

# What Is InSite Prepress Portal?

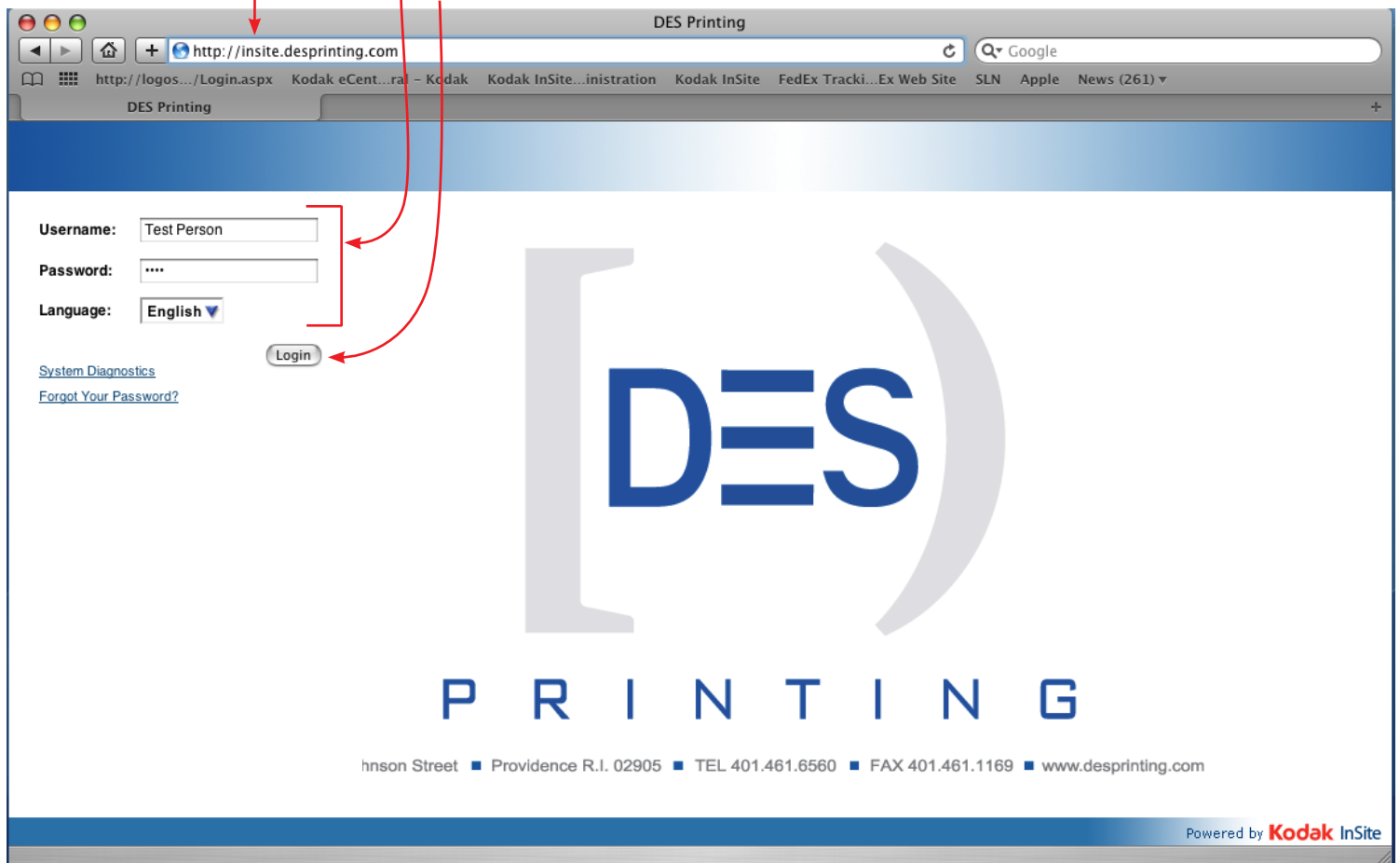
DES Printing InSite™ Prepress Portal system is a Web portal to the prepress environment that lets DES Printing and their customers work with print jobs over the Internet. Prepress Portal helps to manage the proofing, correction, and approval process so that it is more efficient.

