

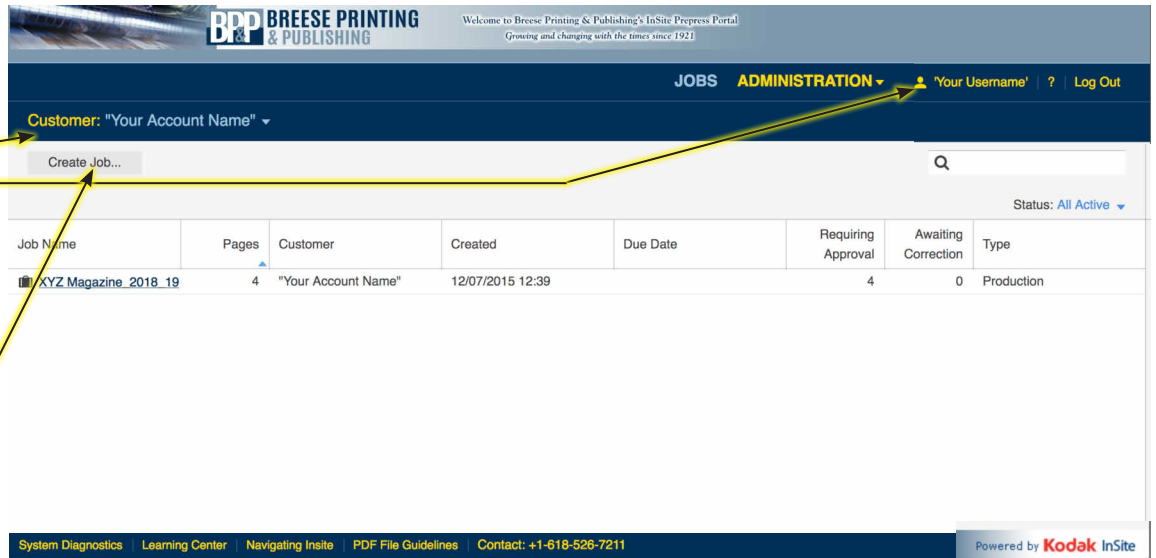
Welcome to Insite —

Breese Printing & Publishing's prepress portal for uploading, reviewing and approving files.

Once you have received an email notification from Insite with your user name and password, using your web browser you can access Insite and login to our prepress portal at insite.breesepub.com.

1. Once logged in, you will see your 'Customer Account Name' and 'Your User name' on the blue bar at the top.

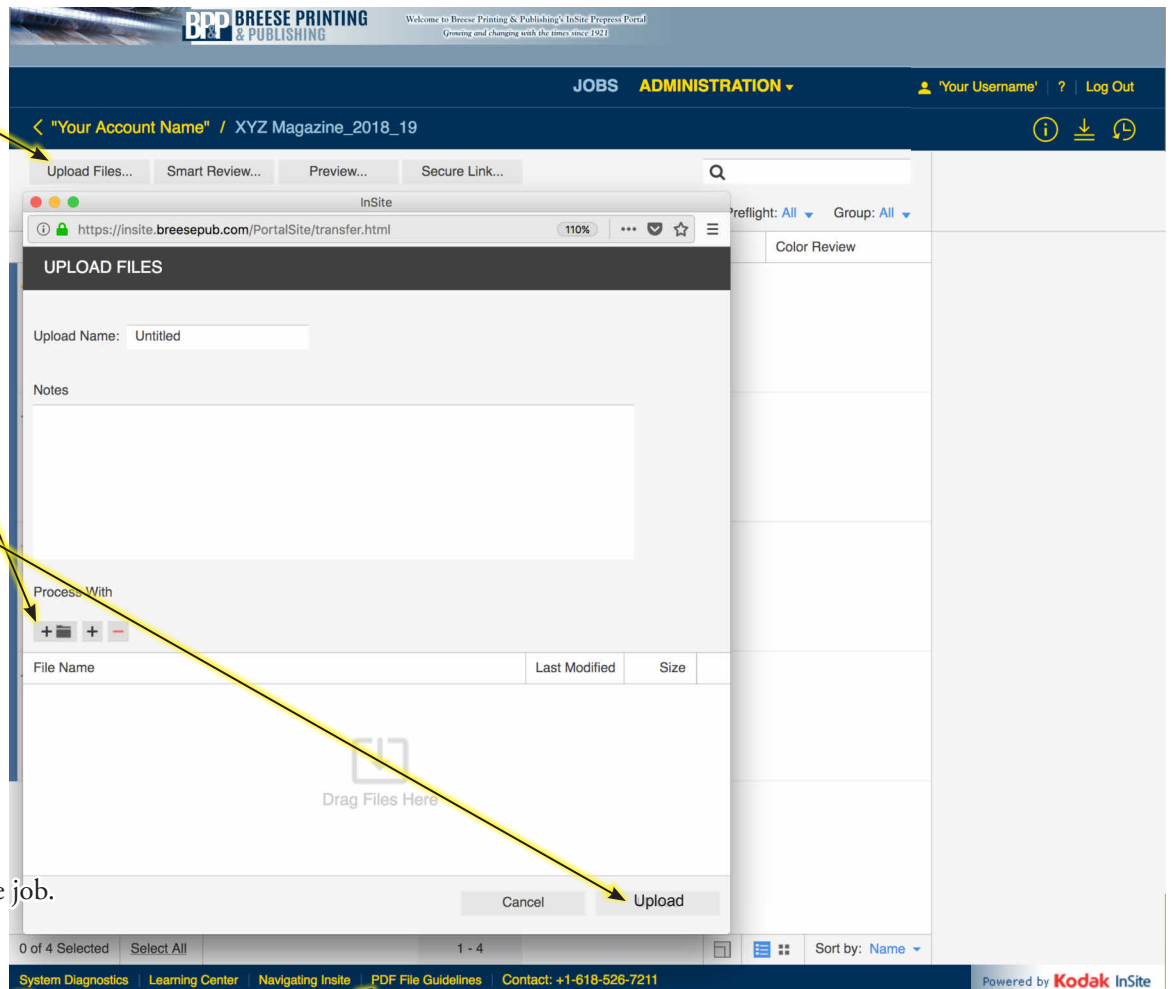
To begin you will have to create a job. Click on the 'Create Job' button and give your job a suitable name. Then click 'create' in the lower right hand corner of that page.



