Customer Tutorial For Kodak InSite

easy step-by-step instructions on using virtual proofing for reviewing jobs printing at Blanks Printing & Imaging.

InSite is a Web portal to the Blanks Printing & Imaging prepress environment that lets Blanks and their customers work with print jobs over the Internet. InSite helps to manage the proofing, correction, and approval process so that it is more efficient.
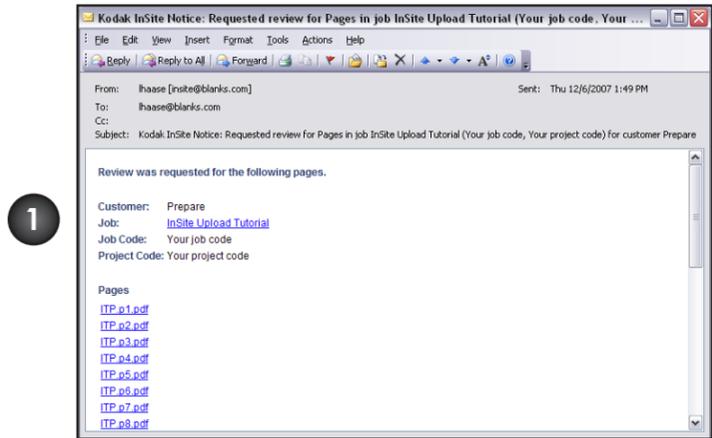
Overview of the Blanks Printing & Imaging workflow using InSite Virtual Proofing:

A. Your job is entered into production by Blanks Printing & Imaging. The prepress department then creates pages to be reviewed prior to printing. Alternatively, we can also set up your Blanks InSite account so that you can upload your own high resolution PDF or postscript files which are then automatically processed for Pre-Production jobs only. (There is a seperate tutorial for uploading files through InSite)

B. Once we have reviewed the pages, the account manager sends out an e-mail inviting you to review the pages or images using InSite.

C. Click the email links to login to InSite using your web browser and view the job.

D. Proof the pages or images using Smart Review which is a Java applet automatically launched when viewing.

E. Then do one of the following:

Approve the page or image if it is ready for a hard copy proof for color approval or for final printing.

Annotate the page or image with your corrections in Smart Review.

You will repeat steps B,C, D and E until all pages or images are ready for creation of a hard proof for color approval or for printing.


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1. E-mail Notice To You Requesting Review of Pages

Your CSR will send you an e-mail requesting that you review the list of pages that require approval prior to printing at Blanks Printing & Imaging.

Click any of the pages in your e-mail program to automatically launch your internet web browser which will go directly to our InSite Login Page.

If you are using a Mac you should use Apple's Safari web browser.

If you are using a Windows PC you should use Microsoft's Internet Explorer web browser.

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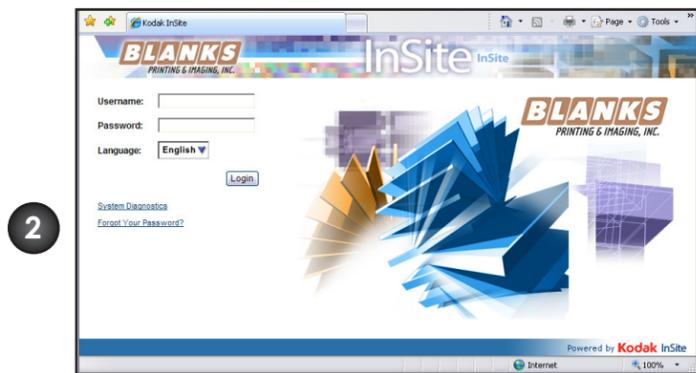
2. Launch Your Internet Web Browser

