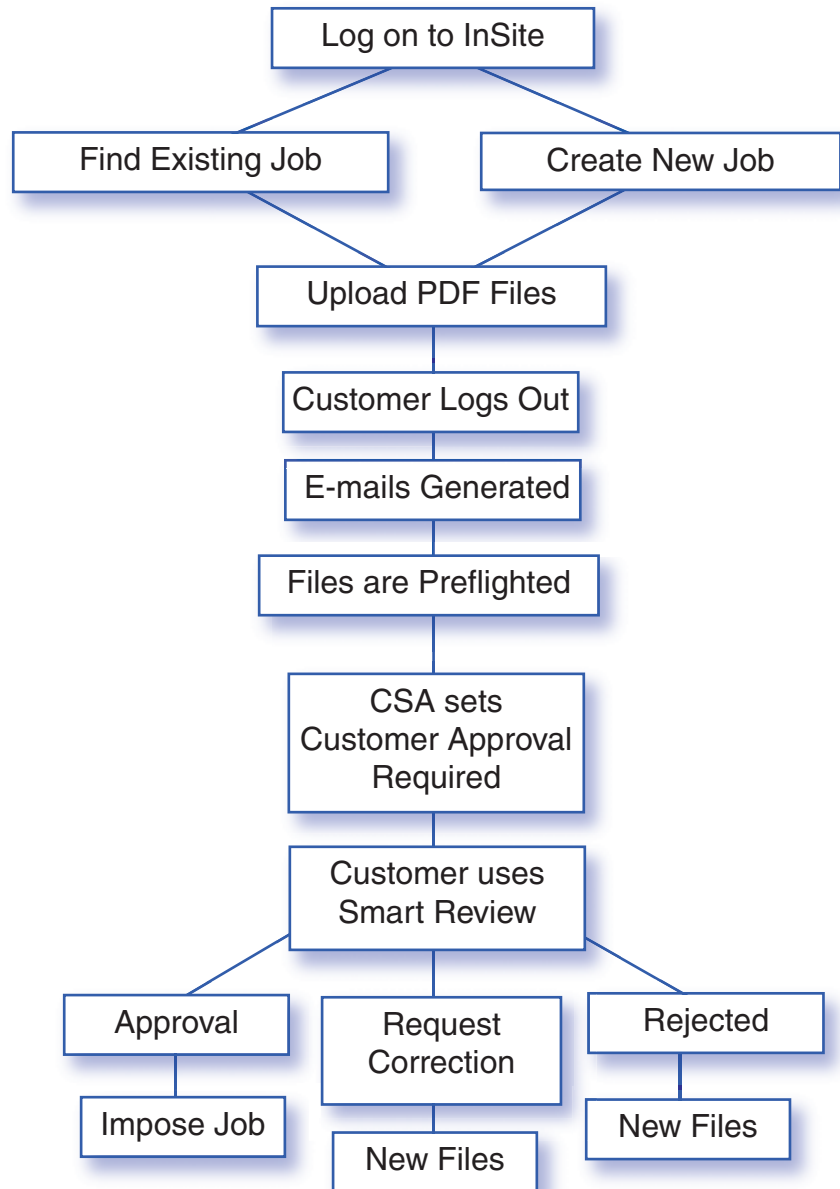


 *More education*

INSITE



InsideBook

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What is Synapse InSite?

Synapse InSite is a portal that lets printers and their customers work with print jobs over the Internet. InSite is based on a PDF workflow and the recommended file type is PDF.

InSite helps to manage the PDF file delivery, proofing, corrections and approval process so it is more efficient.

Where to Learn More

For complete instructions on performing any InSite task, see the Online Help.



Click to display **Online Help**

Note: The pictures in this guide are based on the Mac workflow. The differences in operation between the Mac and PC are minimal. If you are experiencing problems, please contact your Customer Service Associate.

Computer Requirements

To log in to InSite, you must have a high-speed Internet connection—64 kilobits per second (kbps) or higher. Please note that your browsing experience will vary based on your Internet connection speed.

Important: For correct functioning on a Mac computer, you must allow files to open after downloading. To do this, Start Safari and choose Preferences. On the General tab, ensure that the **Open “Safe” files after downloading** option is selected.

Supported Windows Operating Systems	Supported Java VM	Supported Web Browsers
Windows XP, 2000, or 2003	Sun Java 1.5 or Later	Internet Explorer 5.x, 6.x
Windows NT 4 SP5	Sun Java 1.5 or Later	Internet Explorer 5.x, 6.x
Windows Vista	Sun Java 1.5 or Later	Internet Explorer 7.x
Supported Macintosh Operating Systems	Supported Java VM	Supported Web Browsers
Mac OS 10.4.3, 10.4.6 or Later	Sun Java 1.5 or Later	Safari
Mac OS 10.3.9	Sun Java 1.4.2	Safari