## Logging On to Prepress Portal

**Prerequisite:** You must have a high-speed Internet connection (64 kilobits per second (kbps) or higher).

**Important:** On a Mac® computer that is running Apple Safari™ software, you must allow files to open after downloading. In the Safari software, select **Preferences**. On the **General** tab, select **Open "safe" files after downloading**.

1. In your browser, type the address **http://insite.desprinting.com**
2. On the Login page, type your user name and password, and select a language.
3. Click **Login**.



## Logging Off of Prepress Portal

- In the software, in the top-right corner of the toolbar, click **X**.



# Getting Help

For complete instructions on performing an action in the Prepress Portal software, see the Prepress Portal Help.

- In the software, in the top-right corner of the toolbar, click ?

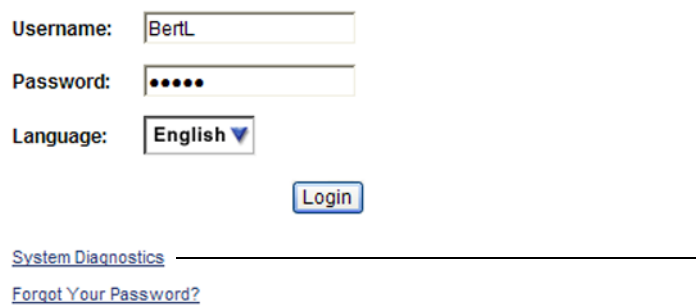


## Checking Your System Configuration

You can check that your system is configured properly to run all Prepress Portal features successfully. If you run the test after you log into Prepress Portal, and there are problems, you can send the details to your system administrator in an e-mail message.

The first time that you use Prepress Portal, check your computer to ensure compatibility.

- If you are already logged in, on the footer of any page, click **System Diagnostics**.
- If you are not already logged in, on the Login page, click **System Diagnostics**.

A login form with the following elements: 'Username:' followed by a text input field containing 'BertL'; 'Password:' followed by a password input field with six dots; 'Language:' followed by a dropdown menu showing 'English' with a downward arrow; a blue 'Login' button; and two links at the bottom: 'System Diagnostics' and 'Forgot Your Password?'.

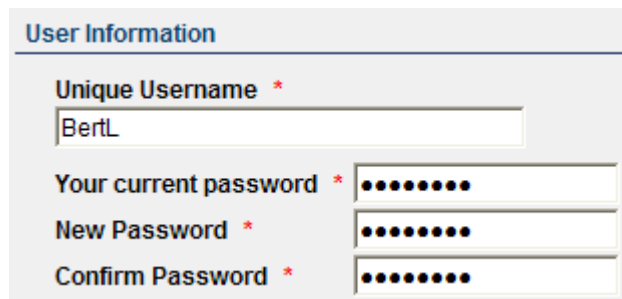
## Changing Your Password

You can change your own password. Your printer may require strong passwords for logging in to Prepress Portal. Strong passwords have at least eight characters and a combination of different types of characters.

1. In the software, in the top-right corner of the toolbar, click your name.



2. Click **Change Password**.
3. Type your current password and your new password in the boxes that appear.

A form titled 'User Information' with a blue header. It contains four fields, each with a red asterisk indicating a required field: 'Unique Username' with a text input field containing 'BertL'; 'Your current password' with a password input field containing six dots; 'New Password' with a password input field containing six dots; and 'Confirm Password' with a password input field containing six dots.

4. Click **Update**.

# Finding and Viewing Your Jobs

On the home page you can see an overview of your most recent jobs.

- If you see the job that you want to work on, click the job name to open the job.
- If you don't see the job that you want to work on, filter or search the job list:
  - ❑ In the **Status** list, select a job status to filter the job list.
  - ❑ In the **Search** box, type a job name to search the list.

Click on the job name to open the job.



## Jobs

Upload print job files and collaboratively proof pages.

