## **InSite Prepress Portal Quick Start Guide**

- What is InSite Prepress Portal?
- Logging on and off
- Getting help
- Creating users
- Creating a job
- Viewing jobs
- Uploading files to Prepress Portal
- Asking users to review or approve pages
- Viewing pages in Smart Review
- Smart Review tools
- Annotating pages in Smart Review
- Reviewing and approving pages in Smart Review and in the pages list
- Viewing pages in Preview
- Downloading files and pages
- Creating secure links in Prepress Portal
- Getting more information