



The Official Printer of the Denver Broncos

Quality Web Printing

2001 S. Platte River Drive • Denver, Colorado 80223
Phone: 303-936-0303 • Fax: 303-265-9816

Using Insite

These are the basic instructions on uploading & previewing files within Insite.

If something is unclear or you have further questions, please contact your Account Manager.

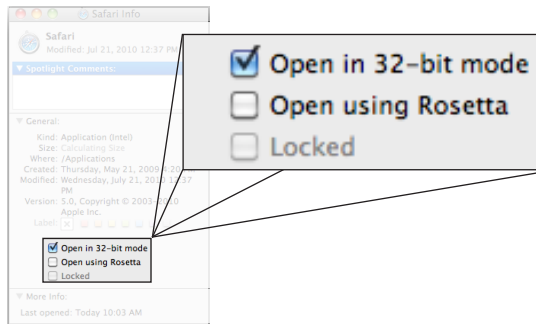
Safari & Firefox work best with Insite

- Please un-block pop-up windows
- If you're on a MAC using OS 10.6 or higher and choose to use Safari, you will need to go to your Applications folder and "Get Info" on the program and ensure "Open in 32-bit Mode" is checked or you will not be able to upload

Go to:

<http://insite.publicationprinters.com>

(bookmark this page)



Before logging in and uploading your files, there are a few steps that need to be taken:

1. Run **System Diagnostics** to ensure your computer and internet connection are up to par (if they are not, you will need to resolve any issues prior to uploading)
2. If you meet the criteria you will login to Insite using your username and password that was sent to you in an email (**THESE ARE CASE SENSITIVE, PLEASE MAKE SURE YOU TYPE THEM JUST AS THEY APPEAR**)

The collage includes several screenshots:

- The main Insite login page with fields for Username, Password, and Language (English). A 'Login' button and a 'System Diagnostics' link are visible. A '30th 1979 ANNIVERSARY 2009' logo is also present.
- The 'System Diagnostics' window showing system properties (Mac OS X 10.4.11), web browser details (Firefox 2.0.0.13), and JavaScript status.
- The 'Email Password' window with a 'Forgot Your Password?' link and a 'Cancel' button.
- A 'Test Completed' window showing a download speed of 5965.7 KBytes/sec and an 'Excellent Line Speed'.

*** If you have forgotten your password, click on "Forgot Your Password?" - it will prompt you for your Username and then email your password to the address linked to your account.**



The Official Printer of the Denver Broncos

Quality Web Printing

2001 S. Platte River Drive • Denver, Colorado 80223
Phone: 303-936-0303 • Fax: 303-265-9816

UPLOADING FILES TO YOUR JOB

Once you are ready to create your final PDFs using the PDF instructions you have received from your Account Manager, you will need to determine how you're going to upload them. Below are the three options for uploading files along with info for each.

PLEASE NOTE:

Your Account Manager will have setup a job for you to upload to, this is where you need to upload your files. **Please DO NOT create a new job** and see below for naming conventions based off how you are planning on uploading your project. The naming conventions we use are created to ensure consistency, accuracy and to help utilize all the benefits of Insite with the least amount of issues.

While it is easier to upload one file or groups of pages for your project, if you are anticipating corrections, it will be easier in the overall scheme of things to upload individual files for replacement and order purposes. However, any of these ways are completely acceptable and examples of all three ways are described. You will need to determine which option you'd like to use prior to upload.

If you choose to upload individual files, it doesn't mean you have to export each page separately. There is an easy way to extract to single pages from a multi-page PDF in Acrobat and rename them as a batch using a file renaming software that takes very little time. If you would like to go this route and need assistance, please see screenshots or contact your Account Manager and they can put you in touch with someone that will walk you through the process.