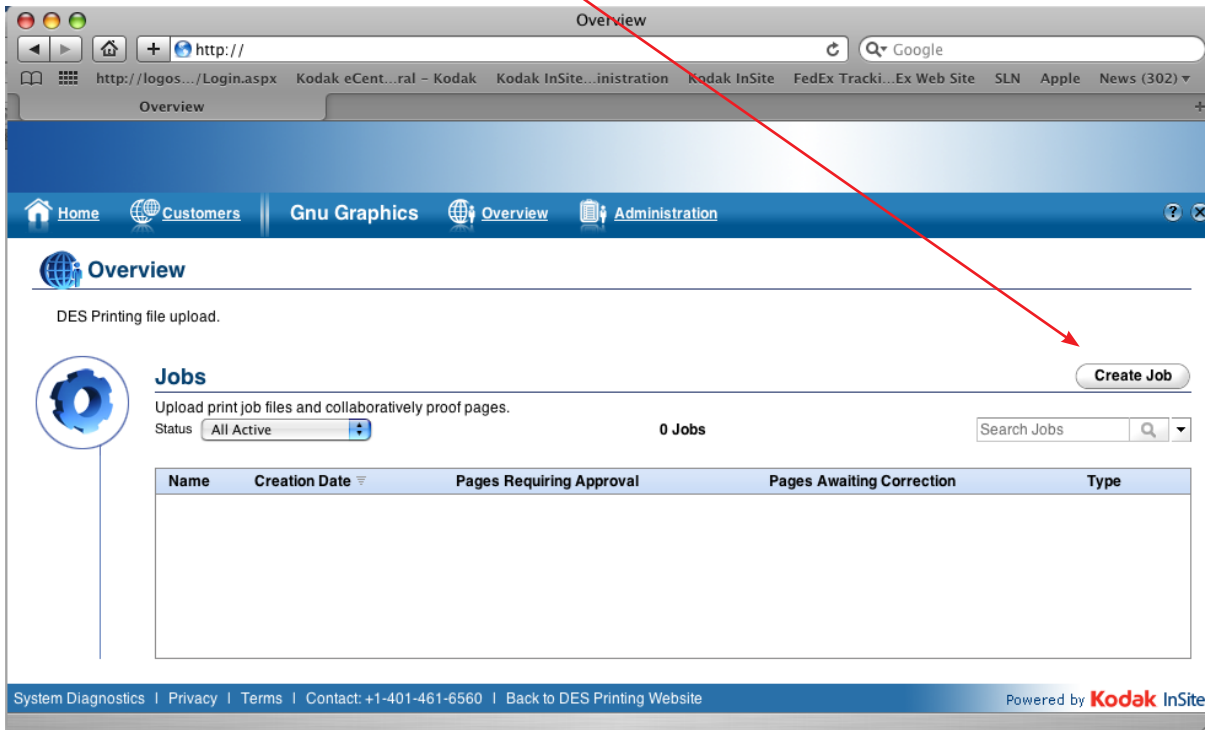
Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
<a href="#">SportShop brochure</a> <small>20 pages</small>	6/17/2007 9:20:15 AM	17	1
<a href="#">4 page, 4 color (SportsShop brochure)</a> <small>4 pages</small>	6/17/2007 11:53:41 AM	4	0

Each job has four tabs: **Summary**, **Pages**, **Downloads**, and **History**. You can view different job information, and perform different actions, on each of the four job tabs.