Logging In to InSite

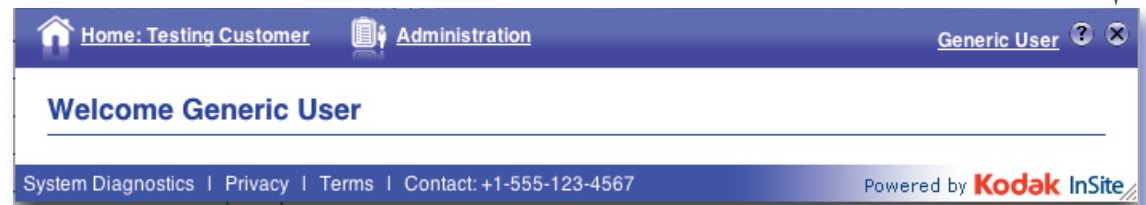
Type in **insite.corpgraph.com** into the Internet browser address window.



http://insite.corpgraph.com

Logging Out of InSite

Select the “ X ” to log out



You can check that your system is configured properly to run InSite features successfully. By selecting the **System Diagnostic** option on the log-in page. This diagnostic is also available at the bottom of the views once you've logged in.

InSite runs a diagnostic test on your system, including verifying the version of Sun Java software that is installed and proxy settings. The results are reported to you.

The first time that you log in to InSite, check your computer to ensure compatibility.

LOG-IN SITE

Kodak InSite

https://insite.corpgraph.com/Site/Pages/login.aspx

Apple (149) Amazon eBay Yahoo! News (1180) InSite-Login CBS ftp login eCentral cgcfp02 webmail

InSite online proofing InSite online proofing InSite online proofing

Username:

Password:

Language: English ▼

Enter your supplied **Username** and **Password**

Login

[System Diagnostics](#)

[Forgot Your Password?](#)

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Job Home

The Job Home view shows an overview of your active jobs. The user can access InSite features from this view.

Create a Job Select the Create Job button to start the process (instructions later in booklet)

Search for a Job Type the name of the job in the Search line and hit Enter to find

Job Selection Scroll through the job list and click on the name of the job to open

Note: The name of the job shown in the list will start with the Job Description followed by the Job Name in parentheses. If a Job Description is not added to the information only the Job Name will appear.

Welcome Generic User

Welcome to Kodak InSite 5.0



Jobs

Create Job

Upload print job files and collaboratively proof pages.

Status

6 Jobs

Search Jobs

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
<u>1234 Magazine</u> 40 pages Project Code: Scuttlebutt	7/31/2007 1:41:01 PM	0	0
<u>Book Title (PublisherCode last 5 digits ISB)</u> 10 pages Project Code: Book Series Name	10/15/2007 1:13:04 PM	2	1
<u>Title of Document (CustomerCode Description)</u> 5 pages Project Code: Mag Broch LH BC	10/23/2007 8:53:13 AM	0	0
<u>JT 8.5x11 16p 4c</u> 0 pages Job Code: 364267	11/14/2007 9:22:37 AM	0	0
<u>JT test</u> 0 pages Job Code: 364267	11/14/2007 12:02:42 PM	0	0

Jobs View

Jobs View is separated into four tabs. You can view different job information, and perform different actions, on each of the four tabs. These tabs are [Summary](#), [Pages](#), [Downloads](#), and [History](#).

Note: The tabs you see depend on your role rights.

SummaryTab

The Summary tab provides basic information about the individual job. The information includes: approval summary, reviewers for the job, file transfers, job notes, job code, project code, and creation date.

Functions available from the Summary tab include editing the job properties, uploading files, and opening Smart Review.

Customers_JobName (Customer_Description)

Project Code: Magazine Brochure LH BC
Created: 3/10/2008 9:33:13 AM
Status: Active
Type: Pre-Production

Edit Properties

Upload Files... Smart Review

Approval Summary

No pages have been added for this job.

Reviewers

There are no reviews outstanding for this job.

File Transfer

No uploads are in progress for this job.

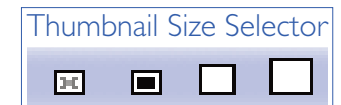
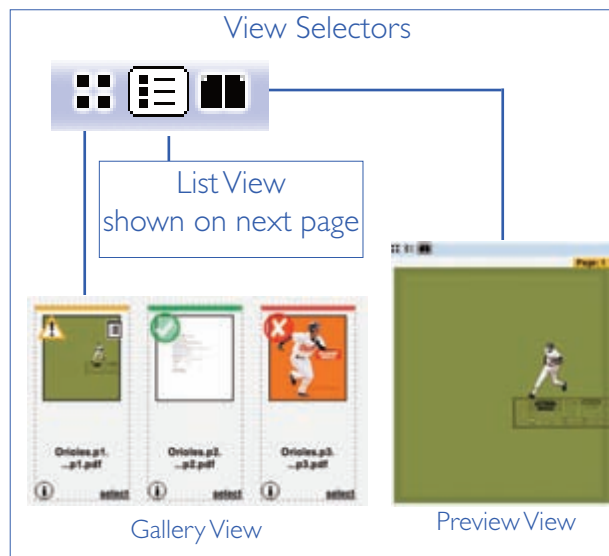
Notes Add Note

Table with 2 columns: Date/Time (3/10/2008 9:33:18 AM) and User (Generic User (genericCGC) X). Row content: Job Description PO Number Trim Size Page Count Number of Colors Cover (plus spine size) Any Unique Element Information

PagesTab

The Pages tab shows thumbnails of the pages and other page information. The appearance of the pages can be altered by sorting the status, adjusting the thumbnail size, or selecting between the Gallery View, List View, or HTML Preview.