COVER FILES ARE SOMETIMES INCORPORATED INTO THE PROJECT AS PAGE 1, IF THEY ARE NOT, IT IS BEST TO SEPERATE THEM FROM THE GUTS AND NAME THEM ACCORDINGLY AS TO NOT THROW OFF THE PAGE ORDER. PLEASE SEE THE FOLLOWING FOR COVER FILES:

FC=front cover IFC=inside front cover IBC=inside back cover BC=back cover SPINE=spine

Naming Conventions and File Upload Options - In Order By Preferred Method

INDIVIDUAL PAGES:

- This is the best overall way to upload a project and will aid in keeping page order until an operator works your job
- If you have correction pages, they will easily be replaced by naming them the same as the original file
- Your pages will be in order as long as you use the correct naming convention with placeholders based off page count

For Example - if your job is 24pgs please name your files as follows:

85888_01.pdf
85888_02.pdf
85888_03.pdf

(If your job has 100 total pages, you would add another "0" - 85888_001.pdf and so on)

- Insite will append a position number as shown below:

85888_01.p1.pdf
85888_02.p1.pdf
85888_03.p1.pdf

- If you need to upload a correction for page 3, you would either reject the old page 3 and upload a new file or as long as the name is exactly the same and you haven't given final approval for the page, you could upload a new file and it will overwrite the existing page 3.



Naming Conventions and File Upload Options

Continued from page 2

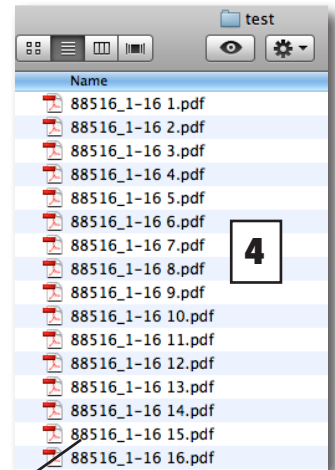
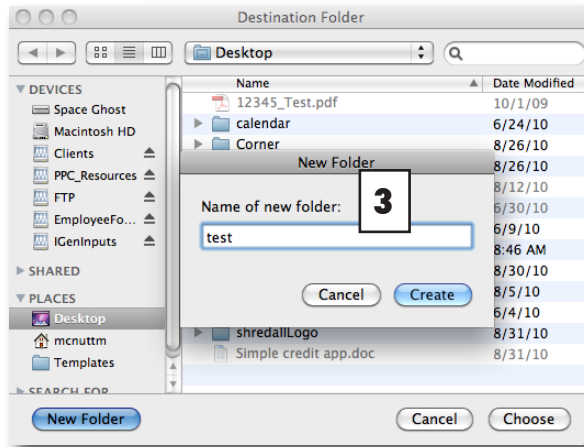
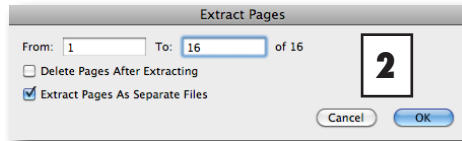
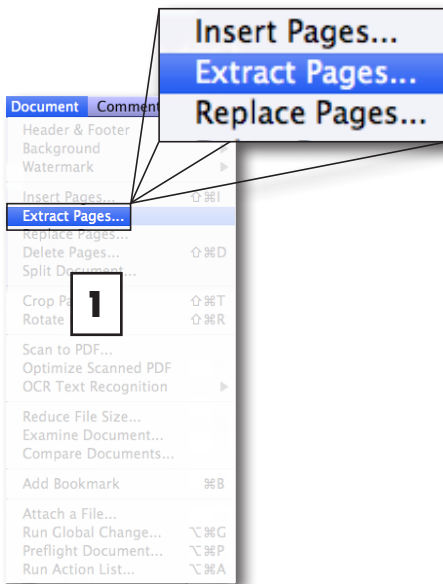
INDIVIDUAL PAGES Continued:

EXTRACTING PAGES FROM A PDF DOCUMENT

Once you have exported your project to PDF and named it with the job number, you can extract the entire file to single pages by opening the file in Acrobat and following these instructions:

1. Document–Extract Pages
2. Put in the entire page range of the document and check the “Extract Pages As Separate Files” box
3. It will prompt you to pick a location to save to - make a new folder on your desktop and navigate there
4. When you click OK, Acrobat will extract the files and use your existing file name and put them in order

