How to Use InSite

insite.rapidpress.com

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For Tech Support/Questions

If you have any questions or run into any difficulty using InSite, please email josh@rapidpress.com or call us at **850.893.7346** for assistance.

IMPORTANT NOTES

Are you uploading a multi-page document? Please see the Automatic Page Replacement instructions on the final page of this document. If you append "_ORIG" to the end of your filename then InSite will allow you to automatically upload/replace individual pages within a document without reuploading the entire file.

Also, please submit files with 1/8" bleeds and crop marks **only**. We request that files do not have color bars, reg marks, or any other "printer's marks".

Acceptable File Types

InSite can accept the following file types: pdf, ps, tif, tiff, jpg, jpeg, and eps. If you are unable to get your file to upload, contact us for support.

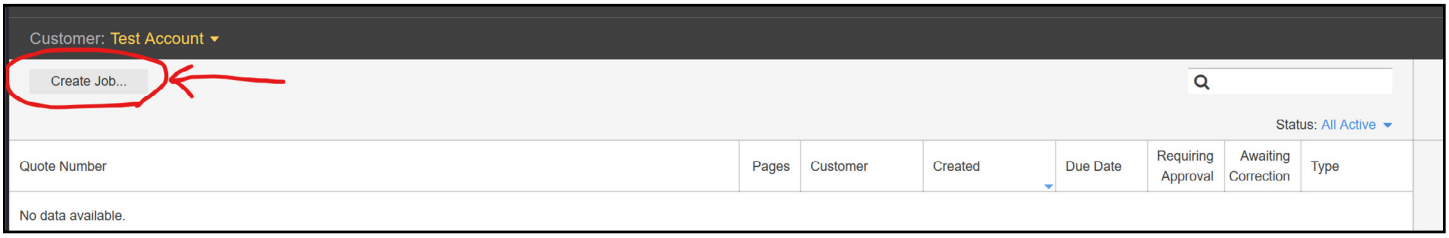
Username and Password

You should have received an email from **insite@rapidpress.com** with your login information (check your spam/junk folders as insite@rapidpress.com might need to be whitelisted depending on your organization's security settings). This email will contain your username and password. Both will be case sensitive.

Note that InSite will force you to change your password the first time you log in. Enter your existing and then new password in the window that pops up and re-login with your new credentials.

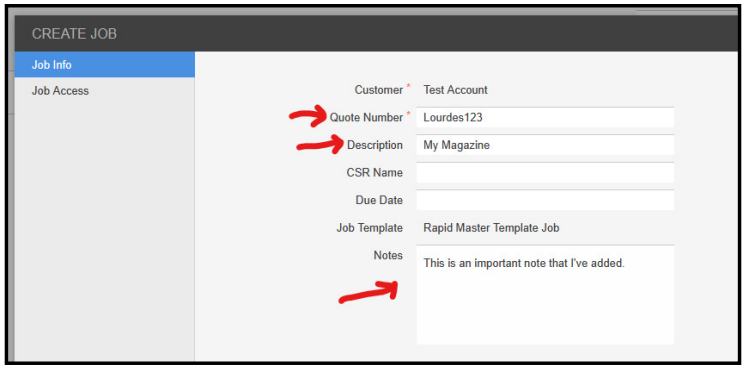
Creating a New Job

After logging in, you will be taken to the Jobs tab. You may or may not see existing jobs on this screen if your organization has jobs in-progress. Click the "Create Job" button in the upper left below your customer name.



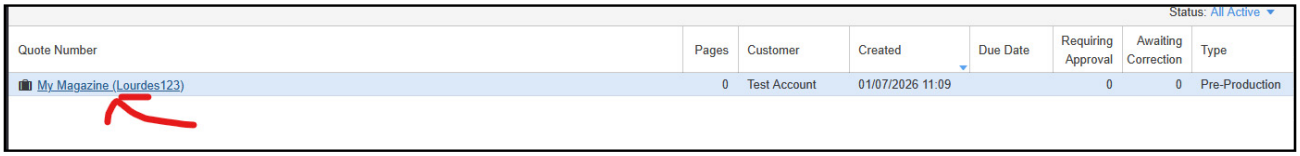
A new window will pop up and you should proceed with populating the quote number, description, and any

important notes. You may ignore the other fields. If you do not have a quote number then you can use your CSR's name or other dummy information. ***Please also email your CSR (Alan: alan@rapidpress.com, Lourdes: lourdes@rapidpress.com) with any information you put in the notes section to ensure we receive it.***

