

Welcome to InSite

Webster Printing & Packaging has put together this quick and informative guide to help you navigate our new proofing portal!

Secured Link

Keeping our customers satisfied means producing accurate, high-quality work in an error-free, timely process.

INSITE Prepress Portal streamlines the collaboration, and management for both Webster and our customers, enabling a highly efficient prepress process. With round-the-clock access and full integration with PRINERGY Workflow, INSITE Prepress Portal provides powerful tools for minimizing errors, unexpected costs, and delays, while strengthening our customer relationships.



Deliver the best-in-class customer experience

With individual user functionality and productivity, collaboration has never been easier.



Improve efficiency by streamlining file submissions and approvals

Reduce cycle time with real-time collaboration, and online approval. Give prepress operators, customer service representatives, and customers full job visibility 24x7x365, helping boost overall productivity.



Catch problems early

Automatically identify errors at job submission with integrated Prinergy Preflight, so problems can be corrected before they become a costly rework.



Step 1: Secured Link Email

An email will be sent with a link to access your pdf proof.

The password will be **Webster1User**

This will not change for any link that is sent.

Please review the '999999_Sample' job by clicking the link below.

Job: '999999_Sample' ← **Click here**

Best regards,

Webster Printing & Packaging

About This Email

This email was automatically generated by InSite:
<https://insite.websterprinting.com>

Please note:

In some cases, emails sent from Insite may show up in your spam or junk folder so please check those folders.



Step 2: Enter Password

The password will always be: **Webster1User**



WEBSTER INSITE PREPRESS PORTAL

SECURE LINK

The page you have requested requires a password.