Once this is complete, it is time to rename your files

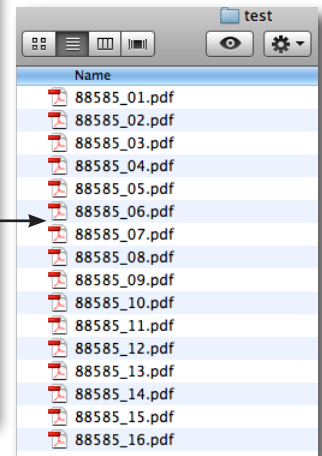
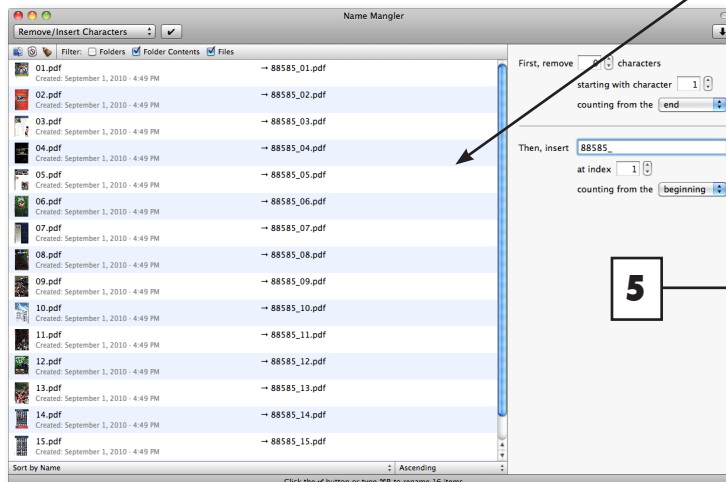


RE-NAMING PAGES USING NAME MANGLER

You can download and use Name Mangler or a similar file re-naming software

5. Drag your files from the folder to the application and re-name to your job number and pages

Once this is complete, you are ready to upload your files





Naming Conventions and File Upload Options

Continued from page 3

ONE PDF FILE FOR YOUR PROJECT:

- Insite will separate your multi-page PDF into individual pages and append a position number at the end of the name
- If you don't count your front cover as page 1, your page numbers will be off and uploading corrections may become tricky
- If you have correction pages, they will be out of order because of the position numbers applied
- When uploading correction pages, **PLEASE NAME WITH ACTUAL PAGE NUMBER AND NOT POSITION NUMBER**

For Example - if your job is 24pgs and the file name is 85888_Family.pdf - Insite will split out all 24pgs and name them as shown below:

85888_Family.p1.pdf
 85888_Family.p2.pdf
 85888_Family.p3.pdf
 85888_Family.p4.pdf
 85888_Family.p5.pdf

- If you needed to upload a correction for page 3, you would reject the old page 3 and name the new file 85888_CX_03.pdf - when it uploads it will be named 85888_CX_03.p1.pdf because there is only one page in the PDF file. This is fine as long as the correction file is clearly named and the operator knows where to assign the file. If you need to re-upload the entire group of pages for some reason, as long as the file name is exactly the same and it has the same number of pages, it will overwrite the existing file.

GROUPS OF PAGES FOR YOUR PROJECT:

- Insite will separate your multi-page PDFs into individual pages and append a position number at the end of the name
- If you have correction pages, they will be out of order because of the position numbers applied
- When uploading correction pages, **PLEASE NAME WITH ACTUAL PAGE NUMBER AND NOT POSITION NUMBER**

For Example - if your job is 24pgs please name your groups of pages as follows, clearly indicating what pages are in what group:

85888_01-05.pdf
 85888_06-11.pdf
 85888_12-17.pdf
 85888_18-24.pdf

- Insite will split out the groups of pages and name them as shown below based of the number of pages in each group:

85888_01-05.p1.pdf	85888_06-11.p1.pdf
85888_01-05.p2.pdf	85888_06-11.p2.pdf
85888_01-05.p3.pdf	85888_06-11.p3.pdf
85888_01-05.p4.pdf	85888_06-11.p4.pdf
85888_01-05.p5.pdf	85888_06-11.p5.pdf
	85888_06-11.p6.pdf

- If you needed to upload a correction for page 3, you would reject the old page 3 which would be 85888_01-05.p3.pdf and name the new file 85888_CX_03.pdf - when it uploads it will be named 85888_CX_03.p1.pdf because there is only one page in the PDF file. This is fine as long as the correction file is clearly named and the operator knows where to assign the new file. If you need to re-upload the entire group of pages for some reason, as long as the file name is exactly the same, it will overwrite the existing file.



The Official Printer of the Denver Broncos

Quality Web Printing

2001 S. Platte River Drive • Denver, Colorado 80223
Phone: 303-936-0303 • Fax: 303-265-9816

Uploading To Your Job

Continued from page 5

Once the processing has completed, you will see in the Summary tab the total number of pages posted and the File Transfer information.