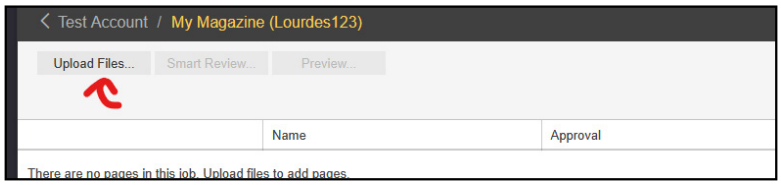


Uploading Files

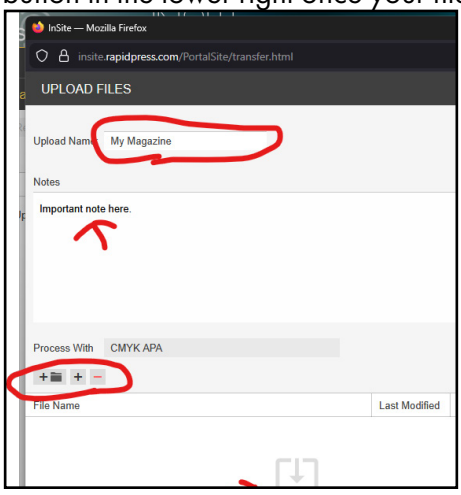
After making a new job you will automatically be taken to that job. If you are uploading to an existing job, left-click on that from the main Jobs screen. If you are uploading a multi-page file like a magazine, please see the useful tip at the end of this document to see if it might be helpful for you.



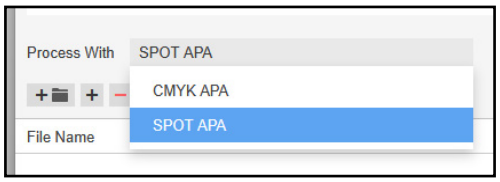
Click the Upload Files button in the upper left corner.



This opens a new window. If you have a "name" for your upload (if you're uploading an envelope and a letter, for instance) you can give it a unique name in the Upload Name field. Include any important notes in the Notes section (***while remembering to also pass that information to your CSR***). You can either drag your file into the large lower window or left-click the plus icon to manually navigate to your file. The +folder icon is used if you need to upload an entire folder with multiple files at once. The red minus sign lets you highlight and remove a file if you selected it by mistake. Click the Upload button in the lower right once your files are loaded.

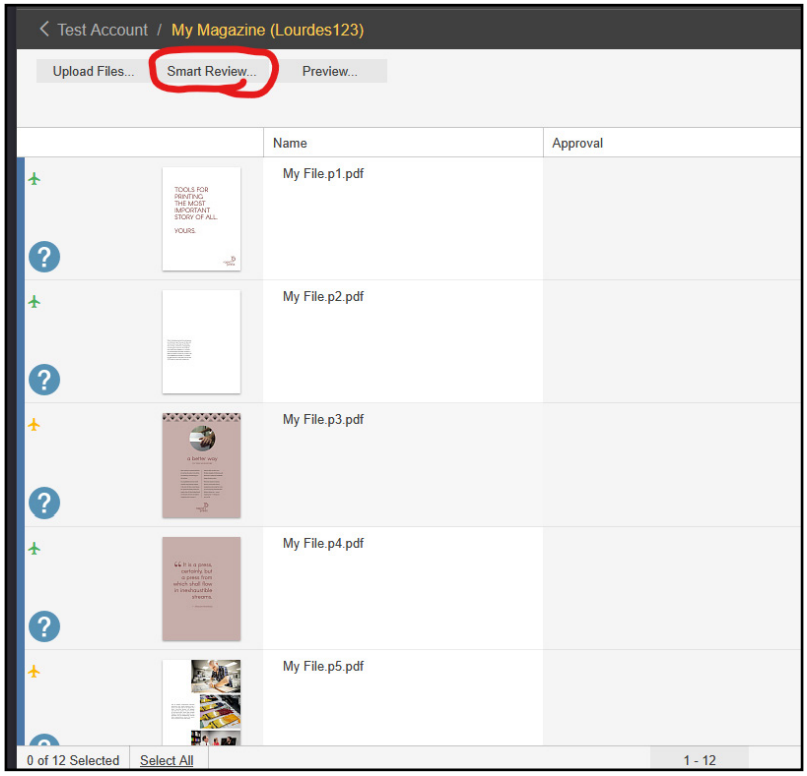


If your file contains **spot colors** (specific Pantone colors, dielines, variable data flags, anything that isn't CMYK) then change the Process With dropdown from "CMYK APA" to "SPOT APA" (that will preserve those extra separations).