Functions of this tab found along the top bar include uploading files and opening Smart Review. Other functions, found along the right side, include: request approval, approve or reject pages, clear requests, download files, and create a page report.



InSite online proofing

Home: Testing Customer Administration Generic User

Customers_JobName (Customer_Description) Summary Pages Downloads History

Show pages matching the criteria below.

Status: All Pages





Reviewer: All

Page Groups: All, Unfiled

Show pages in sub-groups

Upload Files... Smart Review 5 Pages Select All Select None Pages Selected: 0

Sort By: Name

	Baseball.p1.pdf Last Modified: 3/10/2008 9:50:37 AM File Size: 2803753	Work In Progress
	Baseball.p2.pdf Last Modified: 3/10/2008 9:50:37 AM File Size: 53024	Approved Generic User
	Baseball.p3.pdf Last Modified: 3/10/2008 9:50:37 AM File Size: 23695477	Rejected Generic User
	Baseball.p4.pdf Last Modified: 3/10/2008 9:50:37 AM File Size: 4604116	Work In Progress

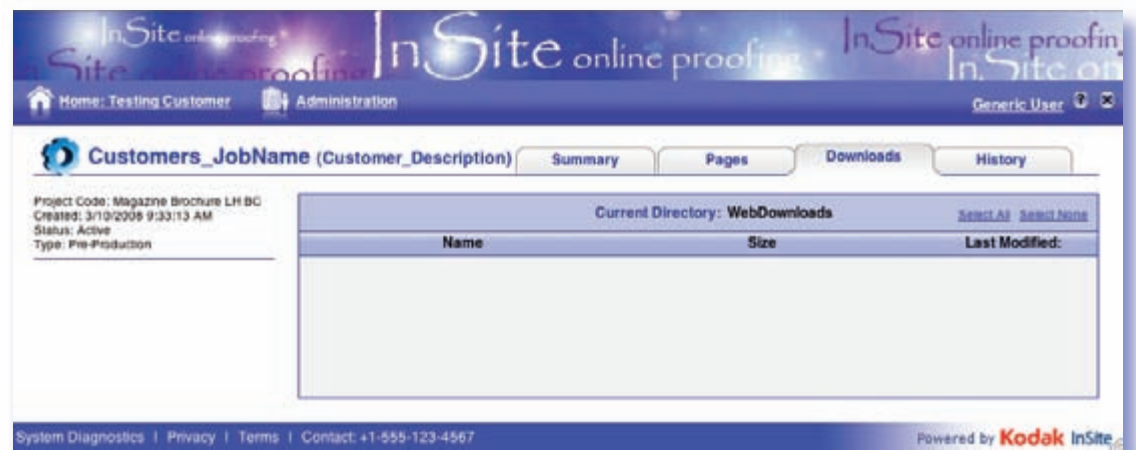
select select select select

- Request Approval
- Approve
- Reject
- Clear Reviews
- Download Proof
- Download JPEG
- Report

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Downloads Tab

This tab shows a list of files available to download, if the role rights are selected.



The screenshot displays the InSite online proofing interface. The top navigation bar includes a home icon, "Home: Testing Customer", an administration icon, "Administration", and a user profile for "Generic User". The main content area features a breadcrumb trail "Customers_JobName (Customer_Description)" and four tabs: "Summary", "Pages", "Downloads" (which is selected), and "History". On the left, project details are shown: "Project Code: Magazine Brochure LH BC", "Created: 3/10/2008 9:33:13 AM", "Status: Active", and "Type: Pre-Production". The main area shows a directory listing for "WebDownloads" with a table header containing "Name", "Size", and "Last Modified". The table body is currently empty. The footer contains "System Diagnostics | Privacy | Terms | Contact: +1-555-123-4567" and "Powered by Kodak InSite".

Current Directory: WebDownloads		
Name	Size	Last Modified:

History Tab

View the job history to see who made changes to pages, which changes were made, and the date and time of the changes.

Project Code: Magazine Brochure LH BC
Created: 3/10/2008 9:33:13 AM
Status: Active
Type: Pre-Production

Show
 Transactions
 Uploads

14 Transactions	
3/10/2008 9:57:23 AM	Generic User (genericCGC) of Testing Customer rejected 1 pages.
3/10/2008 9:57:08 AM	Generic User (genericCGC) of Testing Customer approved 1 pages.
3/10/2008 9:56:43 AM	Workshop user set customer approval to for 1 page(s).
3/10/2008 9:56:34 AM	Workshop user set customer approval to <-> for 1 page(s).
3/10/2008 9:55:21 AM	Generic User (genericCGC) of Testing Customer approved 1 pages.

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Sort by: **Transaction**

The Transaction View lists the date and time, the user, and the function performed.

Project Code: Magazine Brochure LH BC
Created: 3/10/2008 9:33:13 AM
Status: Active
Type: Pre-Production

Show
 Transactions
 Uploads

Uploads				
Click on an upload name for details.				
Date Completed	Username	Upload Name	Size	Number Of Files
3/10/2008 9:48:49 AM	Generic User (genericCGC)	Original	31709 KB	1

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Sort by: **Uploads**

The Upload View lists the date and time, user and upload name. To see specific details of the upload, click on the upload name to view.

