



INSITE CLIENT GUIDE

InSite is a web portal to the prepress environment that allows customers to work with their print jobs over the internet. InSite enables customers to upload and download jobs; proof online with geographically dispersed users collaborating simultaneously; append annotations or comments; approve or reject pages and access your secure job over the internet using a standard browser.

Benefits of utilizing InSite

- No longer need to create CD's or DVD's.
- Secure uploading and downloading while maintaining job context
- Reduce material costs
- Reduce shipping costs
- Perform a basic preflight and refine files in real time
- Shorten proofing cycles
- Remote change request
- Accessibility from any web enabled Macintosh or PC
- Collaborate across multiple locations with multiple users



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GETTING STARTED

File Naming Structure

File names should not be more than 25 characters and only include alphanumeric characters, periods and underscores followed by the suffix .pdf. DO NOT use special characters such as @!() / in the file name. Please name files starting with the individual page number or page range followed by title or code.

- 001_sunnyday.pdf
- 001_576849Title.pdf
- 001-015_sunnyday.pdf

If supplying revised files the naming structure should contain the revision number as r1, r2, r3.

Revision 1: 001_r1.pdf

Revision 2: 001_r2.pdf

Access to Hess' InSite Prepress Portals

You can connect to your InSite portal through the URLs below.

Brimfield, OH: <http://ohio.hps-insite.com>

Woodstock, IL: <http://illinois.hps-insite.com>

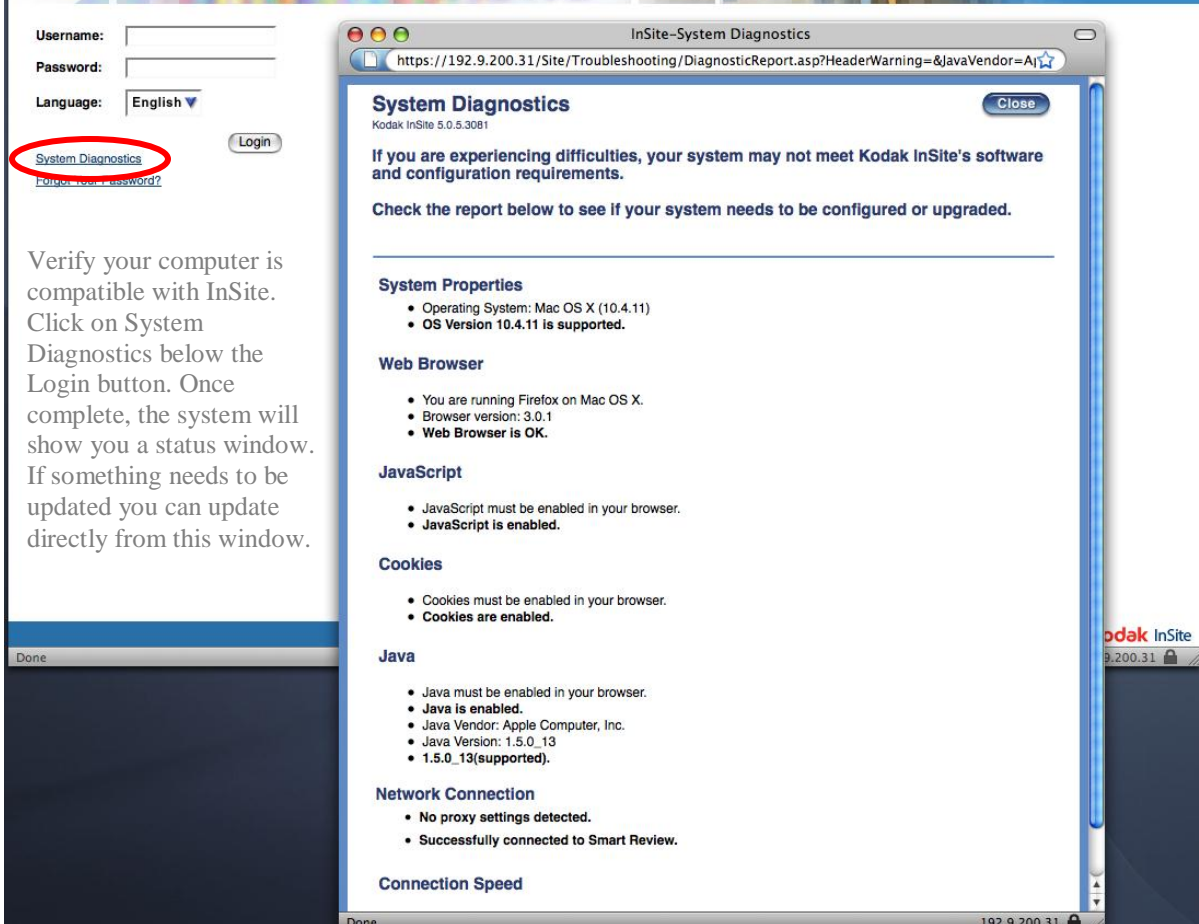
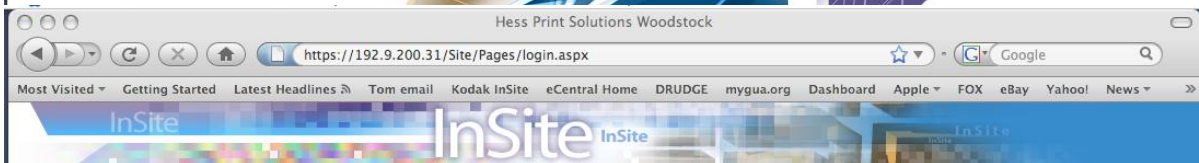
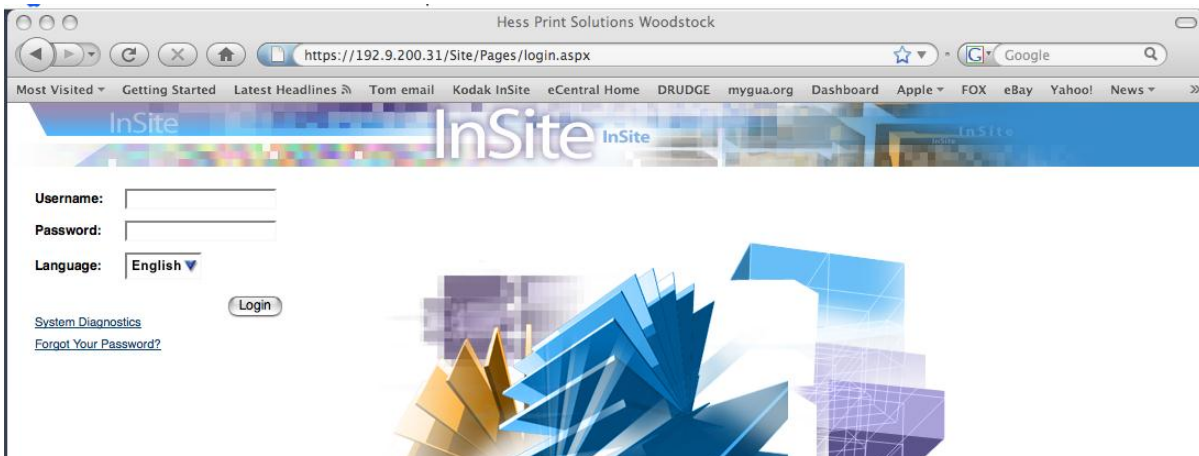


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Verify your computer is compatible with InSite. Click on System Diagnostics below the Login button. Once complete, the system will show you a status window. If something needs to be updated you can update directly from this window.