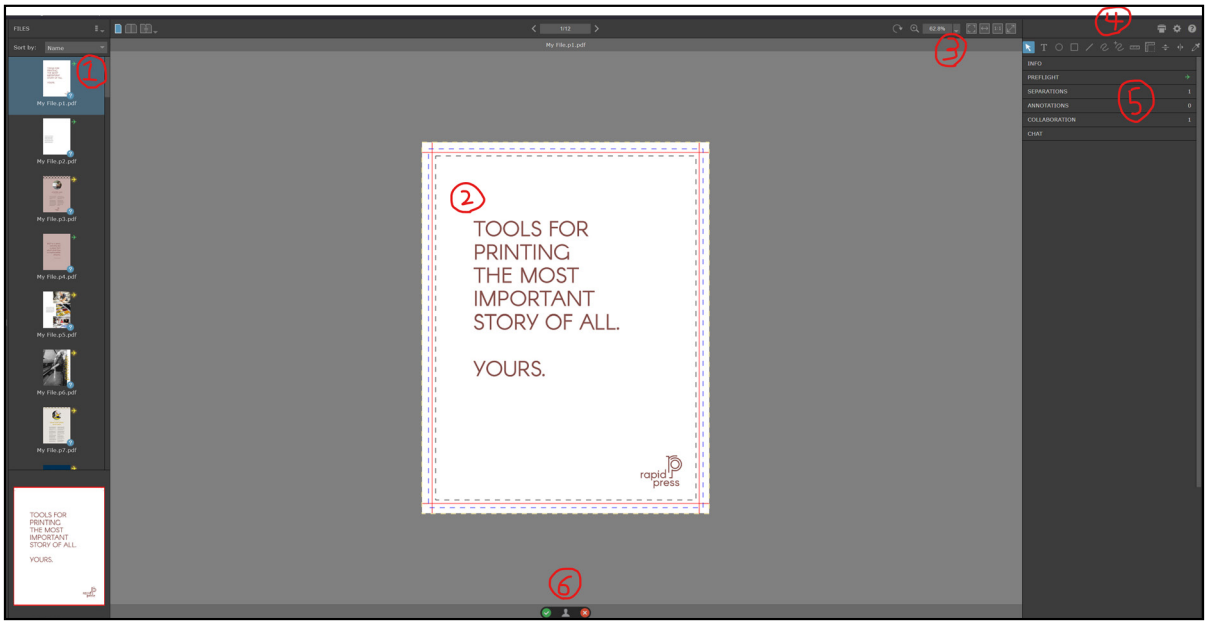
You will see a processing screen next and will be notified if InSite has spotted any Preflight errors in the file. Preflight checks for things that might affect the print like low-resolution graphics and thin lines. The most common warning you will see is a low-res image warning (InSite is set to flag anything under 200dpi). A low-res warning doesn't necessarily mean your file won't print cleanly and these are analyzed on a case-by-case basis. Low-res images of the CEO or your organization's logo should likely be fixed but low-res warnings on small icons or background screens can be safely ignored. If you are ever unsure whether or not a warning is important, please reach out to us and we will let you know. Close this window once your upload is complete. If your files/pages have not appeared on-screen after you close that window, then refresh your browser (F5 is the standard keyboard shortcut for this).

You should now see thumbnail previews of all pages in your file(s). Small airplane icons representing Preflight status will be displayed next to each of these. Green means no preflight warnings, yellow means something was flagged on that page, and red means some sort of critical failure/error is present on that page. Assuming the number of pages that were uploaded matches what you were expecting and that you have no concerns with them, then you're ready to review and approve your pages by hitting the "Smart Review" button in the upper left corner.



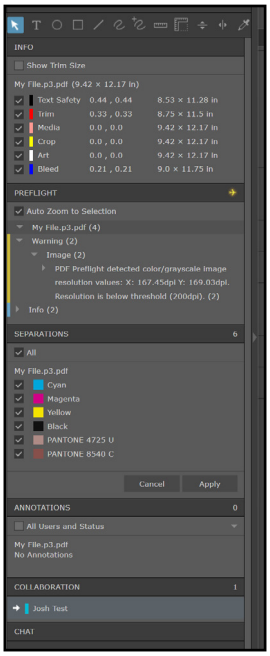
Reviewing Files/Smart Review

After clicking the Smart Review button, a new window will open and you will see your first page displayed on-screen.