Creating a Job in InSite

Users with role rights can create a new job in InSite. From the Job Home view, select the button **Create Job**.

In the following fields supply the requested information:

Job Info

Job Name: <short job description>

Description: <user's job name>

Job Code: <leave blank>

Project Code: <description of project or user's code>

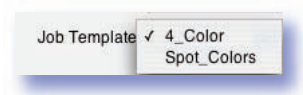
Notes

Enter the information for these requirements:

- Description of type of job
- PO Number
- Trim Size
- Page Count
- Unique Element Information
- Number of Colors

Job Template

Choose a job template from the pull-down menu that matches the number of colors used in the files. This selects the correct refining process.



JOB CREATION

Home: Testing Customer Administration Generic User

Create Job

Job Info

Job Name:

Description:

Job Code:

Project Code:

Job Template: 4_Color

Job Access [Add Existing Users](#)

Click on a role name to choose a different role. '*' indicates that the role is inherited.

User/Group Name	Job Role
Generic User (genericCGC)	ApproveManage *

[Cancel](#) [Create](#)

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A job creation will open directly into the individual **Job view**.

Uploading PDF Files to an InSite Job

Customers with the rights to upload can do so from the Jobs view Summary and Pages tab. PDF files are the requested file type. Select the **Upload Files...** button to start the process.

Note: When Upload Files... is started upon a Login, a Security window may ask to verify a safe content environment. ~ Always Trust!

In the Upload Files dialog box, enter the following information in these fields:

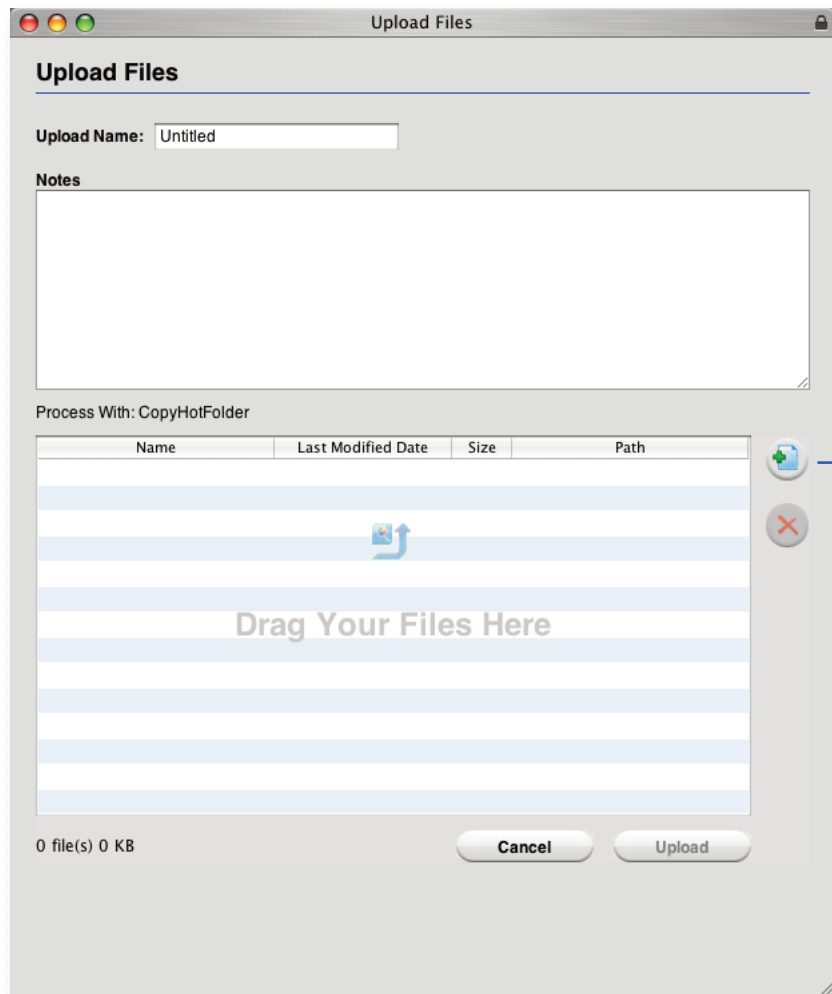
Upload Name: <names the folder into which the files are uploaded>
e.g., Originals_3_13_08 or Revised_3_14_08

Notes: Enter the information for these requirements:

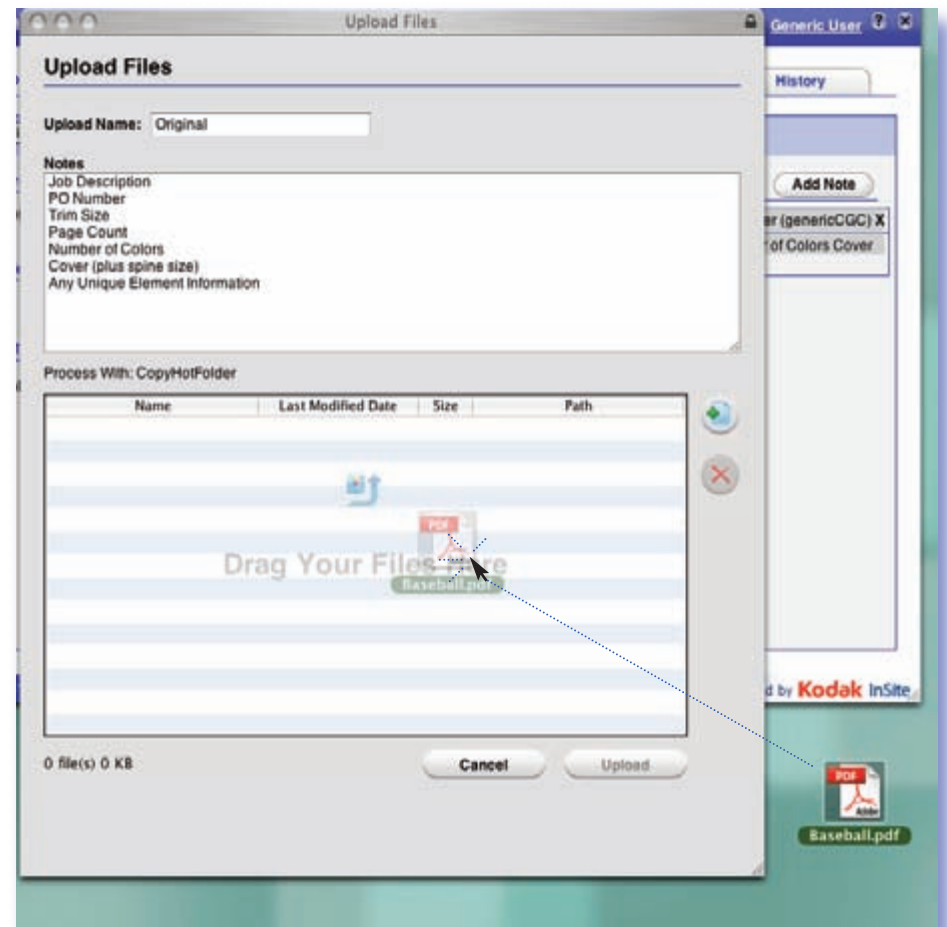
- Description of type of job
- PO Number
- Trim Size
- Page Count
- Unique Element Information
- Number of Colors
- Cover (plus spine size)

There are two ways to select the PDF files to upload. **Browse** and select the files through Network paths or **Drag and Drop** the files onto the bottom half of the Upload dialog window.

UPLOADING FILES



Browse to the Network locale by selecting the Add Page button.

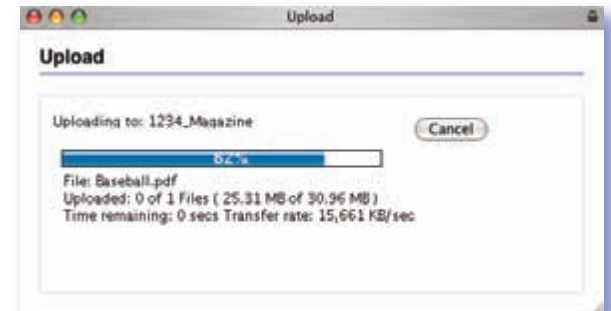


Drag and Drop file from location onto the bottom window

Upload Process Windows

The Upload prompt window will show the progress of the file.

While the upload is in progress, do not close the window prompt.



This second prompt window will also show a process in action. The process is an automated step to place the files where they need to be.

This window can be closed without altering the process.



Upload Details

To review the details of an Upload, click on the History tab and sort by Uploads. Click on the Upload Name; an Upload Details view will display the information.

Troubleshooting Upload Failure

Files or folders can be interrupted during the process of copying from your workstation or network to your Printer's job server. You can resume or delete failed file or folder uploads.

Uploads can fail when:

- You close the Uploads dialog box.
- You log out.
- You lose your Internet connection.
- Your browser stops responding.
- There is a power failure.
- Your browser reuses the Upload window when you select a link in another application.

The screenshot shows the InSite web application interface. The main content area displays the 'Upload Details: Original' for a file named 'Baseball.pdf'. The details include the upload date (3/10/2008 9:48:49 AM), the user (Generic User (genericCGC)), the file size (31709 KB), and the elapsed time (2 secs). The processing status is 'Done'. Below the details is an 'Info Sheet' section with 'Processing Information' showing a log of events: performing AutoCopy, copying the file to the web server, and another AutoCopy event. At the bottom, there is a table of 'Uploaded Files' with columns for File, Date, Size, and Path.

File	Date	Size	Path
Baseball.pdf	3/10/2008 9:39:27 AM	31709 KB	Original/Baseball.pdf

Smart Review

Smart Review provides a detailed, full-screen preview of the selected page, and provides several viewing and annotation tools and a chat feature. Anyone can review a page, but you need the approval rights to approve or request corrections for a page.

Open a page in Smart Review by selecting the Smart Review button at the top of the Jobs view, Summary tab or Jobs tab. It can also be opened by clicking on the page's thumbnail.