You can click any page in the e-mail or type in **https://insite.blanks.com** in your internet web browser's address bar.
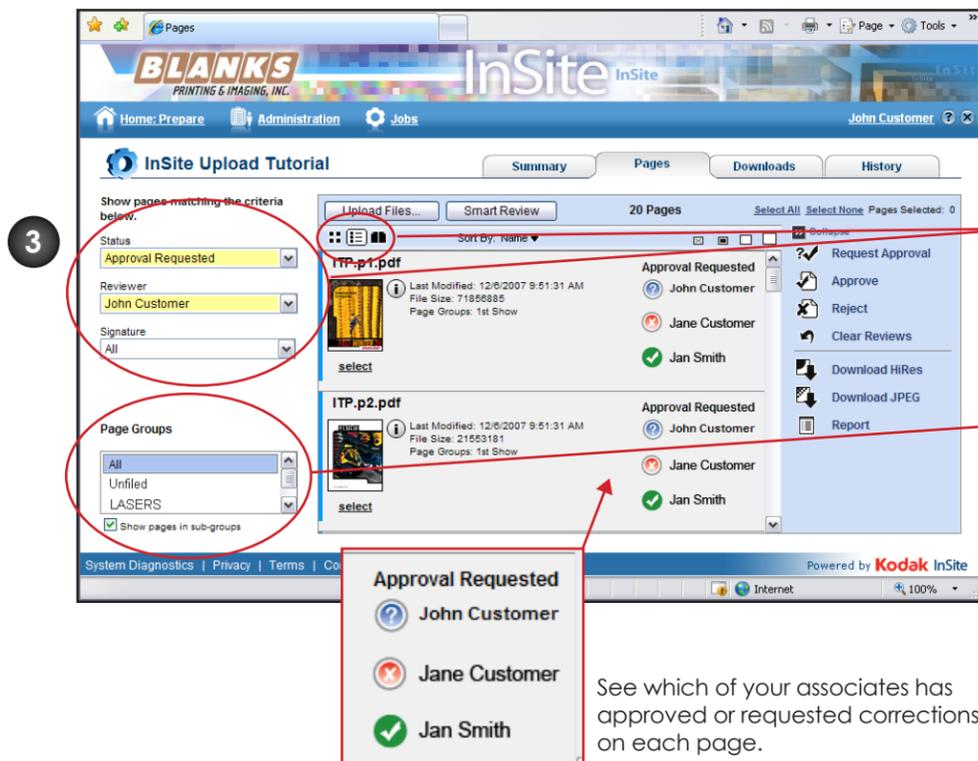
Mac users will need to use Apple's Safari web browser.
Windows users will need to use Microsoft's Internet Explorer web browser.

Type in your username and password, then click the login button. *Usernames and passwords are case sensitive.*

If you don't have a Username and password, contact your Blanks Printing & Imaging Account Manager at **214-741-3905**.

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3. Pages to Review

Clicking on a page listed in your e-mail will automatically show all of the pages in that job that require your review after you complete the login.

Notice that you have tools to filter which pages are visible and how they appear in InSite.

Click on any page thumbnail to launch Smart Review and begin reviewing the page.

Your CSR will setup 'Page Groups', at your request, in order to help sort the pages however you like. This makes it easier to separate Low Res Lasers, original show, R1, R2, etc., as the job is being worked.

See which of your associates has approved or requested corrections on each page.

= Not reviewed yet.

= Reviewed, Not OK.

= Reviewed, OK.
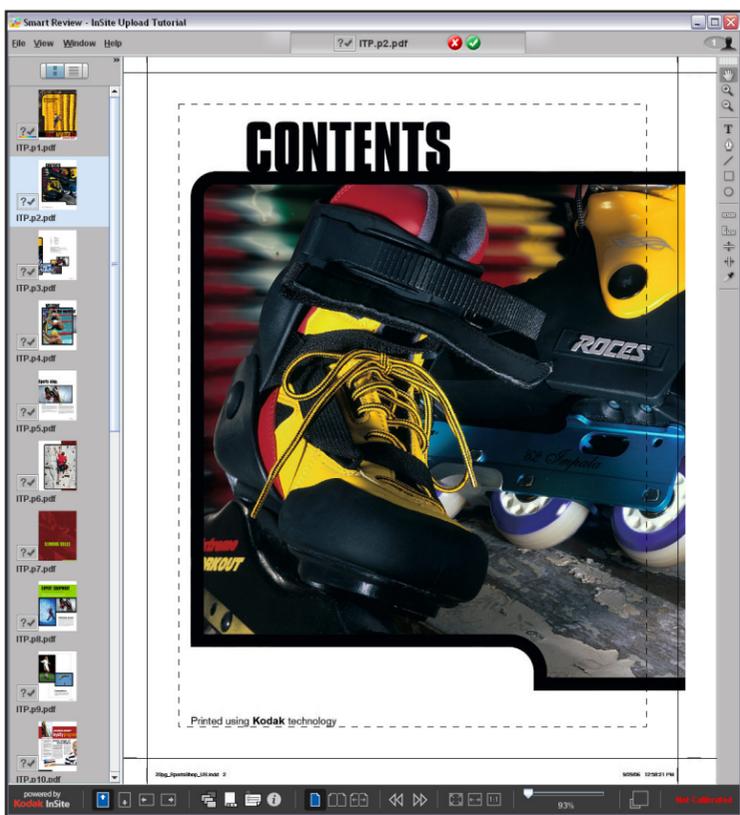
4. Smart Review, the heart of InSite, for detailed viewing of pages and individual images.