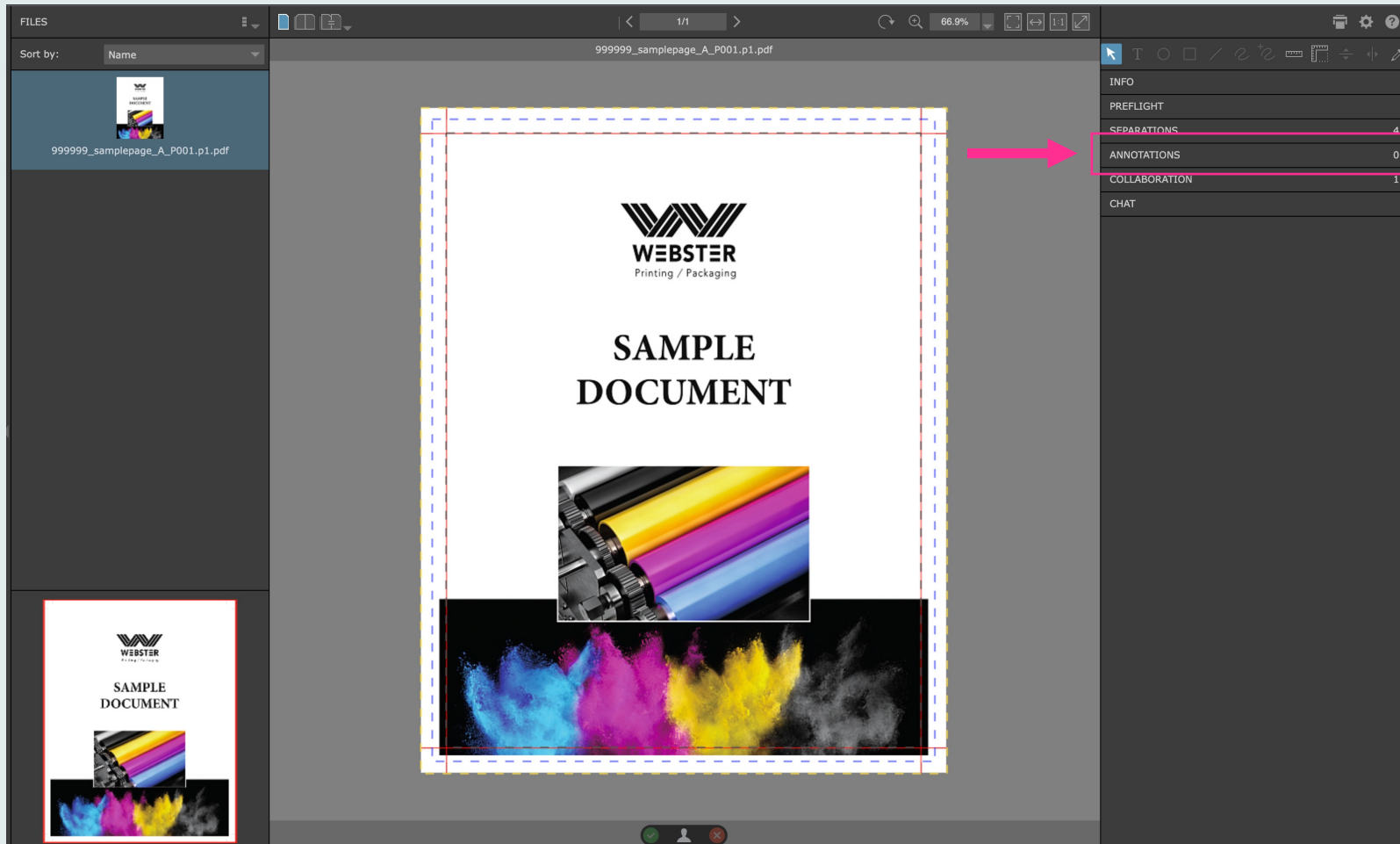
Enter:
Webster1User



Step 3: Smart Review

This is where you can see color separations, cut lines, die lines, trim marks, bleeds etc.

The “Annotations” section is where comments will be made for any corrections. This is where you will approve or reject your pages. (every page needs to be approved before the job can be printed)

