

InSite Preflight & Approval Guide

Preflight: Our CSR/TSR will provide you with a Preflight Report of your files that reside in InSite. The report may contain warnings or failures on particular pages and these can also be seen in InSite. In the Pages Tab and also in Smart Review the Preflight icons will be displayed on the pages. The **green** icon indicates the page has no automated Preflight issues, the **yellow** icon indicates there are warnings and the **red** icon indicates there are failures. In Smart Review you can select the page in question and open the Preflight panel and click on the issue and it will show you on the page where the problem is. Looking at the Preflight warning and failures can help you determine if Approval or Rejection of the page is needed.

Pass icon in Pages Tab

978-0-545-91424-6.p6.pdf



Preflight Complete
Last Modified: Wednesday, January 29
File Size: 46430

select

Warning icon in Pages Tab

Keep_Moving_interior_rd3.p2.pdf



Preflight Completed With Warnings
Last Modified: Monday, October 07, 201...
File Size: 30053

select

Failure icon in Pages Tab

Keep_Moving_interior_rd3.p4.pdf



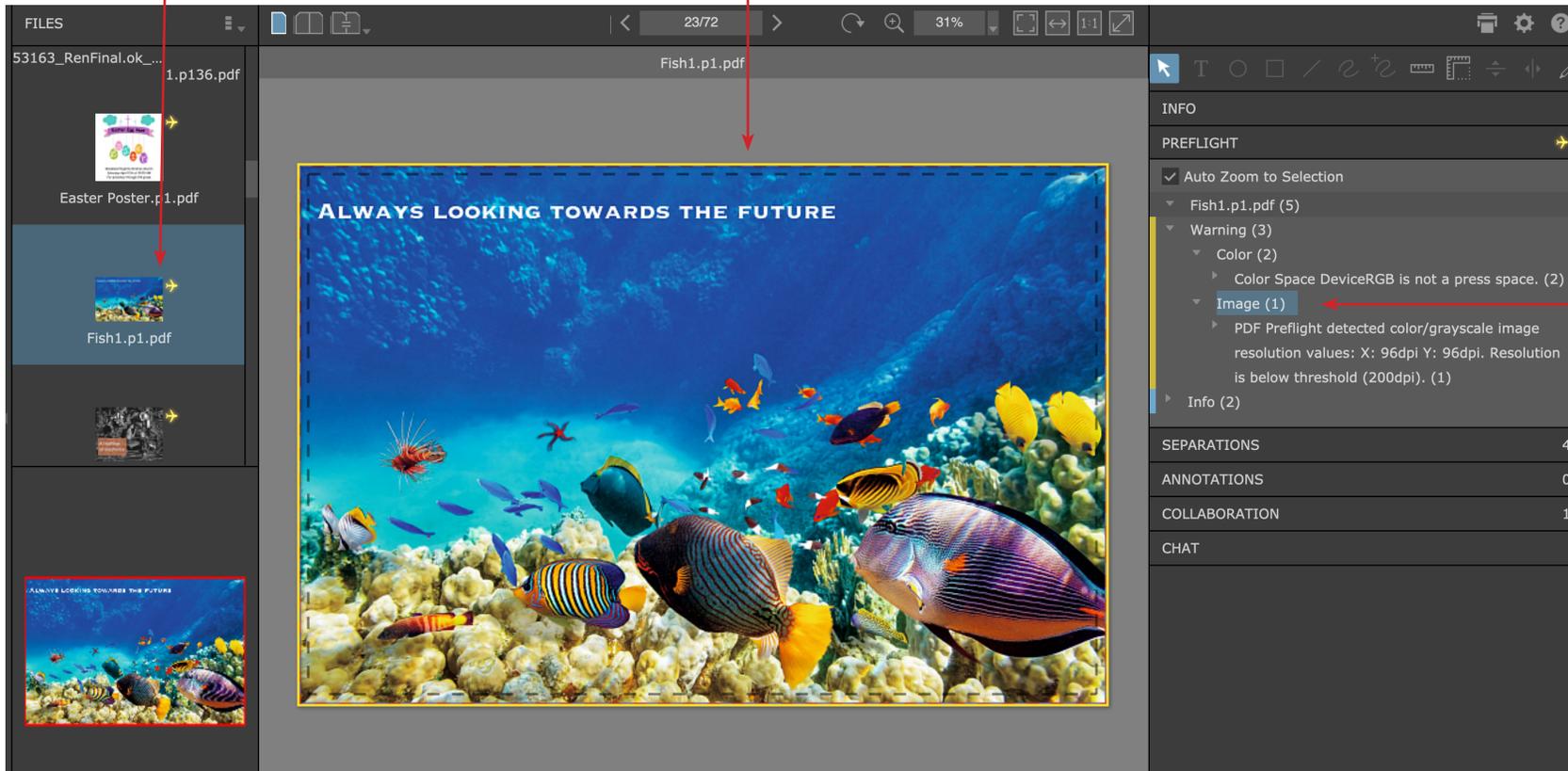
Preflight Completed With Errors
Last Modified: Monday, October 07,
File Size: 51342