This is where you review your pages or images for content, color and more.

Extensive tools are available for annotating or drawing any changes you would like to see. (hold the mouse pointer over a button to see its function)

Once you have completed your review of the page you should select either the ✓ Reviewed OK button, or ✗ Reviewed Not OK button.

You can quickly go to other pages or images in the job listed vertically on the left side.

Take a few minutes to try out the different tools in Smart Review. You can delete your own annotations, so feel free to familiarize yourself with the different tools. There is extensive help on all of the annotation and viewing tools for smart review available by selecting Help in the top menu.
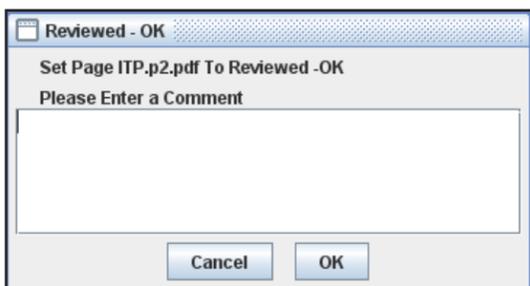
5. Reviewed OK ✓

If you have clicked the **Reviewed OK** button you will see a similar dialog box. If you have color approval rights you can also Approve Color.

You can quickly see who else has approved or requested corrections for the job by exiting Smart Review and showing all the pages in the job as shown in step #3.

6. Reviewed, Not OK ✗

If you have clicked the **Reviewed, Not OK** button you will see a similar dialog box. Make sure that you have completed any annotations of changes you would like Blanks to make prior to selecting the Request Corrections button.

You can quickly see who else has approved or requested corrections on the job by exiting Smart Review and showing all the pages in the job as shown in step #3.

7. Repeat for All Remaining Pages.

Once you have completed viewing a page and approving or requesting corrections on it, you can select your next page from the list or exit your web browser.

8. Viewing Revisions

If you have requested corrections on a page, we will make the corrections and send you a new email when the revised file is ready for your review. Every revised page will be indicated by "_R#" at the end of the file name.

For Example:
Catalog.p1.pdf = 1st show filename
Catalog_R1.p1.pdf = 2nd show filename (Revision #1)
Catalog_R2.p1.pdf = 3rd show filename (Revision #2)

Remember, you can filter the list of visible pages based on the status of each page. *(See Figure 3)*

If you are uploading your own corrected files using InSite you can upload a corrected file with the same filename as a previous upload which will overwrite the old page(s) on pre-production jobs only. Once an InSite job has entered into production the automatic processing of you uploads will be disabled. This is done to preserve the integrity of the imposition in prepress.

9. Final Thoughts

One of the huge advantages of InSite is that it allows direct access into Blank's prepress department. You are reviewing the same exact high resolution PDF file that our prepress department created. It is NOT a copy of the page that has been saved as a different file format or moved to a different server for online viewing. The page that you OK is the same digital file that gets output by our platesetter and sent to our printing presses.

This brief tutorial is meant to be used as a quick start guide. It is not intended to examine every feature of InSite. Please review the online help for excellent contextual help.

If your workflow is setup for uploading your files using InSite, it's important to remember that automatic upload processing only works on Pre-Production jobs. Once a job is being imposed it is going to be changed from a Pre-Production job into a Production job. You can still upload files, but no automatic processing of your uploads will take place.

When using InSite there are frequently a couple of different ways to accomplish the same thing, so I would encourage you to take some time using the software in order to get comfortable with it and refer back to this tutorial as often as necessary.