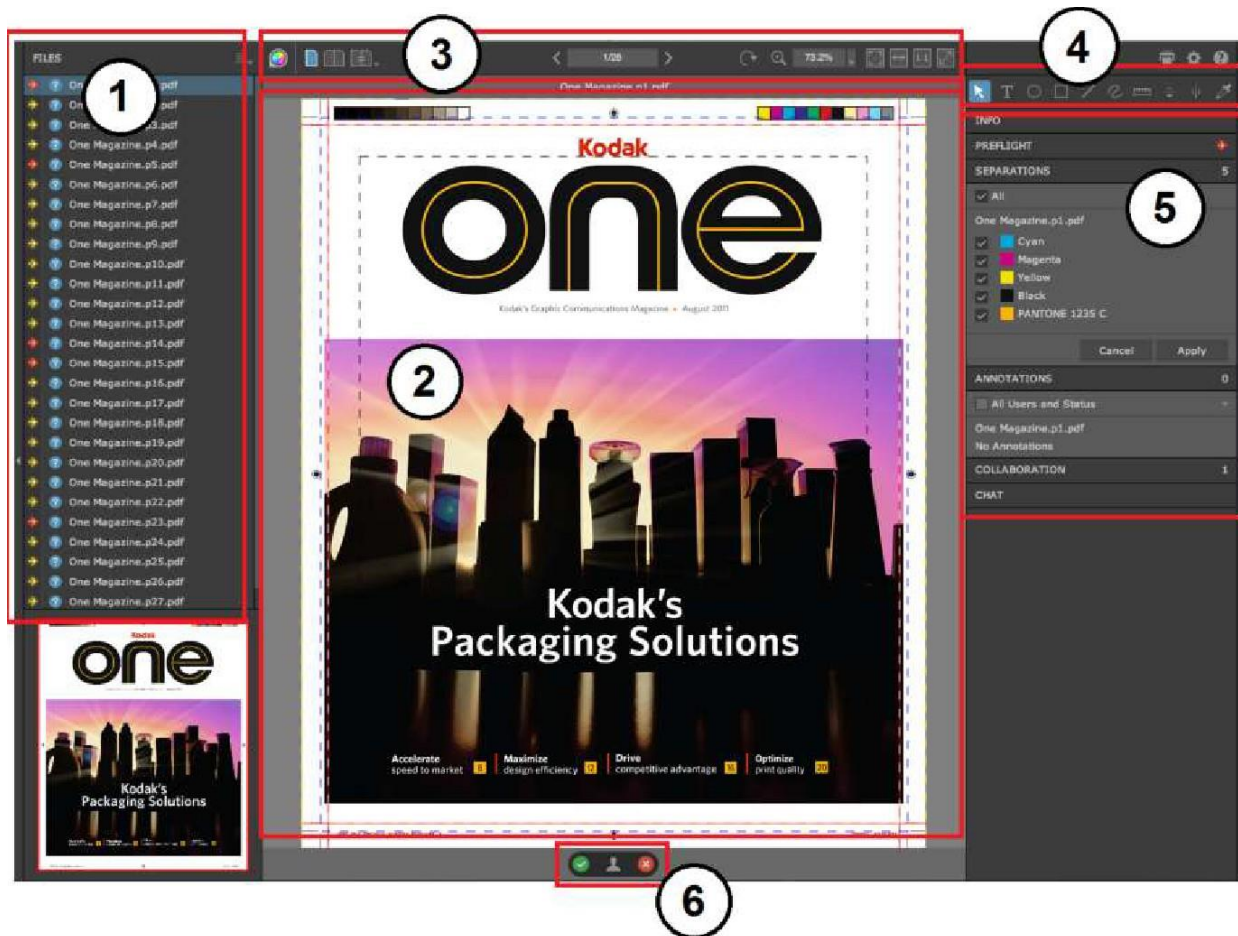


# Smart Review Tools

This is a reference sheet for all the available tools in the *Smart Review* and what they are used for. Depending on the role defined, some tools may not be available to all users.

This is how the window appears when in the *Smart Review*.

