers listed in RED are the primary items. You can accomplish all you need to with these items.

15 16

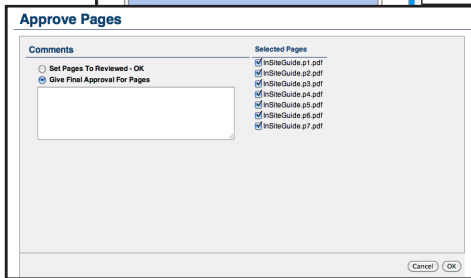
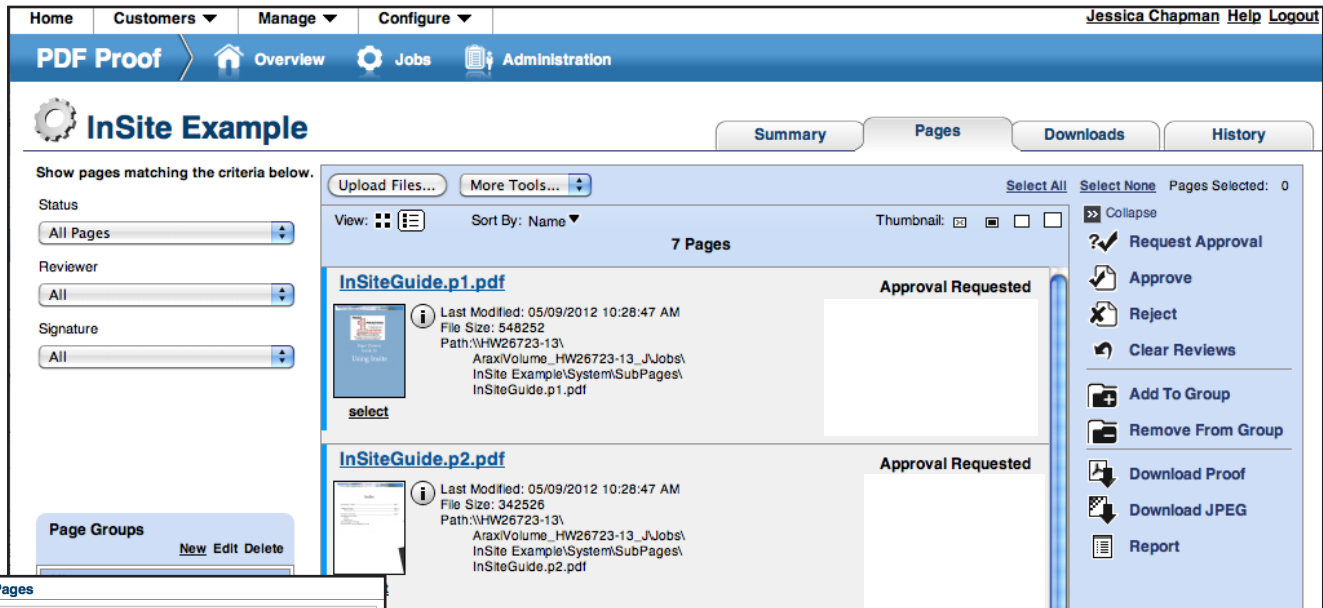
1. This hand helps you move the page around on the screen.
2. Click with this tool where you would like to enlarge the page on your screen.
3. Click with this tool where you would like to reduce the page on your screen.
4. When you want to make a note of something click on this tool and then click where you want the note to appear on the page and start typing.
5. This tool is a rubber stamp and has options that can be changed to something more fitting.
6. You can use this like a pen, just click and start drawing.
7. You can make lines on the page with this tool.
8. You can place a box around something and then make a note with the text tool.
9. You can circle something and make a note with the text tool.
10. You can use this tool to measure the length of something on the page.
11. Another tool to measure both width and height.
12. You can place a horizontal guide on the page with this tool.
13. Used to place a vertical guide on the page.
14. Click on something with this tool to see the color mixture.
15. This is a button to reject the entire page.
16. The page can be approved with this button.
ONLY use if you are happy with the page and do NOT need to see another proof.
17. Slide this up or down to view the pages in this side bar.
18. You can chane the view of your sidebar to a list or icons as you see them here.
19. Click on any page to have it appear larger as you see hear to the left.
20. These four buttons rotate the page.
21. You can view the color seperations with this tool
22. This is to view versions (rarely used)
23. This will bring a box stating all of the things noted on the page.
24. Preflight tool
25. Will show info about the page.
26. First of three icons is to view a single page. Second is to view in reader spreads. Third is a compare mode to compare 1 page to another.
27. Flip forward or back through the pages.
28. The last five buttons are for sizing the page on your screen. The last one will allow you to fill you full screen.

1 2 3 4 5 6 7 8 9 10 11 12 13 14

51%

Approving Pages

Pages Tab



On the Pages tab you will be able to select all of your pages together or individually. After choosing the pages you would like to approve, click Approve, you can also Reject or Remove pages. After rejecting the page select Remove. Please review ALL pages or NEW pages uploaded before approving the page in the pages tab and keep the same naming convention when uploading new files to replace the file your rejecting and upload in the same order.

You can also download a Proof, JPEG or Report from the right-hand side in the Pages Tab.

1. Click on the page or pages
2. Next select the option from the right side - Proof, JPEG or Report.
3. A navigation pane will pop up to select information.

When the pages are approved they will show a green check mark and the status will change to "approved". The pages will also show approved in the summary of the job. After all the pages are approved the Prepress department will bring the job into production and take off InSite.