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UPLOADING FILES

The screenshot shows the InSite web application interface. The main window is titled "InSite Test Job (HPS_0001)" and displays job details such as "Job Code: 0001", "Created: 10/9/2008 7:16:03 AM", "Status: Active", and "Type: Pre-Production". There are links for "Edit Properties", "Manage Access", "Move to Production", and "Set To Complete". The "Upload Files..." button is highlighted. An "Upload Files" dialog box is open, showing the "Upload Name" field with the text "HPS Wdstk Test". Below the name field is a "Notes" text area. A table lists files for upload, with one file selected: "EM2007CHL_GK_FM_i-iv.in..." with a size of 108... and path "/Users/administrator/Deskt...". The dialog box also shows "1 file(s) 1 MB" and "Cancel" and "Upload" buttons.

From the Job Summary window you can upload files by clicking on the “Upload Files...” button. A window will appear labeled Upload Files. You can name your upload in the Upload Name: and then drag and drop the files that need to be transferred in the bottom window which will say “drag your files here”. Click on the Upload button and the files are automatically compressed and uploaded into the HPS-Ohio Prepress file server. Once complete, you will see a splash screen stating “upload complete”, and auto-processing will start. After auto-processing is done an email will then be generated to the CSR letting them know the upload is complete.



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OPENING FILES IN SMART REVIEW

To review your files you will need to launch Smart Review. Go to the Pages tab and click on a page or select it and click on the Smart Review button.

The screenshot displays the InSite web application interface. At the top, there is a navigation bar with links for Home, Customers, HPS - Hess Print Solution..., Overview, and Administration. The main content area is titled "Insite Test Job (HPS_0001)" and features tabs for Summary, Pages, Downloads, and History. The "Pages" tab is active, showing a list of files under the "Smart Review" section. The files listed are:

- EM2007CHL_GK_FM_I-v.indd.p1.pdf (File Size: 273739, Last Modified: 10/9/2008 7:23:01 AM)
- EM2007CHL_GK_FM_I-v.indd.p2.pdf (File Size: 44490, Last Modified: 10/9/2008 7:19:52 AM)
- EM2007CHL_GK_FM_I-v.indd.p3.pdf (File Size: 37677, Last Modified: 10/9/2008 7:19:52 AM)
- EM2007CHL_GK_FM_I-v.indd.p4.pdf (File Size: 6814, Last Modified: 10/9/2008 7:19:52 AM)

Each file entry includes a "select" button and a status of "Approval Requested". The right sidebar contains various actions such as "Request Approval", "Approve", "Reject", "Clear Reviews", "Add To Group", "Remove From Group", "Download Proof", "Download HiRes", "Download JPEG", "Report", and "Remove Pages". The bottom of the interface shows system diagnostics, privacy terms, and contact information.



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SMART REVIEW

Once Smart Review is open you will be able to annotate and review your files for content. Once you and your Team have reviewed the files please do one of two things: Reject the Page by clicking on the Red X, supply a new file or request corrections be made, or Approve the Page by clicking on the Green Check Mark.

Click **Close** to end the Smart Review session.

Choose Thumbnail or List view.

Dock or undock the page list.

If you review the page and it is not OK or corrections are needed, click **Reject Page**.

To indicate that your review is OK, or that the page is OK, click **Approve Page**.

If corrections are necessary, use the annotation tools to mark your changes.

To view a different page, click the page thumbnail.

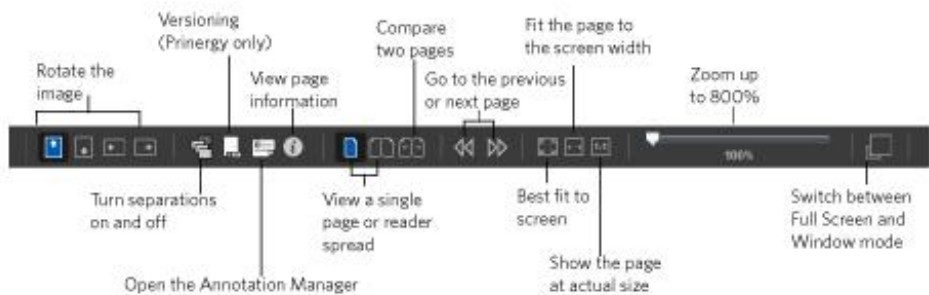
Use the navigation tools to zoom, pan, or rotate the image, and to switch between pages.