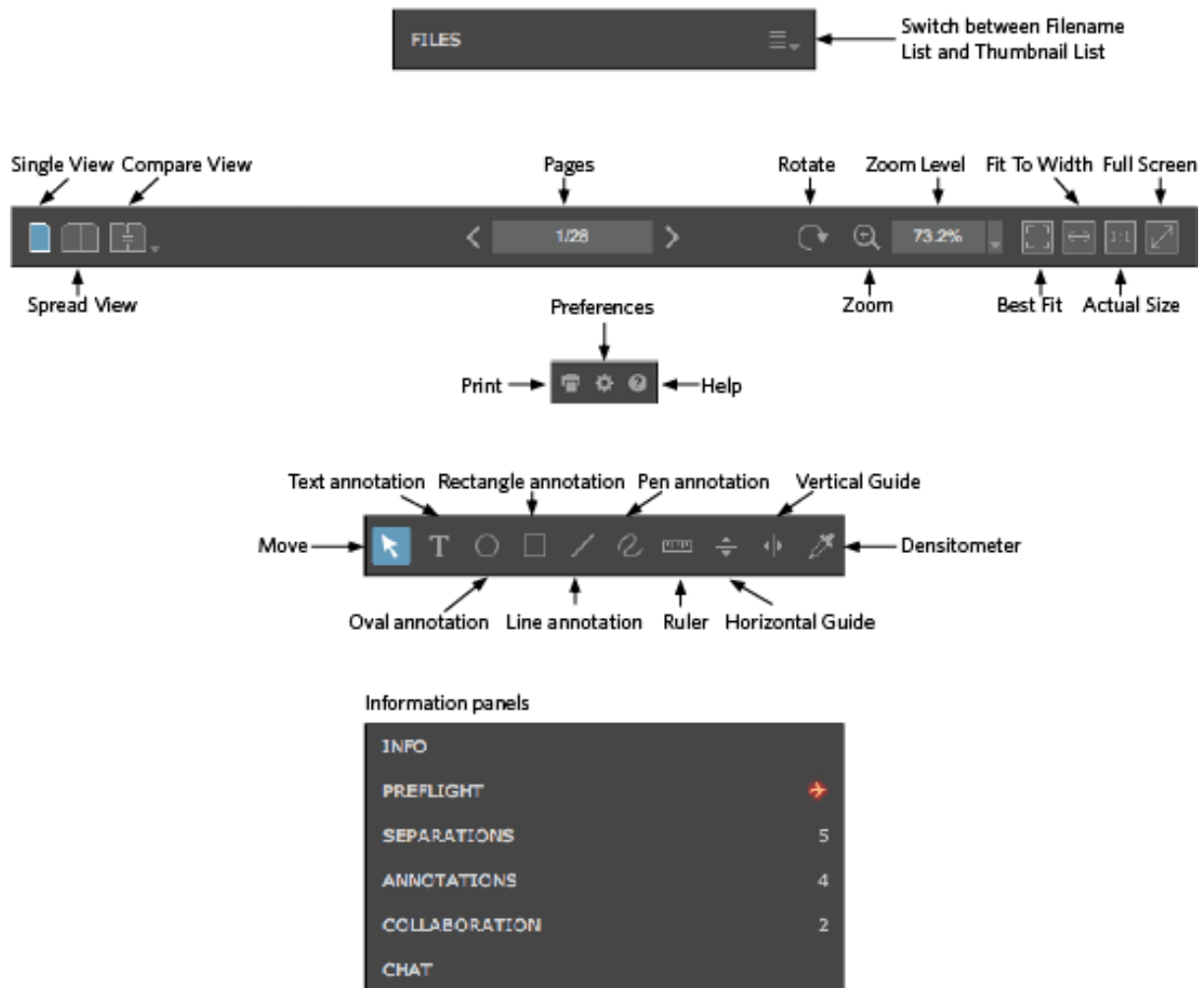


Number	Area in the Review window
1	Files list
2	Canvas area
3	View and zoom tools
4	Annotation toolbar
5	Information panels (provide detailed information about the file, such as separations and annotation details)
6	Approval and user status panel

Your job role determines which *Smart Review* tools are available to you.

## Annotation tools

The annotation tools appear on the right side when you open *Smart Review*. Gray highlighting indicates the tool is in use.



## Annotating pages in Smart Review

Requirements: Your job role must include the *Annotate* permission.

- While you are reviewing or approving pages, select the desired annotations tool to annotate the pages.



## Working in a collaboration session

Multiple users can work on the same file at the same time. It is known as a collaboration session.



For more information about working in a collaboration session, see the InSite Prepress PortalHelp.

## Reviewing and approving pages


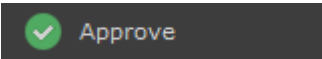

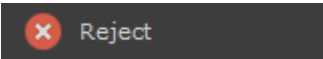
Requirements: Your job role must include the *Give Final Approval* permission for approving or rejecting pages.