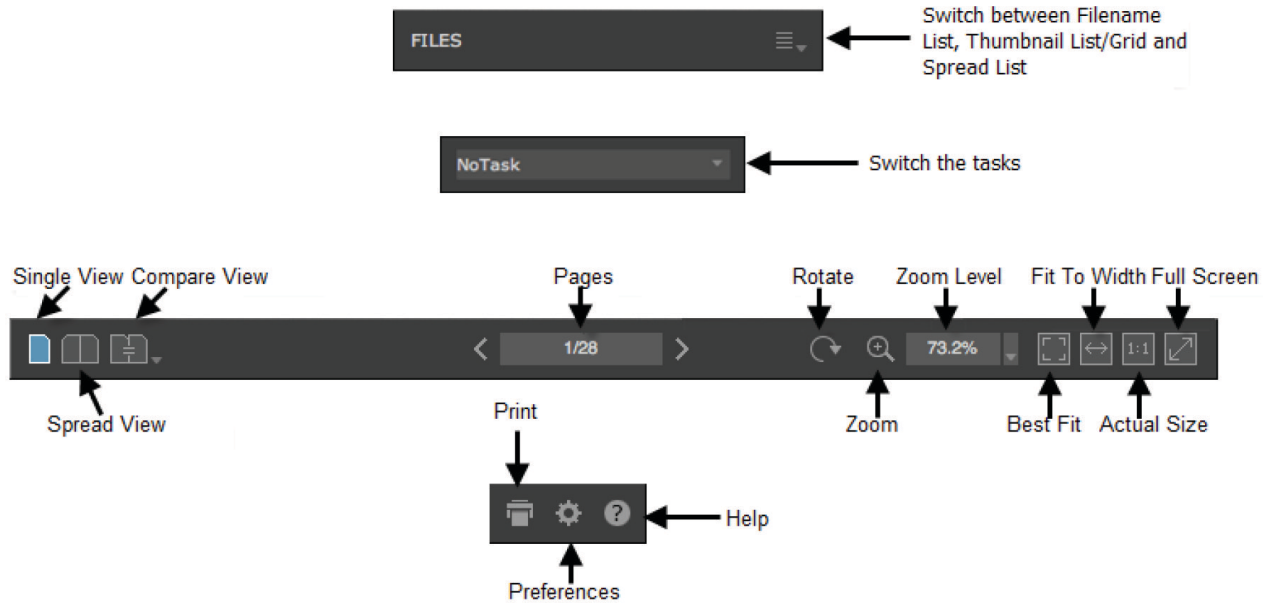


The screenshot displays a PDF review application interface. The main window shows a document titled "999999_samplepage_A_P001.p1.pdf" at 66.9% zoom. The document content includes the Webster logo, the text "SAMPLE DOCUMENT", and images of a printing press and colored powder. A red dashed border indicates the document's trim marks. A pink arrow points from the right side of the document to the sidebar. The sidebar on the right contains a menu with the following items:

- INFO
- PREFLIGHT
- SEPARATIONS 4
- ANNOTATIONS 0
- COLLABORATION 1
- CHAT

The "ANNOTATIONS" item is highlighted with a pink box, indicating it is the current view.

Step 3: Smart Review Tools



FILES — Switch between Filename List, Thumbnail List/Grid and Spread List

NoTask — Switch the tasks

Single View Compare View

Pages 1/28

Rotate Zoom Level 73.2% Fit To Width Full Screen

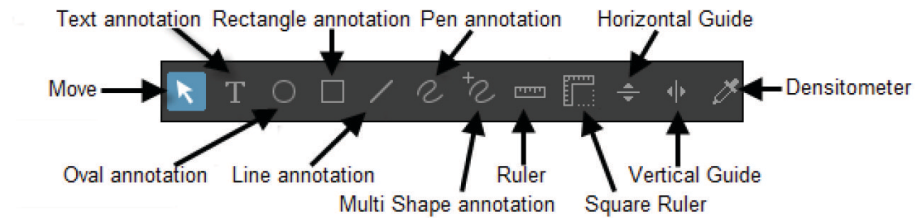
Spread View

Print

Zoom Best Fit Actual Size

Help

Preferences



Text annotation Rectangle annotation Pen annotation Horizontal Guide

Move

Oval annotation Line annotation Multi Shape annotation Ruler Vertical Guide

Square Ruler

Densitometer

Information panels

INFO	
ATTRIBUTES	2
SEPARATIONS	5
ANNOTATIONS	0
COLLABORATION	2
CHAT	

Step 3: Smart Review Tools cont.



Click on any of these tabs to open

INFO	
PREFLIGHT	
SEPARATIONS	4
ANNOTATIONS	0
COLLABORATION	1
CHAT	

Sizes, bleeds, crops, etc.

Preflight info

Color separations

This is where you will make any notes or corrections for Webster to do

The collaboration and chat tabs will not be used

Step 4: Approve or Reject (found at the bottom of the page)

Review - OK

a. Click **Review - OK**.



b. (Optional) Type a comment in the **Comment** box.

c. Click **Apply**.

Review - Not OK

The **Review - Not OK** status is available only if it is selected by the task creator.

a. Click **Review - Not OK**.



b. (Optional) Type a comment in the **Comment** box.

c. Click **Apply**.

Approving

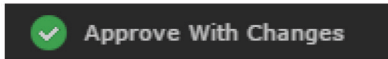
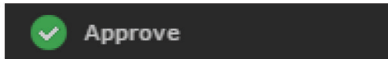
Approve

a. Click **Approve**.



b. Select **Approve** or **Approve With Changes**.

Note: The **Approved With Changes** status is available only if it is selected by the task creator.

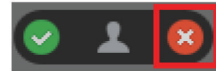


c. (Optional) Type a comment in the **Comment** box.

d. Click **Apply**.

Reject

a. Click **Reject**.



b. (Optional) Type a comment in the **Comment** box.

c. Click **Apply**.

Step 4: Approve or Reject

Once you approve or reject your proof, InSite will send an email to Webster and we will either make your requested corrections or we will move your job into production.

If corrections are made, you will receive another notification that the proof is ready for your review.

Thank you for choosing Webster Printing & Packaging