select

Yellow- Warning icon in Smart Review

Yellow box highlighting the low res image

Smart Review

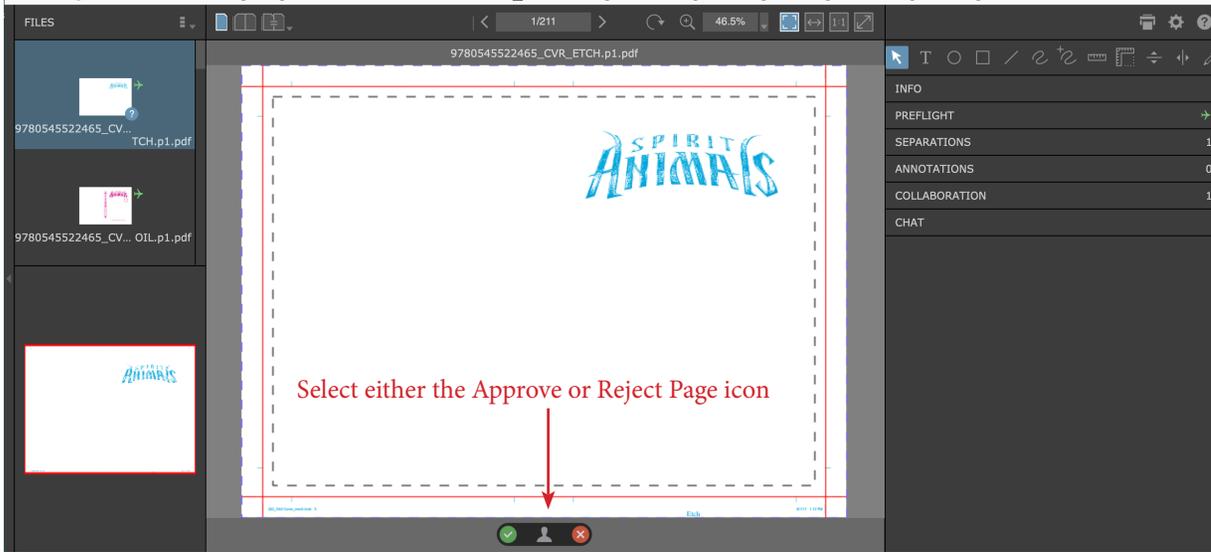


The screenshot shows the Smart Review interface. On the left is a 'FILES' sidebar with a list of documents, including 'Fish1.p1.pdf' which has a yellow warning icon. The main area displays the selected PDF page, 'Fish1.p1.pdf', which features an underwater scene with the text 'ALWAYS LOOKING TOWARDS THE FUTURE'. A yellow box highlights a portion of the image. On the right is a 'PREFLIGHT' panel with a tree view showing a warning: 'Color Space DeviceRGB is not a press space. (2)' and 'Image (1)'. A red arrow points from the 'Image (1)' entry to the highlighted area on the page.

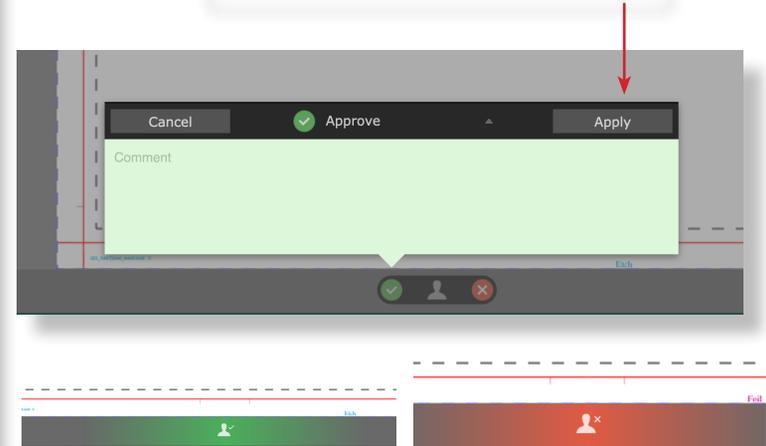
Click on the warning or failure in the Preflight window and Smart Review will highlight the issue.