In the Pages tab, you will see the files uploaded, if there are preflight warnings and other info about the files. You may or may not receive a preflight report via email based off how you've worked that out with your Account Manager, either way, the preflight information is available in both the Pages tab and Smart Review. At this point, you are now ready to launch the Smart Review and look at your job to ensure the files have uploaded and processed as you're anticipating.

12345_TestJob Summary Pages Downloads History

Created: 08/27/2010 9:54:59 AM
Status: Active
Type: Pre-Production

Approval Summary
Total: 5
Requiring Approval: 5

Signatures
There are no signatures for this job.

Reviewers
There are no reviews outstanding for this job.

File Transfer
Uploads
Untitled 1 file, 2MB, Done
[Completed Uploads \(1\)](#)

Info Sheet | Create
There is no Info Sheet for this job.

Notes | Add Note
Show
All Notes
No notes have been added for this job.

12345_TestJob Summary Pages Downloads History

Show pages matching the criteria below.

Status: All Pages
Reviewer: All
Signature: All

Page Groups: All, Unfiled

Upload Files... Arrange Pages More Tools... 5 Pages

Thumbnail	Name	Status
	12345_Test.p1.pdf	Approval Requested
	12345_Test.p2.pdf	Approval Requested
	12345_Test.p3.pdf	Approval Requested
	12345_Test.p4.pdf	Approval Requested
	12345_Test.p5.pdf	Approval Requested

Each file entry includes: Preflight Completed With Warnings, Last Modified, File Size, and Path.

System Diagnostics | Website | Contact: +1-303-936-0303

Powered by Kodak InSite



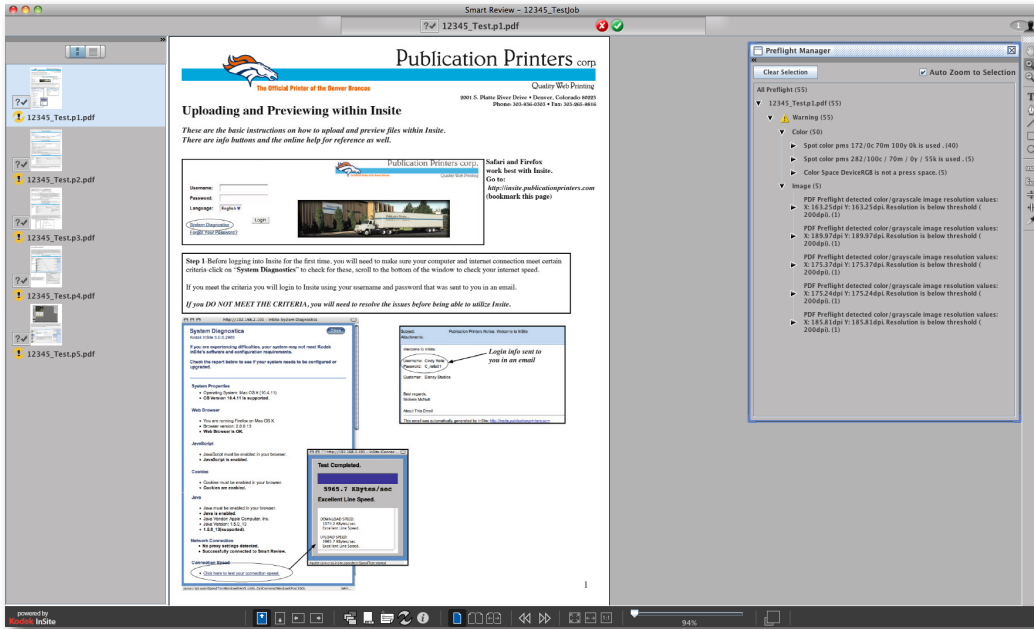
The Official Printer of the Denver Broncos