2. To upload files, click the 'Upload Files' button. A separate dialog box will appear to drag and drop your files, or you can click on the PLUS + symbol to navigate to your PDFs on your computer and select for upload.

Once you have your selected files for input, click 'Upload' to begin.

- Multiple uploads can be done in a job when files are ready.
- If your job contains multiple components, for example: cover, inside pages, insert etc. ALL files should be uploaded into the same job.



3. If you have trouble uploading files please check the 'System Diagnostics' on your computer and/or reference the 'Navigating Insite' link at the bottom of the page on the blue bar.

- As files are uploaded and completed, they will automatically process through our work-flow and thumbnail versions will be seen in your JOB for confirmation in Insite.
- After one of our prepress techs has reviewed files you will receive a separate email notification from Insite, **‘Requesting Approval.’**
- When there is any activity in Insite (job creation, upload, approvals, rejections etc.) the prepress tech does receive email notifications from Insite that there has been progress in the job.

It is recommended to PROOF your files TWO ways in Insite, first with 'Smart Review' and second with 'Preview.'

While in **Smart Review**, files can be approved page by page as they are viewed by clicking on the **Green Check** at the bottom of each page. If you prefer to approve all files at once this can be done later.

4. PROOFING your files in Insite, with PREVIEW

2nd PREVIEW

is a flip book of your publication and will be launched by clicking the 'Preview' button.

Preview will display your pages in the correct page order, as your publication will be when it is a finished piece. It is important to verify in preview the page order of your publication.

You can flip through the pages of your publication using the navigation tools at the top of the screen. To view pages in Spreads, when flipping through select the 'Spreads' ICON.

PLEASE NOTE:

Separate covers & inserts etc. will not be in the page order with the inside pages of your publication.

To view the other pieces of your publication, at the top left corner in Preview click on the drop down menu.

