# InSite Prepress Portal Quick Start Guide

Insite is a Prepress portal system that manages the file uploads, correction cycles, remote proofing and approvals. Please read through this document carefully before uploading your files to the portal.

To start, go to: insite.hemlock.com

Uploading

1. Enter your **Username** and **Password** (first-time users will be prompted to change the password)

2. The Job Ticket window will open. Select the **job ticket number** relating to your specific project

3. Select **Upload Files** and drag/drop your PDF files into the upload window

4. Click **Upload**. Once complete, you will receive confirmation that your pages successfully uploaded.
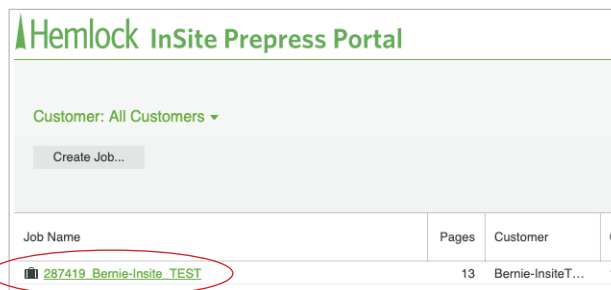

Preflight

The automated Preflight software inspects the most common miss-alignments occurring in file preparation for offset printing.

You will now inspect your pages for any warnings or errors.

1. Click on the thumbnail to view the page in Smart Review. **Airplane** icons on the far left of the screen will indicate a pass ✈, warning ✈ or fail ✈ status of your pages.

2. Click the **Preflight tab** on the right to display the pages with framed items of concern, relating to the Preflight notes.

3. Pages with warnings need to be carefully reviewed by you. If any of the warnings require corrections, please re-upload the revised pages.

4. Failed pages will have to be corrected and re-uploaded.
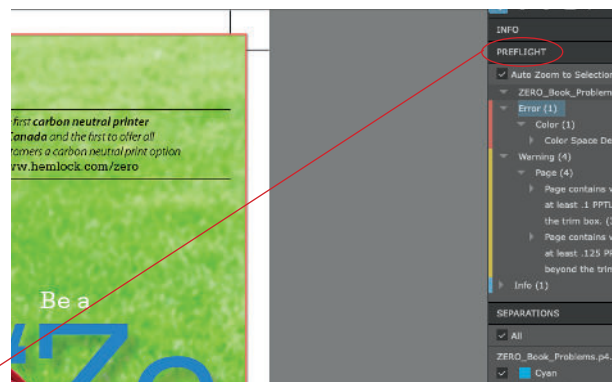
Approving or Rejecting Pages

- To approve your pages, select the **Green** ✔ at the bottom of the screen and then click **Approve**.

- To reject pages, select the **Red X** and click **Reject**. Rejected pages will not be printed. You must upload new pages and approve those before any work can begin

- Every page must be approved before Hemlock's Prepress team can work on your project. All unused pages mustbe rejected and/or deleted.

Your efforts to diligently inspect your files at this stage will reduce the risk for additional charges if alterations occur after the delivery of hardcopy proofs.

Please reach out to our Insite Help Desk **insitesupport@hemlock.com** if you need assistance.

Hemlock