SALES LOCATIONS



- Move the annotation toolbar around
- Pan across the page
- Zoom in on an area of the page
- Zoom out on an area of the page
- Make a text annotation
- Add a text stamp
- Draw a free-form line
- Draw a straight line
- Draw a rectangle
- Draw an oval or circle
- Measure using the ruler
- Measure a rectangle area
- Position a horizontal guide
- Position a vertical guide
- Measure color density



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QUICK REFERENCE: REVIEW FILES



1

Go to the InSite URL for your location

Brimfield, OH:
<http://ohio.hps-insite.com>

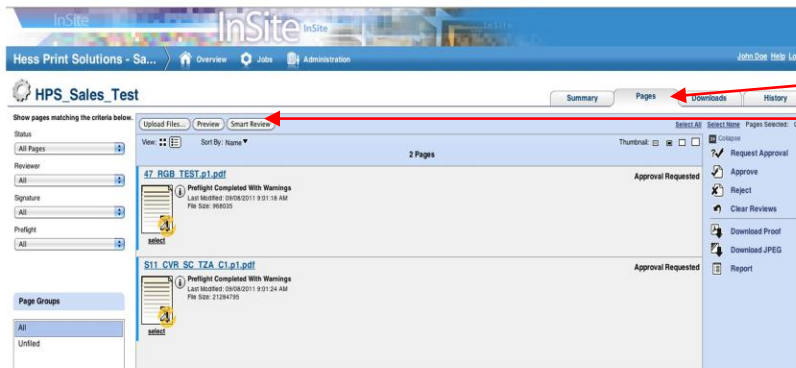
Woodstock, IL:
<http://illinois.hps-insite.com>

Enter your username and password



2

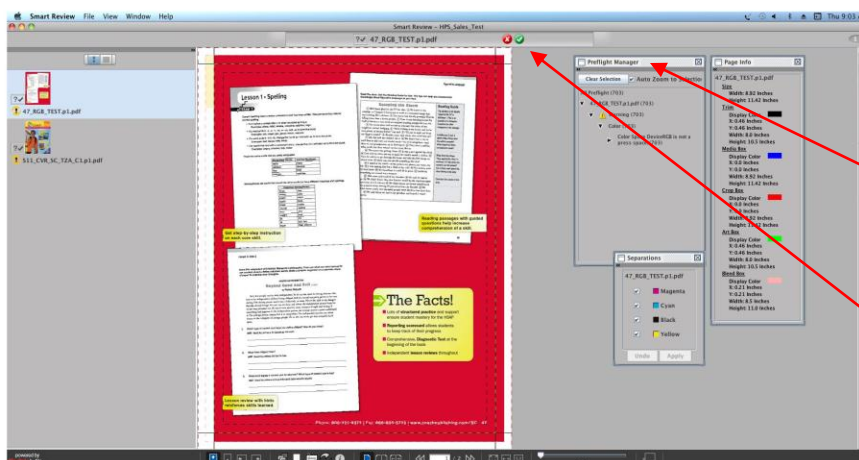
This is the Welcome screen. Please select the link below to proceed.



3

Select the "Pages" tab.

To Review or Approve pages, please launch "Smart Review".



4

Smart Review allows users to review comment, add annotations, zoom-in or zoom-out and measure color density.

Select the Preflight Manager to preview any warnings. Any color that has been converted can be measured with the eye-dropper tool to ensure accurate conversions.

Pages can be approved or rejected with the click of a button.

Check the InSite User Guide for more details about the Smart Review tools.

