

INSITE

Powered by
Kodak
InSite

A MANUAL FOR UPLOADING FILES TO VERSA PRESS

VERSION 5.0



Versa Press, Inc. East Peoria, Illinois 1-800-447-7829

VERSA PRESS

INSTRUCTIONS TO UPLOAD JOBS TO INSITE

Insite is a powerful tool that customers use to upload PDF and Application files to Versa Press. Customers who use Insite receive immediate feedback regarding the integrity of their files. After uploading a file our customers can view a Preflight Report and determine if any errors have occurred. If there is an error the file can be corrected and resent.

Another advantage of Insite is automated emails. Once a file has been uploaded an email is generated and sent to our plan administrator your sales representative and csr. These emails let us know that you've sent your files to Insite and that the files are ready to process.

Insite may also be used to Soft Proof Files. If this is an option you are interested in please contact your Sales Representative to set-up a Webinar.

If you have any technical questions please call Jeff Harmison at 1-800-447-7829.

LETS BEGIN:

In your web browser enter the Versa Press Insite web address www.versaprepress.com and select go.

Enter your user name and password and select the login button. Please note these fields are case sensitive so you must enter your name and password exactly as they were setup.

Username:

Password:

Language: ▼

[System Diagnostics](#)

[Forgot Your Password?](#)

Once you are logged in you will be taken to the following **Jobs Page**. This Jobs Page lists all the jobs you have created in **Insite**.



Jobs

Create Job

Upload print job files and collaboratively proof pages.

Status All Active

2 Jobs

Search Jobs



Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
Enter The Book Title <small>155 pages</small> Job Code: Enter The Book Title Project Code: Enter The Book ISBN	8/20/2008 2:56:42 PM	0	0
Sample Book Title <small>0 pages</small> Job Code: Sample Book Title Project Code: Sample Book ISBN	8/21/2008 3:14:21 PM	0	0

System Diagnostics | Privacy | Terms | Contact +1-555-123-4567

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SYSTEM REQUIREMENTS - DIAGNOSTIC TEST

NOTE: Before using Insite for the first time please run the System Diagnostic Test. This test will identify any changes that are required for your system to run Insite.

From the **Jobs Page** select **System Diagnostics** to begin the **System Diagnostic Test**.

Once the diagnostic test is complete the following pop-up window appears with the results, any **Errors** or **Warnings** will be noted in **Red**. Please select the **Email Button** to forward results to the **Versa Press Administrator** for review and then close the window.

System Diagnostics Close ?

Synapse InSite 4.50.2031

If you are experiencing difficulties, your system may not meet Synapse InSite's software and configuration requirements.

Check the report below to see if your system needs to be configured or upgraded.

View Details Email Results

System Properties

- Operating System: Windows XP (5.1)
- OS Version 5.1 is supported.

Web Browser

- You are running Microsoft Internet Explorer on Windows.
- Browser version: 6.0
- Web Browser is OK.

JavaScript

- JavaScript must be enabled in your browser.
- JavaScript is enabled.

Cookies

- Cookies must be enabled in your browser.

After review by Versa Press personnel you will receive an email stating your system is ok as is or detailing the changes that are required. However, if you wish to continue before the Versa Press Administrator responds to your email you may do so as long as no Errors were noted in your test. If you do proceed and have problems please call Jeff Harmison at 1-800-447-7829.

STEP 1: NAME THE FILE

NOTE: Before beginning the upload process please **Rename Your File** based on the following naming conventions:

For instance if Georgia.PDF is the name of your file and the text is 2 color you will rename your file to Georgia_Spot.PDF

1 Color Text - No changes required

Georgia.PDF

2 Color Text – Add an Underscore and the word Spot (***Spot***) to the end of the file name.

Georgia_Spot.PDF

4 Color Process Covers - Add an Underscore and the word Cover (***Cover***) to the end of the file name.

Georgia_Cover.PDF

All PMS Color Covers - Add an Underscore and the word Spot (***Spot***) to the end of the file name.

Georgia_Spot.PDF

4 Color Process Covers With Additional Colors/Processes such as Stamping or Spot Matte Varnish - Add an Underscore and the word Spot (***Spot***) to the end of the file name.

Georgia_Spot.PDF

STEP 2: CREATE A NEW JOB

From the **Jobs Page** select **Create Job**. This action will bring you to the **Create Job Page**.

Jobs

Create Job

Upload print job files and collaboratively proof pages.