Approval: Once you have reviewed the Preflight report and your pages in InSite or via softproof you can approve or reject your pages in InSite. There are 3 places in InSite where approvals can be done. In **Smart Review** you have the option of approving or rejecting each page individually. In **Preview** you can approve or reject each page individually or you can do all the pages at once. You can also approve or reject pages individually or all at once in the **Pages Tab**.

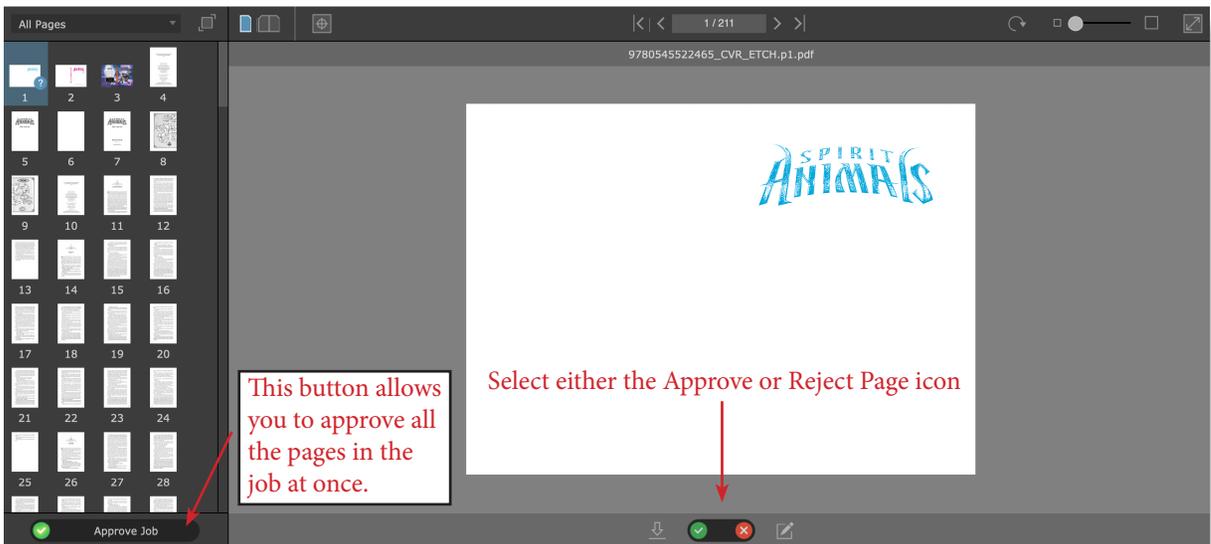
Smart Review



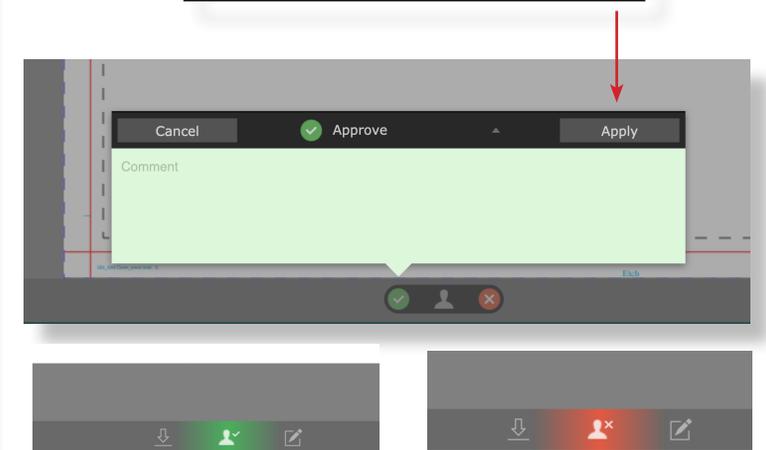
This window will pop up and you have to select the Apply button to finalize the Approval or Rejection



Preview

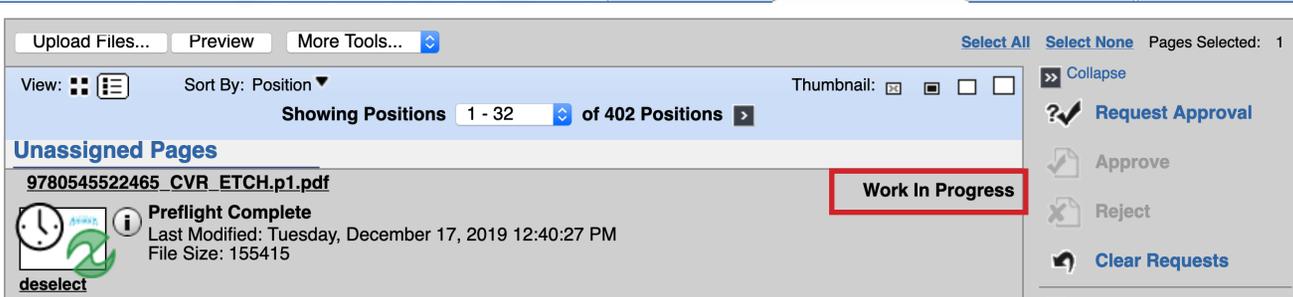


This window will pop up and you have to select the Apply button to finalize the Approval or Rejection



Pages Tab: The Pages tab is where you can select specific pages or “Select All” pages to Approve or Reject pages. In this view you have the most options to sort, select and manage pages that need to be approved.