QUICK REFERENCE: UPLOAD & REVIEW



1

Go to the InSite URL for your location

Brimfield, OH:
<http://ohio.hps-insite.com>

Woodstock, IL:
<http://illinois.hps-insite.com>

Enter your username and password



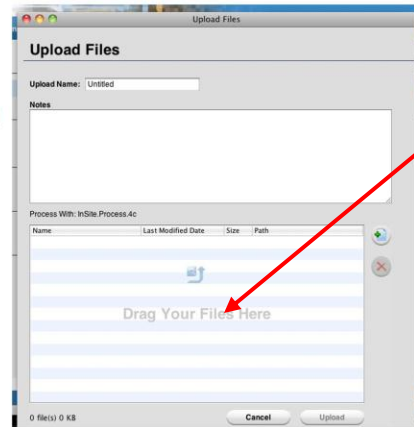
2

This is the Welcome screen. Please select the link below to proceed.



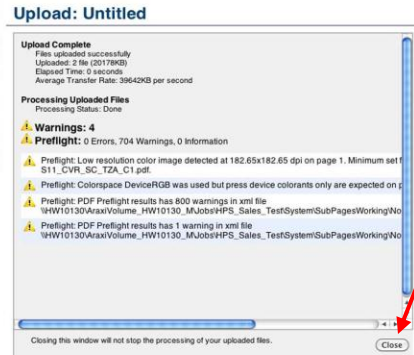
3

Click the Upload Files button



4

Drag and drop PDF files here



5

After the PDF files have uploaded, they will be automatically processed.

Close this window when processing is complete

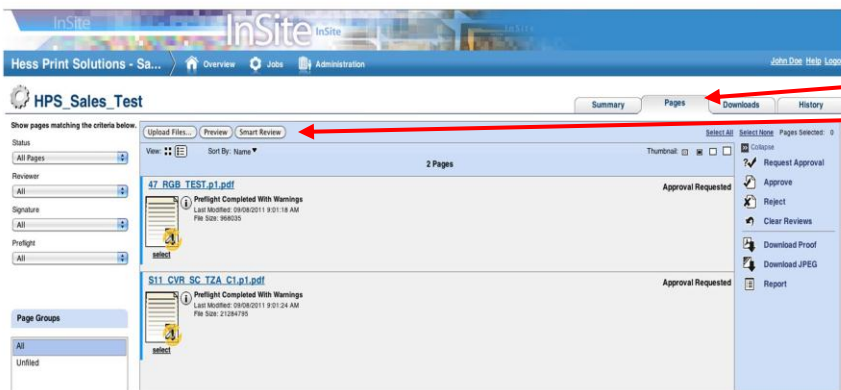


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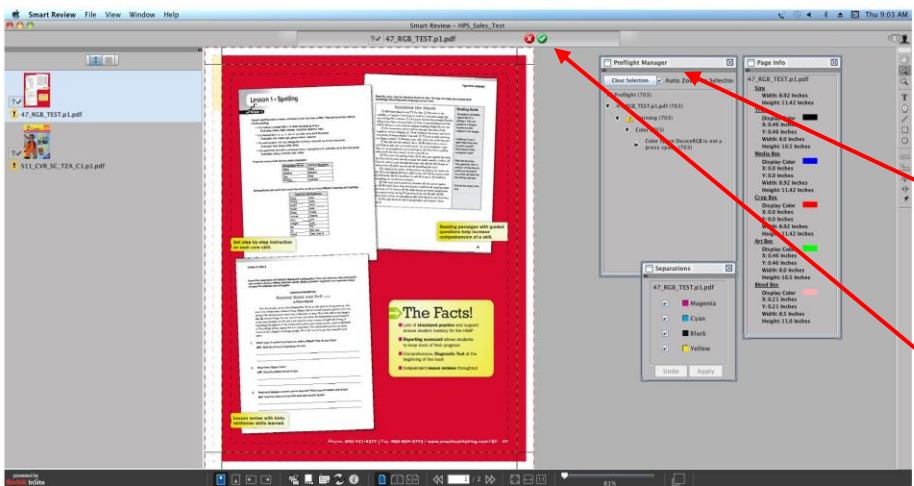
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