On the *Create Job Page* enter *Job Name*, *Job Code*, *Project Code* and appropriate *Notes* as highlighted below.

Create Job

Job Info

Job Name:

Description:

Job Code:

Project Code:

Job Template: InsiteJobTemplate

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
Mike Newcomb (Newcomb)	Custom-17 *

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

After you've entered the *Job Information* select the *Create Job Button*. This action creates the job and brings you to the *Job Page*.

STEP 3: UPLOAD A JOB

From the following *Job Page* select *Upload Files*. This action opens the *Upload File Window* shown on the next page.

Enter The Book Title

Summary | Pages | Downloads | History

Job Code: Enter The Book Title
Project Code: Enter The Book ISBN
Created: 8/20/2008 2:58:42 PM
Status: Active
Type: Pre-Production

[Edit Properties](#)
[Manage Access](#)

[Upload Files...](#) | [Smart Review](#) | [Preview](#)

Approval Summary

Total: **155**
Work In Progress: **155**

Signatures

There are no signatures for this job.

Reviewers

There are no reviews outstanding for this job.

File Transfer

Uploads

- Untitled_03 1 file, 178KB, Done
- Untitled_02 1 file, 46MB, Done
- Untitled 1 file, 46MB, Done

[Completed Uploads \(3\)](#)
[Downloads](#)

Notes

[Add Note](#)

8/21/2008 1:17:10 PM	Mike Newcomb (Newcomb) X
Add An Additional Note.	
8/20/2008 3:00:58 PM	Mike Newcomb (Newcomb) X
Add Notes Like: - Low Res Graphics Are Ok - Test File	

Now select the file you wish to **Upload** and **Drag** the file onto the **Upload Page** or use the **Add Files Button** to select the file from a specific directory.

After the file has been added to the **Upload Page** select the appropriate **Process** from the **Process drop down box**.

Upload Files

Upload Name:

Notes

- 1C_Insite_Rule: Use To Process 1 Color Text
- Spot_Insite_Rule: Use To Process 2 Color Text
- 4C_Insite_Rule: Use To Process 4 Color Process Covers
- Spot_Insite_Rule: Use To Process All Other covers Including PMS, Varnish, Foil, etc...

Process With:

Name	Last Modified Date	Size	Path
Champlain.pdf	Fri Aug 01 09:35:23 CDT...	49178...	C:\Users\mnewcomb\Desktop\Ch...

1 file(s) 46.9 MB

Finally, select **Upload** and your file will automatically upload.

Once the *Upload* is complete an *Upload Details Report* will be generated as shown below. Take no action with this report; simply close the window.

Upload: Untitled_03

Upload Complete
Files uploaded successfully
Uploaded: 1 files (178KB)
Elapsed Time: 0 seconds
Average Transfer Rate: 2825KB per second

Processing Uploaded Files
Processing Status: Done

Warnings: 2

- ⚠ Preflight: PDF Preflight results has 12 warnings in xml file \\YCS5652-830\Araxivolume_YCS5652-830_GUJobs\Enter The Book Title\System\SubPagesWorking\Normalize3\2\CoupleOfPromise1_2_175.p1_rep.xml.
- ⚠ Preflight: PDF Preflight results has 30 warnings in xml file \\YCS5652-830\Araxivolume_YCS5652-830_GUJobs\Enter The Book Title\System\SubPagesWorking\Normalize3\2\CoupleOfPromise1_2_175.p3_rep.xml.

Closing this window will not stop the processing of your uploaded files. Close

During the Upload process the *Job Home Page* will remain open either on your desktop or minimized at the bottom of your screen. In either case once you've closed the *Upload Details Report* select the *Job Home Page*.

Enter The Book Title

Job Code: Enter The Book Title
Project Code: Enter The Book ISBN
Created: 8/20/2008 2:58:42 PM
Status: Active
Type: Pre-Production

[Edit Properties](#)
[Manage Access](#)

Summary Pages Downloads History

Upload Files... Smart Review Preview

▼ Approval Summary

Total: [155](#)
Work In Progress: [155](#)

▼ Signatures

There are no signatures for this job.

▼ Reviewers

There are no reviews outstanding for this job.