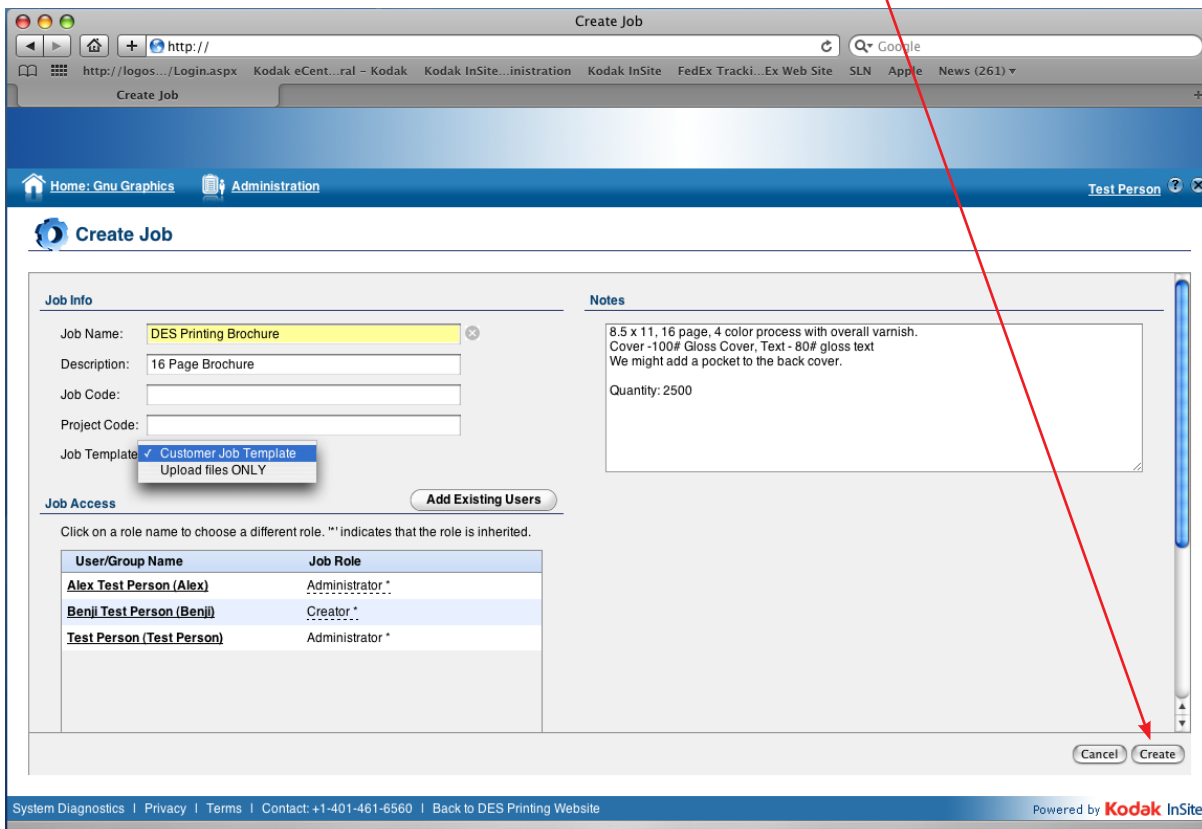
**Note:** The tabs that you see depend the rights associated with your job role. If you do not see the **Downloads** tab, your job role does not include Downloads rights.

# Creating a New Job

After signing on you will see the jobs list for your company. This is your main menu. To create a job select the "Create Job" button.



The Create Job window appears and here you can give your job a name, description, PO number, or an inhouse tracking number. A notes section is available for any special needs your job may have. When your finished select the "Create" button.



## Summary Tab

When you click on a job name, the job opens on the **Summary** tab. The **Summary** tab provides basic information about the job. On this tab, you perform job-level tasks, such as editing the job properties, or managing accesses to the job.

Created: 8/6/2008 3:44:41 PM  
Status: Active  
Type: Pre-Production

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

Upload Files... Smart Review Preview

▼ Approval Summary  
Total: [20](#)  
Requiring Approval: [17](#)  
Approved: [1](#)  
Rejected: [1](#)  
Awaiting Correction: [1](#)

▼ Info Sheet [Create](#)  
There is no Info Sheet for this job.

▼ Signatures  
There are no signatures for this job.

▼ Reviewers  
[Bert Landry: 1](#)  
[Annie Approver: 1](#)  
[Adrien Gauthier: 1](#)

► File Transfer

▼ Notes [Add Note](#)  
No notes have been added for this job.

**Tip:** Click these triangles to show or hide information for each area.

To upload files ( native files for DES Printing to process or PDF, Postscript files to process yourself) Select the “upload files” button.