SMART REVIEW

The screenshot displays the Smart Review application window titled "Smart Review - Customer_Description". The main workspace shows a document page with a baseball player and a scoreboard. Two dashed lines are overlaid on the page: a "Trim Line" and a "Safety Line". A callout box points to a red 'X' icon in the top right corner of the document, with the text "Approve Page and Request Corrections".

On the left side, a vertical list of document thumbnails is shown, labeled "Jobs available to view, by Thumbnail or List". The thumbnails are for "Baseball.p1.pdf", "Baseball.p2.pdf", "Baseball.p3.pdf", "Baseball.p4.pdf", and "Baseball.p5.pdf". Each thumbnail has a status icon: a question mark with a checkmark, a green checkmark, a red X, a clock, and a clock respectively.

At the top left, a "Close Smart Review" button is indicated. At the top right, a "Group Manager Icon" is shown. On the right side, a vertical "Annotations Tool Bar" contains various icons for text, drawing, and navigation. At the bottom right, a "Navigation" panel is open, showing a thumbnail of the current page. A callout box points to this panel with the text "Click the thumbnail panel to quickly zoom in on an area." At the bottom center, a "Navigation Tool Bar" is visible, containing various navigation icons and a zoom level of 70%.

Annotation Tool Bar

When corrections to a file are needed, use the annotation tools to mark the changes. The toolbar floats, so you can move it to another on-screen location.



Click and drag to move the toolbar

Pan across the page

Zoom in on an area

Zoom out on an area

Make a text annotation

Draw a free-form line

Draw a straight line

Draw a rectangle

Draw an oval or circle

Measure using the ruler

Measure a rectangular area

Position a horizontal guide

Position a vertical guide


Measure color density

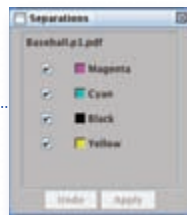
Navigation Tool Bar



These tools allow the user to adjust the viewing, move from page to page, and view details about the page. Visible unless in Full Screen view. To show the tools, move the mouse.

 **Page Rotation**

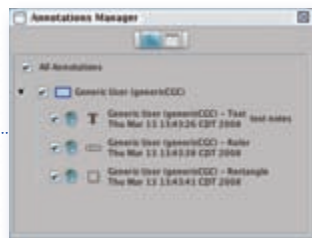
 **Turn separations on or off**



 **Versioning**



 **Annotation Manager**




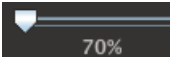
 **Page Information**



 **Single Page View
Spread View
Comparison**

 **Previous or
Next Page**

 **Best Fit
Fit to Window
Actual Size**

 **Zoom**

To Compare specific pages:

MAC: CNTRL-click

PC: Right click



On the pages from the listing on the left side of Smart Review, choose to have one page on the left and the other on the right.

In the upper right of the top bar:

Absolute: any pixel differences

between the two files flash red and green.

Difference: Only pixels that differ between the two files are displayed. Pixel values are reflected by the intensity.

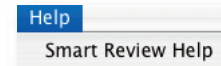
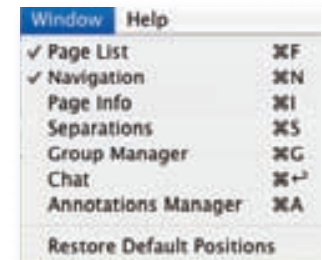
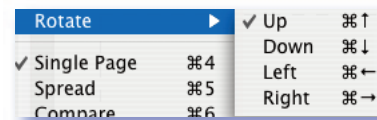
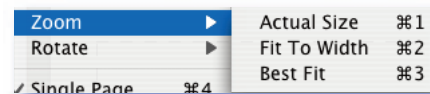
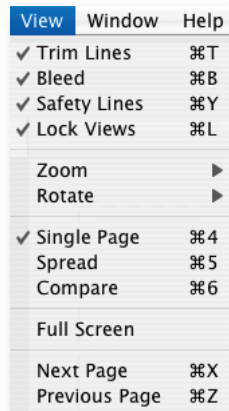
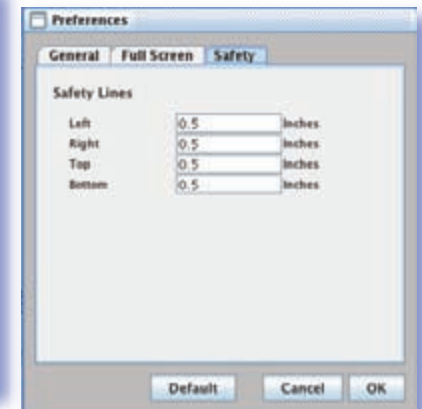
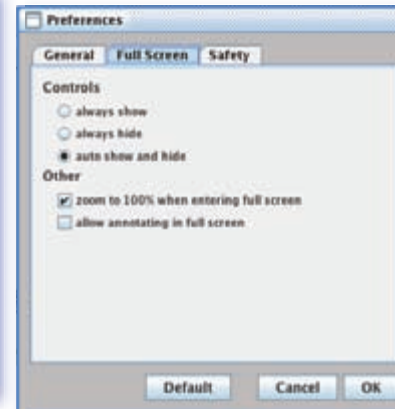
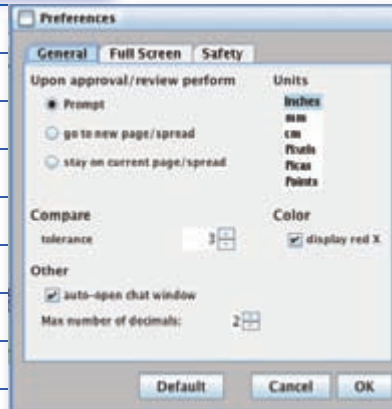
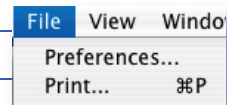
Toggle: The comparison image toggles between the two files so that any difference can be seen.