▼ File Transfer

Uploads

- Untitled_03 1 file, 178KB, Done
- Untitled_02 1 file, 46MB, Done
- Untitled 1 file, 46MB, Done

[Completed Uploads \(3\)](#)
[Downloads](#)

▼ Notes Add Note

8/20/2008 3:00:58 PM	Mike Newcomb (Newcomb) X
Add Notes Like: - Low Res Graphics Are Ok - Test File	

STEP 4: DOWNLOAD THE PREFLIGHT REPORT

After uploading your file a Preflight Report is generated. This report is typically available for viewing within minutes of uploading your file however; in some circumstances it may take longer to be available for viewing.

Enter The Book Title

Job Code: Enter The Book Title
Project Code: Enter The Book ISBN
Created: 8/20/2008 2:56:42 PM
Status: Active
Type: Pre-Production

[Edit Properties](#)
[Manage Access](#)

Summary | Pages | **Downloads** | History

Upload Files... | Smart Review | Preview

Approval Summary

Total: [155](#)
Work In Progress: [155](#)

Signatures

There are no signatures for this job.

Reviewers

There are no reviews outstanding for this job.

File Transfer

Uploads

Untitled_03 1 file, 178KB, Done
Untitled_02 1 file, 46MB, Done
Untitled 1 file, 46MB, Done

[Completed Uploads \(3\)](#)

Downloads

Notes [Add Note](#)

8/20/2008 3:00:58 PM	Mike Newcomb (Newcomb) X
Add Notes Like: - Low Res Graphics Are Ok - Test File	

To view the Preflight Report select the **Downloads Link or Tab** from the **Job Home Page**. This action will take you to the **Downloads Page**.

Enter The Book Title

Job Code: Enter The Book Title
Project Code: Enter The Book ISBN
Created: 8/20/2008 2:56:42 PM
Status: Active
Type: Pre-Production

Summary | Pages | **Downloads** | History

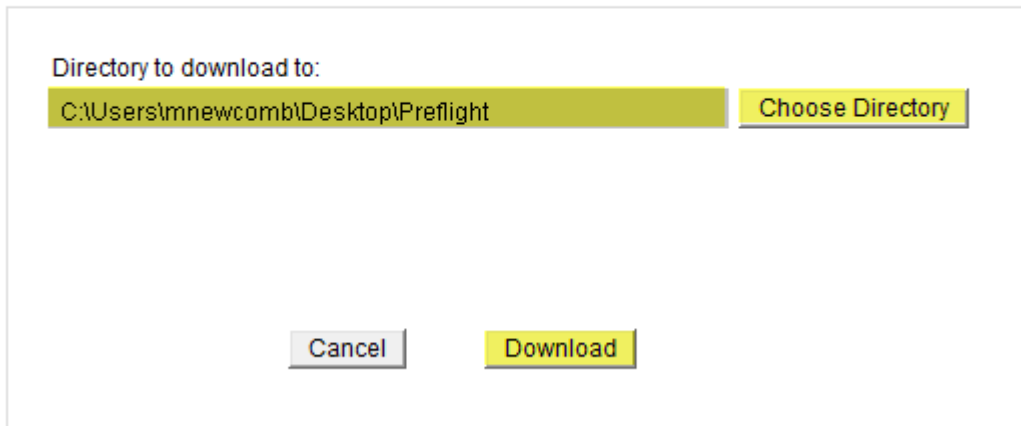
Download | Current Directory: WebDownloads | [Select All](#) | [Select None](#)

Name	Size	Last Modified:
Uploaded Files		
<input type="checkbox"/> Champlain_rep.pdf	250 KB	8/21/2008 10:59:55 AM
<input checked="" type="checkbox"/> CoupleOfPromise1_2_175_rep.pdf	253.9 KB	8/21/2008 10:59:28 AM

Select the **File** you wish to download and check the box as shown. Next select the **Download Button** to bring up the **Download Pop-Up** window shown on the following page.

In the **Download Pop-Up** window choose the **Directory** you wish to download the **Preflight Report** to.

Download

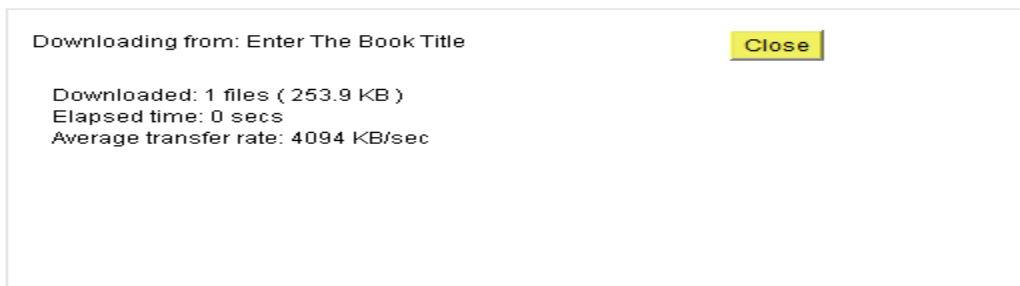


Directory to download to:
C:\Users\mnewcomb\Desktop\Preflight

Now select the **Download button** to begin downloading the Preflight Report.