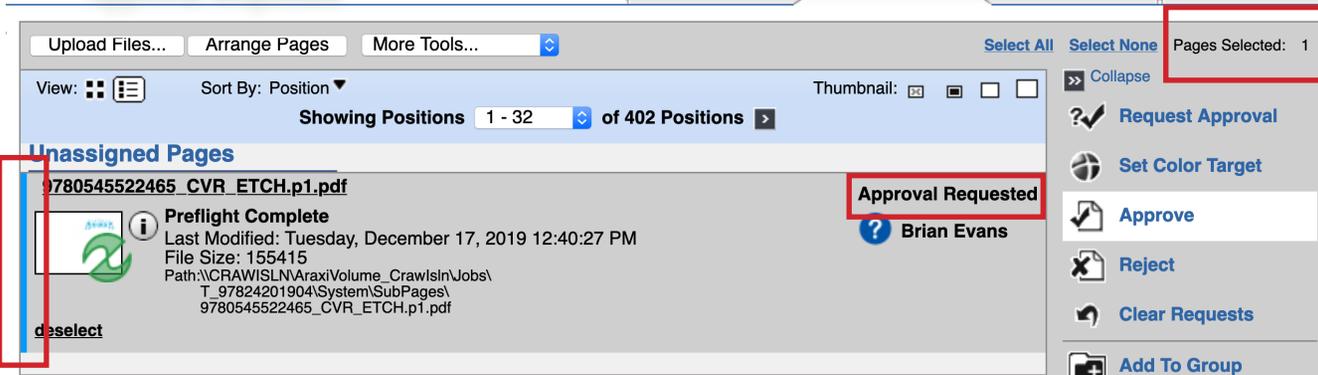
Work in Progress: not ready for approval



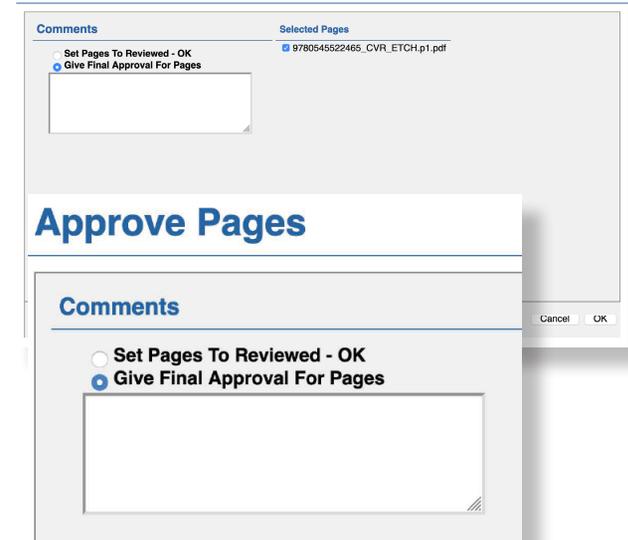
Colors associated with the Approval process	
No color	Work in Progress
Blue	Approval Requested
Green	Approved
Red	Rejected
Yellow	Waiting for corrections

Example of 1 page ready for approval. Someone who is a reviewer can OK the page but only someone with Approver status can make the final approval.

Approval Requested

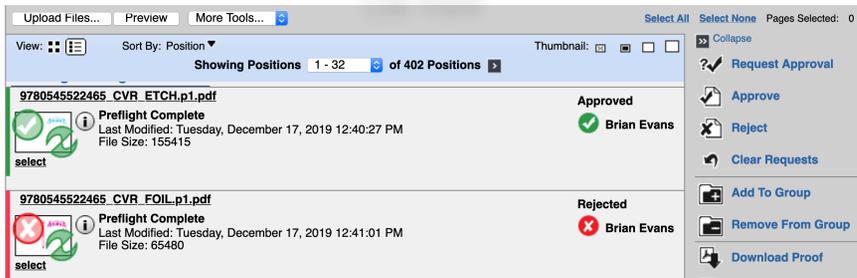


Approve Pages



Examples of approved and rejected pages

List View



Thumbnail View