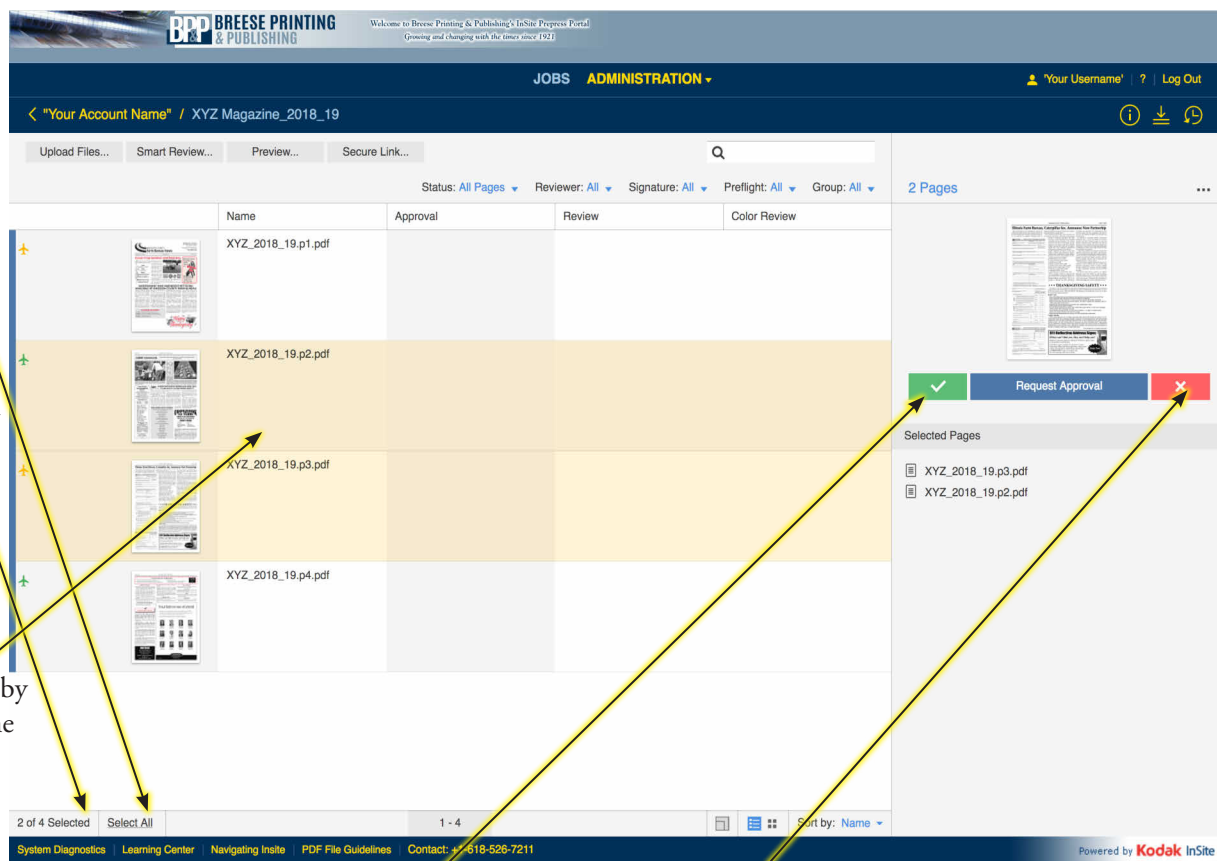
After viewing Preview, if all files are good, 'Approve Job' in the lower left hand corner can be used to approve your entire publication.

5. APPROVING files in Insite.

- As stated previously, files can be approved individually, page by page, in **Smart Review** or all files can be approved with the **'Approve Job'** button in **Preview**.

Files also can be approved, in Insite back on the **'Jobs Page.'**

All pages can be selected by using the **'Select All,'** at the bottom of the window and to the left of **Select All** Insite will show how many pages are selected. If only some pages need to be approved they can be selected by clicking in the area by the thumbnail of the page and it will highlight the specified files.



Once the correct files are chosen for approvals, **'THE GREEN CHECK MARK'** can be clicked. A window will prompt to verify your selection of files for approval.

6. Submission of REJECTED / REVISED pages.

To **REJECT** a page select the page and click on the **"RED X BUTTON"**

If there are pages that will have revisions, they should be uploaded into the **SAME** job. The prepress tech will take care of inputting the revised pages in place of the old files.

If you have approved a page and a revised file is to be uploaded, please call your prepress tech to notify them there will be a replacement page be submitted. The prepress tech will have to remove the approved page and confirm that plates have not been made.

Please note: Only upload pages that have revisions, DO NOT re-upload all files to a job.

*** By approving any page you are giving express consent that the page viewed in Insite Smart Review matches your desired intent and is approved for printing. Viewing your files that you uploaded is not the same as viewing the refined files through Smart Review as possibly something could have happened during the refining process that changes the file from the one that you uploaded.**

If you need to replace a page that has already been approved you MUST contact your Prepress Technician immediately via email or phone at 618-526-7211; after hours 618-526-7211 ext 232 or 227.