Quality Web Printing

2001 S. Platte River Drive • Denver, Colorado 80223
Phone: 303-936-0303 • Fax: 303-265-9816

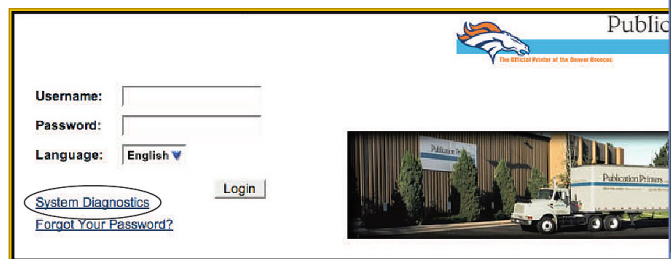
Reviewing Pages In Smart Review

When you launch the Smart Review, you may be asked to “trust or allow” an applet as you were when uploading. Please do so and then the Smart Review will launch. Once it comes completely up, you will be able to view your pages, any preflight issues, color separations, etc. If you have any questions while in this window or see something that doesn't look right, please contact your Account Manager immediately so that it can be addressed. These will be the refined/trapped files that are going to press so if something isn't correct here, chances are it will print this way.



Uploading and Reviewing within Insite

These are the basic instructions on how to upload and preview files within Insite. There are info buttons and the online help for reference as well.



- Warning (55)
 - Color (50)
 - Spot color pms 172/0c 70m 100y 0k is used. (40)
 - Spot color pms 282/100c / 70m / 0y / 55k is used. (5)
 - Color Space DeviceCMYK is not a press space. (5)
 - Image (5)
 - PDF Preflight detected color / grayscale image resolution values:
 - X: 163.25dpi Y: 163.25dpi. Resolution is below threshold (200dpi). (1)
 - PDF Preflight detected color / grayscale image resolution values:
 - X: 189.37dpi Y: 189.37dpi. Resolution is below threshold (200dpi). (1)
 - PDF Preflight detected color / grayscale image resolution values:
 - X: 175.37dpi Y: 175.37dpi. Resolution is below threshold (200dpi). (1)
 - PDF Preflight detected color / grayscale image resolution values:
 - X: 175.24dpi Y: 175.24dpi. Resolution is below threshold (200dpi). (1)
 - PDF Preflight detected color / grayscale image resolution values:
 - X: 185.81dpi Y: 185.81dpi. Resolution is below threshold (200dpi). (1)

While reviewing preflight warnings, you can click on the issue and it will zoom into and highlight the issue.

For example, if you have multiple images being flagged for resolution under 200dpi, you can click on each warning and it will show you exactly which image it's referencing. This way, you can easily determine the problem and if it needs to be addressed.



The Official Printer of the Denver Broncos

Quality Web Printing

2001 S. Platte River Drive • Denver, Colorado 80223
Phone: 303-936-0303 • Fax: 303-265-9816

Approving Your Pages

Once you have reviewed your files and uploaded your correction pages, you are now ready to give final approval.

There is a couple of different ways to do this:

- You can approve each page individually by clicking on it in the pages tab and selecting "Approve"
- You can do a "Select All" in the pages tab and select "Approve"
- You can approve the pages in the Smart Review

Regardless of which way you choose to give Final Approval - **ONCE THIS HAS BEEN GIVEN YOU CANNOT UPLOAD ANY REPLACEMENT PAGES OR REJECT THE PAGES.** You will have to contact your Account Manager to over-ride the approval and delete the page. Please make sure you do not give Final Approval until you are ready to go to press.

If there are multiple users reviewing the pages, you can use the "Set Pages To Reviewed - OK" or "Not-OK" until everyone agrees the job is ready to go to press.

The same goes for the "Reject" feature - when you "Reject" a page, it deletes it from the job completely so you will need to upload a new page or re-upload the file you rejected if it was deleted by mistake.

If you have any questions about this process or how to use it appropriately, please don't hesitate to contact your Account Manager for guidance.

The screenshot shows the 'Approve Pages' dialog box in the Publication Printers Corp. web interface. The interface includes a navigation bar with 'Home', 'Customers', 'ACME', 'Overview', and 'Administration'. The main content area shows the job '12345_TestJob' with tabs for 'Summary', 'Pages', 'Downloads', and 'History'. The 'Approve Pages' dialog is open, displaying a list of pages with a 'Selected Pages' section. The 'Selected Pages' section shows '12345_Test.p1.pdf' with a warning icon and the text 'This page contains preflight Warnings'. Below this, there are radio buttons for 'Set Pages To Reviewed - OK' and 'Give Final Approval For Pages'. The 'Give Final Approval For Pages' option is selected. The dialog also includes a 'Comments' section and a 'Cancel' button. The bottom of the interface shows a list of files, including '12345_Test.p5.pdf' with a status of 'Approval Requested' and a 'Preflight Completed With Warnings' message.