### Smart Review

- Reviewing

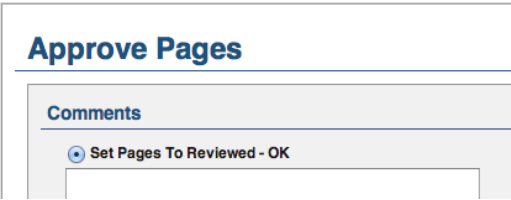
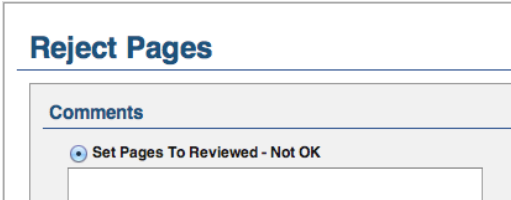
Review -OK	Review -NotOK
<p>a. Click Approve.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>	<p>a. Click Reject.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>

- Approving

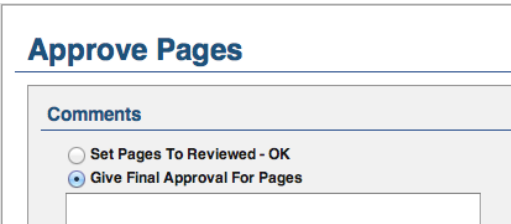
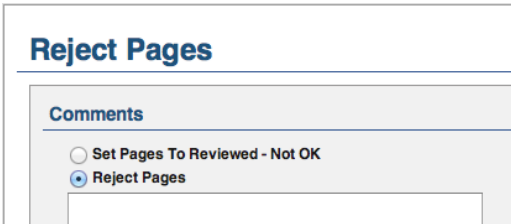
Set Final Approval	Reject
<p>a. Click Approve.</p>  <p>b. Select Approve.</p>  <p>c. (Optional) Type a comment in the Comment box.</p> <p>d. Click Apply.</p>	<p>a. Click Reject.</p>  <p>b. Select Reject.</p>  <p>c. (Optional) Type a comment in the Comment box.</p> <p>d. Click Apply.</p>

**Pages tab**

- Reviewing

Review -OK	Review-NotOK
<p>a. Click Approve.</p>  <p>b. (Optional) Type a comment in the Comments box.</p> <p>c. Click OK.</p>	<p>a. Click Reject.</p>  <p>b. (Optional) Type a comment in the Comments box.</p> <p>c. Click OK.</p>

- Approving

Set Final Approval	Reject
<p>a. Click Approve.</p> <p>b. Select Give Final Approval For Pages.</p>  <p>c. (Optional) Type a comment in the Comments box.</p> <p>d. Click OK.</p>	<p>a. Click Reject.</p> <p>b. Select Reject Pages.</p>  <p>c. (Optional) Type a comment in the Comments box.</p> <p>d. Click OK.</p>

## Smart Review Checklist

When uploading files to InSite, a preflight is run to help flag potential production problems. While reviewing your pages in the InSite *Smart Review* program, here is a checklist of items you should look for.

### Check the Preflight Manager for Errors / Warnings:

- **Font failures** - If fonts are not embedded in the PDF you will receive an error message.
- **Resolution warnings** - Images under 200dpi will receive a warning message.
- **Total ink density** - Small areas over 360% should not be a problem, however this is a concern with large areas of coverage.
- **Non-CMYK colors** - Images with a non-CMYK colorspace will receive a warning - ensure the converted colors have rendered as expected. \*

\* The color accuracy in the *Smart Review* is only as accurate as your monitor represents. While all non-CMYK elements will be converted to such when processed, users must understand that Publication Printers calibrates our monitors for color accuracy. We cannot guarantee color as viewed on your monitor due to varying monitors and individual settings.

### Check:

### Reason:

• Verify document size & offsets are correct in the "Page Info" window.	<i>If your files are not set up to the correct size, your job may be put on hold.</i>
• Verify any printers marks present are away from the trim a minimum of 1/8".	<i>If marks are found in the bleed area, your job may be put on hold.</i>
• Verify text is not less than 1/8" from trim. If your job is perfect binding, we suggest 3/8" away from the spine.	<i>You can enable the "Safety Lines" under the VIEW menu. If your trim box is set correctly, they will be 1/8" from the final trim.</i>
• Verify all pages have a minimum of 1/8" bleed.	<i>If you have less than 1/8" bleed, your job may be put on hold.</i>
• Verify all processed elements have rendered as expected.	<i>Elements with transparent effects and / or non-CMYK colors may render inconsistently or disappear completely from the page if not set up correctly.</i>
• Verify each page's color information.	<i>If you have warnings about spot colors and/or non-CMYK elements, make sure that the conversion of such elements is acceptable.</i>
• Verify folio on page matches the file name.	<i>If your cover is not considered page 1, please review the naming conventions in the Customer Insite Instructions.</i>
• Verify all crossovers using "spread" mode.	<i>To ensure both sides marry up correctly.</i>
• Verify ALL rejections/revisions have been made.	<i>To ensure your job is printed with the correct content.</i>
• Check for type reflow and missing or added elements.	<i>To verify that it will print as expected.</i>
• Verify page count is accurate.	<i>If you have too many, not enough or duplicate pages, your job may be put on hold.</i>
• Approve / Reject pages on InSite.	<i>Be sure to give "Final Approval" ONLY when you are ready to go to press.</i>