

Submitting file to job (v11.5)

1. In the application (InDesign or Illustrator), open a file you want to submit to InSite Prepress Portal.
 - It may be an *.indd* file, an *.ai* file, a *.pdf* file or any other type of file that the application (InDesign or Illustrator) allows you to open.
2. In the extension window, from the **Adobe PDF Preset** dropdown, select a PDF Preset that you want to use to compose a PDF file for the opened file.
 - The **Adobe PDF Preset** choices you see in the dropdown are defined in the application (InDesign or Illustrator). You may manage them (*Create New, Edit, Import, Export*) via application's **Edit >> Adobe PDF Preset** menu.

Note: You can select a default **Adobe PDF Preset** from **SETTINGS** button (.
3. Under **Pages**, select **All** or **Range**.
 - For multiple-page file, if you want to submit only certain pages to InSite Prepress Portal, select **Range** and enter page(s)/page range(s) that you want to submit .
4. For multiple-page file, you have an option to submit each page as a separate PDF file. If you want to submit each page as a separate PDF file:
 - a. Check the **Upload with separate PDF Files** checkbox.
 - The **Upload As** field has the file name already entered, and the box below shows an example of the PDF file name you will see on InSite Prepress Portal.
 - b. You may enter a different file name of your choice, and you will see the example of the PDF file in the box below accordingly.
5. Under **Jobs**, select a job that you want to submit the file to. You may use **Search** to show only specific jobs in the list.
6. Select an **Upload Processing Rule** from the dropdown appeared under the selected job.
 - Only the available Upload Processing Rules for the selected job appear in the dropdown.
 - You may not select any Upload Processing Rule. In that case, the file will be uploaded to the job without processing.
7. Click **SUBMIT**.
 - If the file is successfully submitted, the file is uploaded to the job and processed with the selected Upload Processing Rule.

Note: You can click the link button () appeared next to each job name in order to open the job on InSite Prepress Portal on browser.