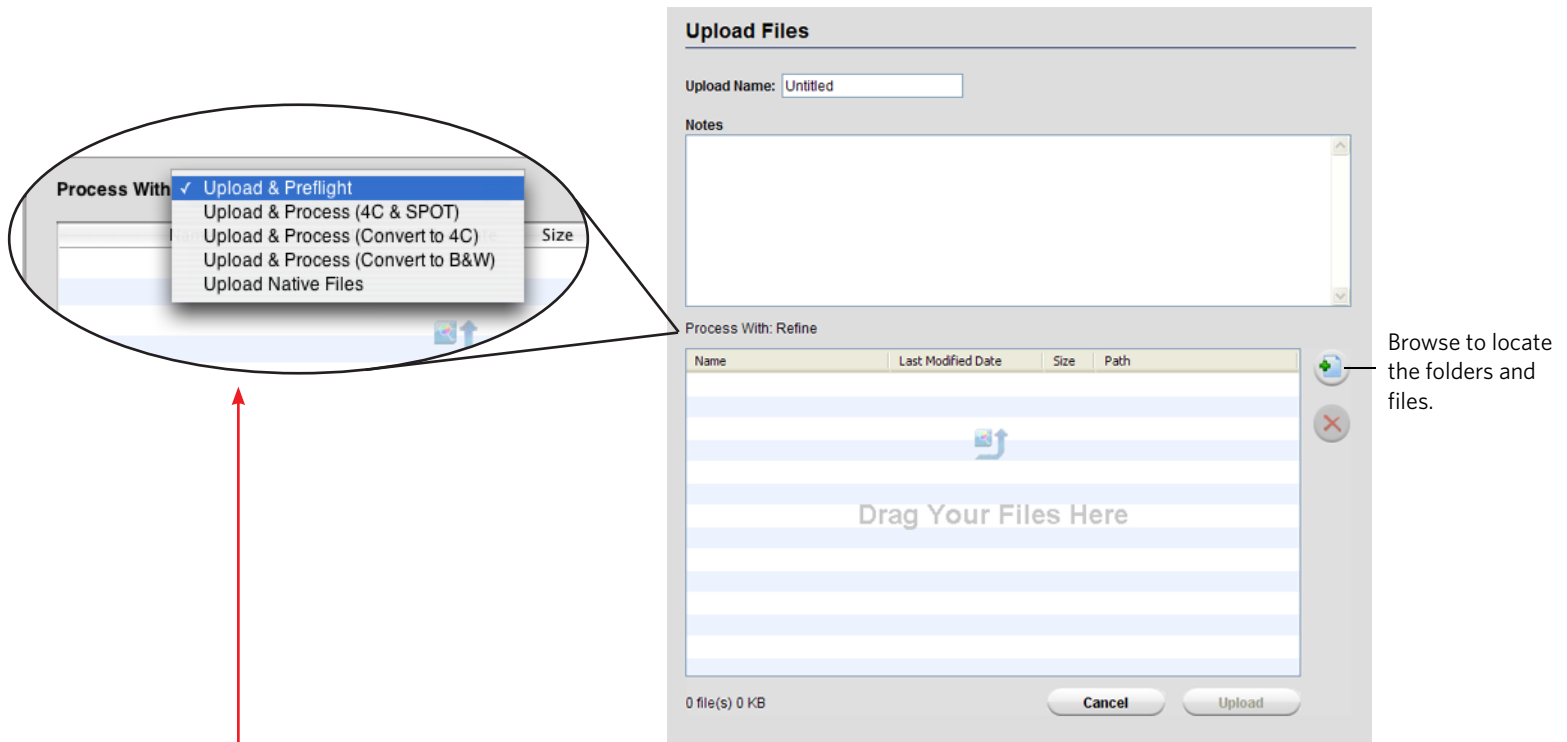
# Uploading Files or Folders to DES Printing

When you upload files or folders to Prepress Portal, they are copied to your printer's job server.

**Prerequisite:** Your job role must include Upload rights.

**Note:** If you have Upload rights but are unable to upload files, talk to your system administrator or contact your printer.

1. In the Jobs view, click the name of the job you want to work with.
2. On the **Summary** tab, click **Upload Files**.
3. Drag files or folders from your desktop or network into the Upload Files dialog box, or browse to locate the folders and files.



4. If desired, type a name for the upload and type a note describing the upload. The note appears on the job's **Summary** tab and in the e-mail notification sent to users who are notified when files are uploaded.
5. Click **Upload**.
6. When the upload is complete, the **Upload Processing** window appears. You can close the window and processing will continue.

When a new customer is created they only have the ability to upload native files from which DES Printing will RIP, impose, and create proofs. Clients who have the ability to choose what they would like to do have a drop down menu that allows them to either upload native files or upload a Postscript or PDF file for processing.

If you would like to process your own files contact your DES Printing sales representative to have those privileges assigned to you.