Number	Area in the Review window
1	Files list
2	Canvas area
3	View and zoom tools
4	Annotation toolbar
5	Information panels (provide detailed information about the file, such as separations and annotation details)
6	Approval and user status panel

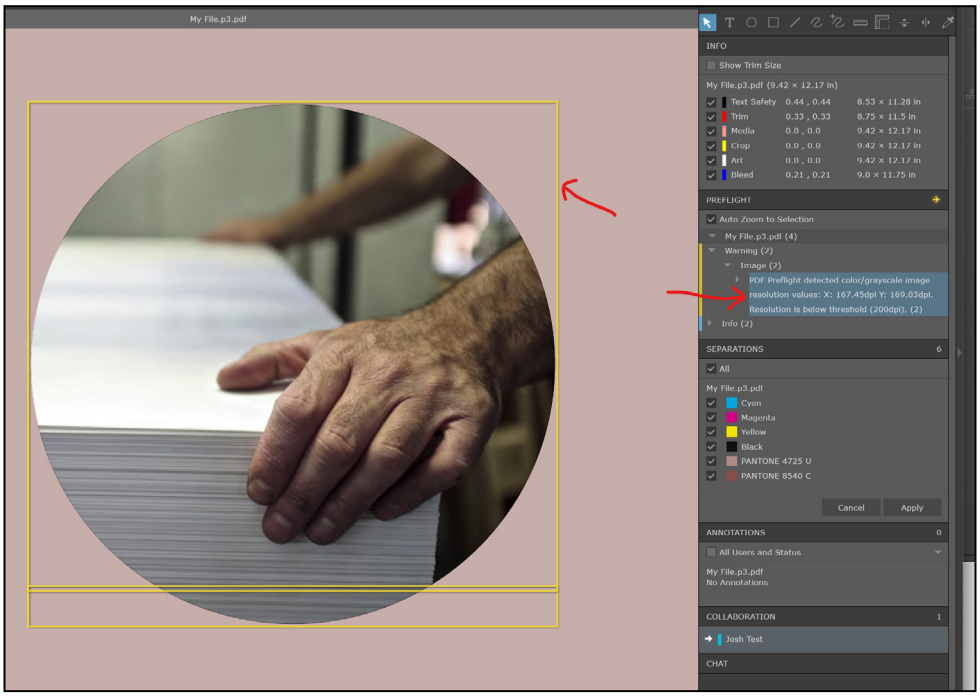
Note that each section in the Information panels can be expanded by clicking on them or dragging them larger. This is very helpful to review Preflight warnings, to see trim sizes, and to see what separations have been uploaded.



You will see several solid/dashed lines around the main preview panel

- The outermost (blue) line is for bleeds. Your bleeds should be extended at least 1/8" (0.125") beyond where your piece will trim and that is represented by this line.
- The middle (red) line shows where your piece will trim.
- The innermost (black) line is for the "warning zone". It's best-practice to keep critical copy, graphics, etc at least 1/8" (0.125" from the trim line to ensure nothing is cut off in the manufacturing process. That is represented by this line.

To see what specific element is giving a Preflight warning, click that warning in your preflight tab. InSite will zoom in to the offending section and draw a yellow box around it. Remember that not every Preflight warning will be necessary to fix and always reach out to us if you are unsure.



You should now navigate through each page in your document/file and approve or reject them by clicking the green check or red X icons at the bottom center.

If everything looks good to you, approve each page and we will take it from there (we're notified on every approval/rejection). If you need to upload correction/replacement files, then reject whatever pages you need to and upload new pages the same way you did the original*. You can upload individual pages rather than the entire file if it's easier and makes sense for your job. Note that InSite won't let you overwrite file names so if your original file was called "Postcard.pdf", then you would need the new file to be called "Postcard_v1.pdf" or something similar.

***Important/useful tip for automatic page replacement**

InSite has the capability to automatically replace individual pages from a multi-page document if the original file is named accordingly. There are only two steps to this:

- Your initial upload will need to have "**_ORIG**" added to the end of your PDF file name.
- Once you have reviewed your proofs online and have a correction request, you will need to upload a new PDF for each page that is to be replaced and add "**CXpg #**" to the file name for the corrected PDFs.

Example: Say you have a 24 page document named "Annual Report.pdf". To take advantage of InSite's automatic page replacement you would change that filename to "Annual Report**_ORIG**.pdf". If you find that you need to subsequently make changes to pages 20 and 24, you would make those edits on your end and export those two pages as individual single-page files. Add "**CXpg #**" to those files (you'll have two separate PDFs named "Annual Report**CX20**.pdf" and "Annual Report**CX24**.pdf"). This naming scheme tells the workflow software that Annual ReportCX20.pdf needs to replace page 20 in the original file and Annual ReportCX24.pdf needs to replace page 24. When uploading correction pages name this upload "Revision One". Then if further revisions are needed you can upload a new set of correction files and name it "Revision Two" and so on. There is no limit to the number of times you can do this, nor are there extra charges, so revise to your heart's content.