 **Full Screen
Window Mode**

Smart Review Menu Bar

Viewing features, along with default settings, can also be accessed through the menu bar options.

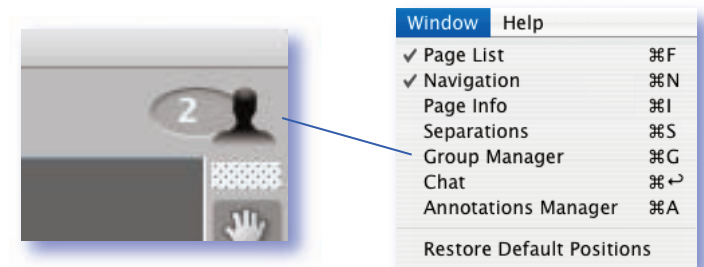


Joining a Group Session

When two or more people review the same page at the same time, it is known as a group session. The number of users reviewing a job appears in the upper-right corner of Smart Review. You can join a group session at anytime.

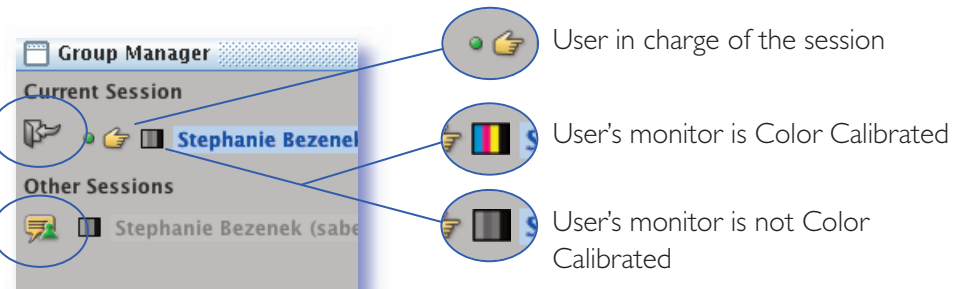
To join or leave a group session open the **Group Manager**:

In the upper-right corner of Smart Review, click on Group Manager icon; or from the Window menu, select *Group Manager*.

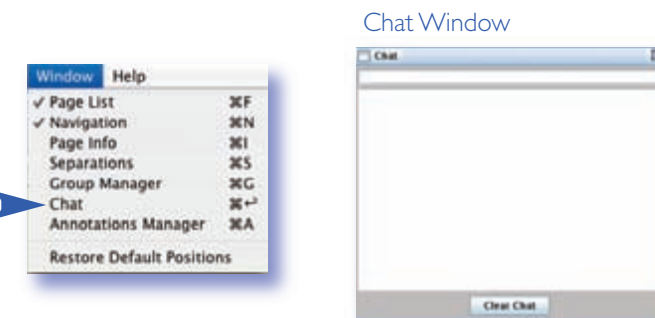


To leave a current session click **Leave Session**.

Click **Join Session** to be in the current session.



To open a chat window: from the Window menu, select **Chat**.



Requesting Corrections

If you think a page can be corrected, annotate the page in Smart Review and request corrections. Your job role must contain the Approval Rights to request corrections.

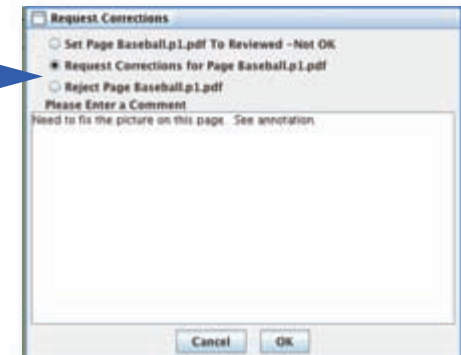
In Smart Review, Click on the **Reject Page** button.



Request Corrections Dialog Box

Depending on role rights, there are three options to choose from. Be sure to select the **Request Corrections Page**.

Under **Please Enter a Comment**, enter any comments that will be useful to the printer.



A PDF Annotations Report is generated and the status of the page automatically changes to Waiting for Correction.

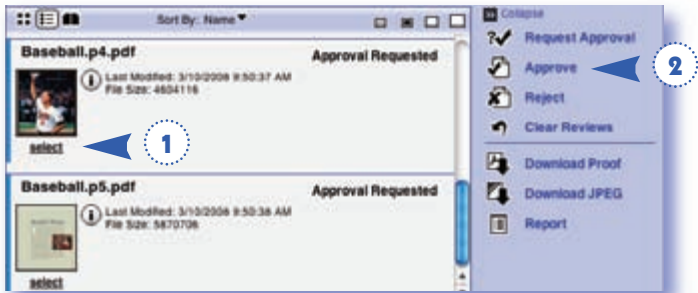


If you select Printable Report, a low-resolution PDF of the page and its text annotation information will be viewable. It is automatically e-mailed to the printer.



