

Viewing pages in Preview

Preview is a tool that enables you to preview pages with page arrangement. You can also approve or reject pages, but you cannot review pages.

Note: You can define specific **Preview Permissions** per customer.

EDIT CUSTOMER

Customer Info

Preview & Smart Review

Preview Permissions

☒ Enable Single Page View

☒ Enable Spread View

☒ Enable Rotation

☒ Enable Smart Review Access

Smart Review Annotation Stamps

Cancel

Update

- 1. Locate the job, and click the job name.
The pages of your job are displayed.
- 2. In the **actions** and **filters** area, click the **Preview** button.

Upload Files... Smart Review... Preview... Arrange Pages... Secure Link...

Status: All Pages Reviewer: All Signature: All Preflight: All Group: All

	Name	Approval	Review	Color Review
	NatureBook 1 p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
	NatureBook 2 p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
	NatureBook 3 p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
	NatureBook 4 p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
	NatureBook 5 p1.pdf	Elizabeth Burdge John Doe	Raymond Cunningham Robert Doe	

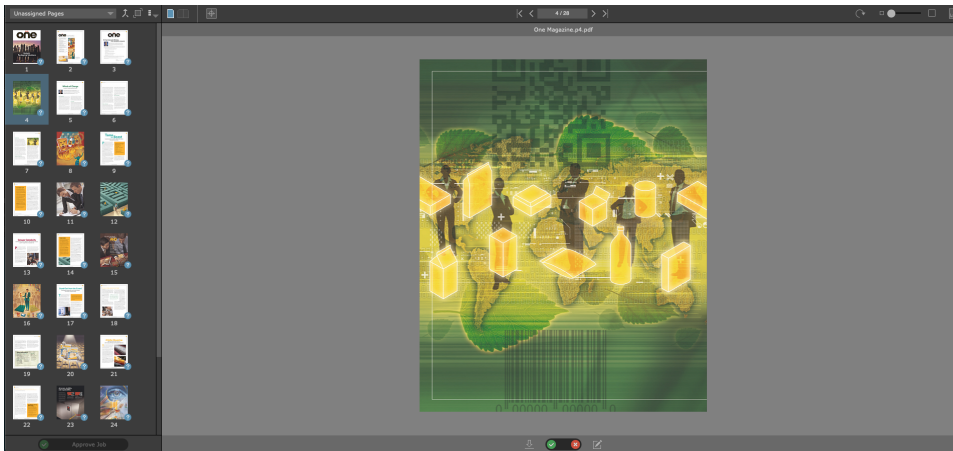
0 of 72 Selected Select All

1 - 32

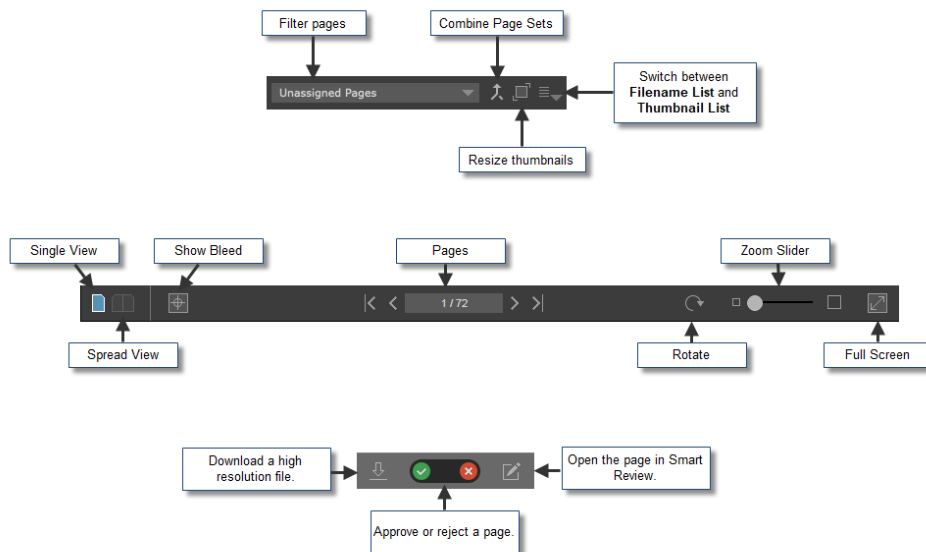
Sort by: Name

System Diagnostics Learning Center Privacy Terms Contact +1-555-123-4567

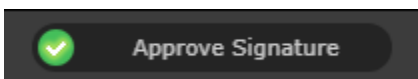
The following Preview window opens:



3. Use the following tools to view and approve Pages:



4. To approve Jobs, Signatures, Page Sets or Versions, click the button in the lower-left corner of the screen:



- Approve all the pages at once by clicking the **Approve Job** button.
- If your job has imposition, you can approve signatures by clicking the **Approve Signature** button.
- If your job has page sets with pages assigned to them, you can approve the page sets by clicking the **Approve Page Set** button.
- In LPV jobs, you can approve specific versions by clicking the **Approve Version** button.

For more information about the **Preview** tool, see the [InSite Prepress Portal User Guide](#).