Once the download is complete the **Pop-Up** window shown below will appear, select the **Close** button and you will return to the download page.

Download



Downloading from: Enter The Book Title

Downloaded: 1 files (253.9 KB)
Elapsed time: 0 secs
Average transfer rate: 4094 KB/sec





At this point your file has been **Uploaded to Versa Press** and the corresponding **Preflight Report** has been downloaded to your computer.

To view the **Preflight Report** go to the directory you downloaded the report to and open the PDF file.

Prinerigy PDF Preflight Report

Report was generated: Tuesday, February 06, 2007; 9:11:38 AM

Title: OBP Georgia.pdf




Category	 Error	 Warning	 Information
Document	-	-	-
Page	-	-	-
Font	-	-	-
Color	-	-	-
Image	-	2	-
OPI	-	-	-
Text and Line-Art	-	-	-
PDF/X	-	-	

Image

Page 1

File: OBP Georgia.p240.pdf

Profile: Versa Text.prf

Status	Fix	Detect
 Warning		PDF Preflight detected monochrome image resolution values: X: 303.77dpi Y: 302.54dpi. Resolution is below threshold (600dpi).
		PDF Preflight detected color/grayscale image resolution values: X: 136.36dpi Y: 136.36dpi. Resolution is below threshold (150dpi).

If any **Errors** are noted on the Preflight Report you will have to correct the errors and submit a new file. A new file however; is not required when the Preflight report has **Warning** or **Information** notes.

You may however, add notes to the job to clarify a warning. To add notes select the **Summary Tab** on the **Downloads Page**.



Enter The Book Title



Summary

Pages

Downloads

History

Job Code: Enter The Book Title
 Project Code: Enter The Book ISBN
 Created: 8/20/2008 2:56:42 PM
 Status: Active
 Type: Pre-Production

Current		
Download	Directory: WebDownloads	
	Select All	Select None
Name	Size	Last Modified:
<u>Uploaded Files</u>		
<input checked="" type="checkbox"/>  Champlain_rep.pdf	250 KB	8/21/2008 10:59:55 AM
<input type="checkbox"/>  CoupleOfPromise1_2_175_rep.pdf	253.9 KB	8/21/2008 10:59:28 AM

This action will return you to the *Job Home Page*.

The screenshot shows the 'Enter The Book Title' job page. On the left, there is a sidebar with job details: Job Code: Enter The Book Title, Project Code: Enter The Book ISBN, Created: 8/20/2008 2:56:42 PM, Status: Active, Type: Pre-Production. Below this are links for 'Edit Properties' and 'Manage Access'. The main content area has tabs for 'Summary', 'Pages', 'Downloads', and 'History'. Under the 'Summary' tab, there are buttons for 'Upload Files...', 'Smart Review', and 'Preview'. The 'Approval Summary' section shows 'Total: 155' and 'Work In Progress: 155'. The 'Notes' section has an 'Add Note' button and a list of notes, including one from 8/20/2008 3:00:58 PM by Mike Newcomb (Newcomb) X with the text 'Add Notes Like: - Low Res Graphics Are Ok - Test File'.

From the *Job Home Page* select *Add Note* to bring up the *Add Note Pop-Up Window*.

Type your note in this *Window* and select *Ok*.

Add Note

The 'Add Note' pop-up window features a large text area with the placeholder text 'Add An Additriional Note.' (note the typo). At the bottom right of the window are 'Cancel' and 'OK' buttons.

As seen below your *New Note* has now been added to the job.

This screenshot shows the same job page as before, but with an additional note added to the 'Notes' section. The new note, from 8/21/2008 1:17:10 PM by Mike Newcomb (Newcomb) X, contains the text 'Add An Additriional Note.' (note the typo). The 'Approval Summary' section now includes a 'Signatures' section with the text 'There are no signatures for this job.'.

You have now *Completed The Upload Process*.