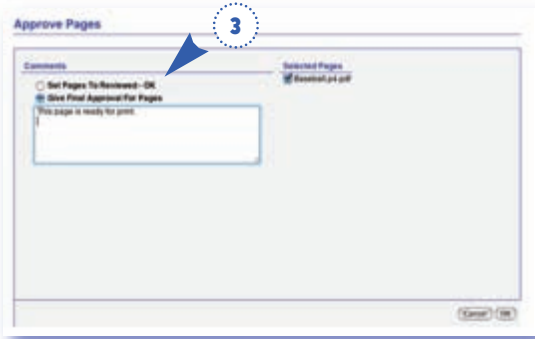
Approving Pages

When you are satisfied with a page, you can approve it. Your role rights must include the right for final approval.



- 1 Select pages to be Approved.
- 2 Click on **Approve** selected pages.
- 3 Select an Approval option:

Set Pages to Reviewed-OK
(Option for those without approval rights)

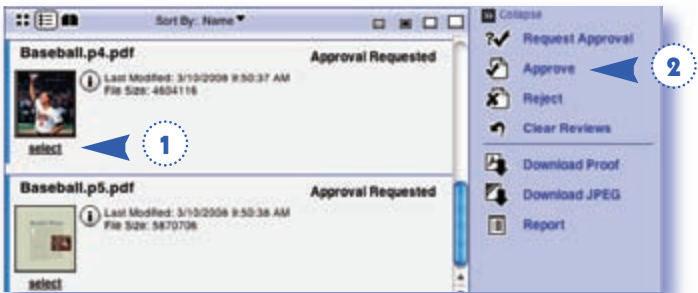


Give Final Approval For Pages
(Must have approval rights)

Add any informational notes
(Notes appear in e-mail notification)

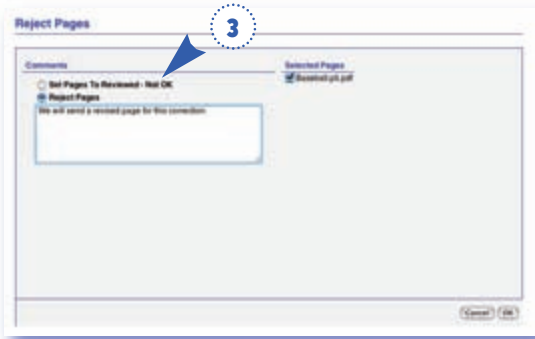
Reject Pages

Reject the page if there are problems that cannot be corrected. Your role rights must include the right for final approval.



- 1 Select pages to be Rejected.
- 2 Click on **Reject** selected pages.
- 3 Select a Rejection option:

Set Pages to Reviewed - Not OK
(Option for those without approval rights)



Reject Pages
(Must have approval rights)

Add any informational notes
(Notes appear in e-mail notification)

Role Rights

The actions that you can perform in InSite depend on your roles. Roles are collections of user rights. For example, the Reviewer role includes the rights to annotate and download PDF proofs. If you cannot perform an action described in this guide, contact your Customer Service Associate.

InSite E-mail Notification

The InSite server is set up to automatically send e-mail notifications to the customer users and staff users whenever certain tasks are performed.

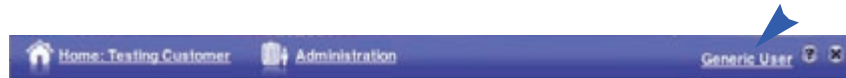
Customers with Approval rights will receive e-mails when the pages are set to **Approval Required** and when a **Review - OK** or **Review - Not OK** is completed.

Customers with Annotation rights will receive e-mails when a **Request Review** is set by the printer or customer user.

The CSAs will receive e-mails for the following tasks: **Uploads, Page Approvals, Page Rejections, Request Corrections on a page, Set Page to Approval Required,** and **Job Creation.**

User Profiles

To edit your user profile information or change your password, click on your username from the right section of the menu bar.



Your role rights determine what can be altered in the profile.

Each user should be able to change his or her password, regardless of the rights.

Select the **Change Password** button.

Change Password



Enter your password

Enter a new password

Retype password to confirm

NOTE: Your Password needs to be a "Strong Password."

It should contain characters from at least three of these classes:

- Uppercase Letters
- Lowercase Letters
- Numerals
- Non-Alphanumeric Special Characters

Naming Standards

Any files uploaded to the InSite server should follow these naming patterns:

Standard for Folders and File Names

- No Special Characters - such as
/ , - @ # & * { } % no spaces
- Underscores are acceptable

Job Creation Naming

- Fewer than 31 Characters (short job description)

PDF File Naming

- Fewer than 20 Characters
- Unique naming from original files to revisions
e.g. *Booklet* – for the original
Booklet_z – for a revision

Upload Folder Names

- Fewer than 20 Characters
- Prefer for Original Files:
Originals_<date>
- Prefer for Revised Files:
Revised_(Date)



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