



# TABLE OF CONTENTS

Logging In	3
Uploading Files	3
Preview	5
Smart Review	6
Submitting New Pages	10
Contact Us	11

**INSITE**  
E E A L

## LOGGING IN

It is always best to operate from the most up-to-date browser possible. This will ensure the best compatibility with InSite.

To log in open a browser and type **insite.modernlitho.com** in the address bar.

Enter the username and password received from our InSite Coordinator. If you are unable to log in, contact the InSite Coordinator, [insite@modernlitho.com](mailto:insite@modernlitho.com).

## UPLOADING FILES

### Creating a Job

Click on the 'Create Job' button located in the top left corner of the dashboard to create a new job.

Create a 'Job Name', then hit the 'Create' button.

\*\*\* Do NOT use any special characters \*\*\*

### File Submission Checklist

Modern Litho presets were used

Single multiple-page PDF

Images are 150 dpi or higher

Bleeds of .125 or more

Fonts are embedded

Spell check complete

### Uploading Files

Click 'Upload Files' at the top left corner of the job level dashboard after the job has been created. When

number or any other details that would be helpful and descriptive.



There are two methods to upload. One method is to drag and drop

An error may appear that says 'Uploading folders is not supported with HTML5' This error can happen using an older browser. Try zipping or compressing the folder and try again. Another method is clicking the black plus button to upload

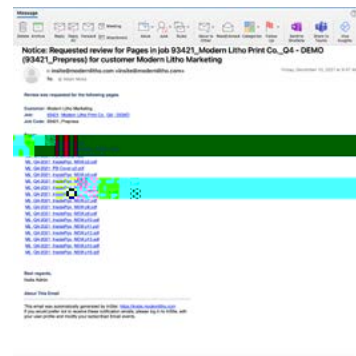
bar doesn't display.

will be sent and the popup window will show a completed status. To

File Uploads (3)			
Name	Files	Size	
✓ New Page 14	1	405 KB	
✓ Inspired Momentum Proof 2	2	123 MB	
✓ Inspired Momentum Proof 1	2	123 MB	

successful, navigate to the dashboard and highlight the job you uploaded into. On the right side of the screen, is a drop down showing the completed upload.

## THE PROOFING PROCESS



### Getting Started

The InSite team will receive a

The pages are then processed and posted back on InSite. Typically, this process may take 1-2 business days.

An automated e-mail will be sent when the pages are ready to review.

This e-mail notice will include a direct link to the job. Or navigate job dashboard.

### Reviewing Pages

Smart Review. Preview works like a digital blueline. It displays trim size and pagination. It is generally considered a simpler method to review a proof.

the default method used by InSite. To open Smart Review, click on the thumbnail or use the button marked "Smart Review."

## USING SMART REVIEW

Smart Review features a user-friendly interface and provides the job. These tools show information regarding more technical

### Smart Review User Interface

1. The Files Thumbnail List
  - a. scrollable view. The thumbnails can be sorted by
2. The Canvas Area
  - b.

Click arrows to turn page

Rotate Pages

Zoom

Tools Panel  
This panel will be the information center during the review process.

Approval and User Status Panel

Reject/approve pages individually with the buttons below.



