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.

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.

The following Preview window opens:
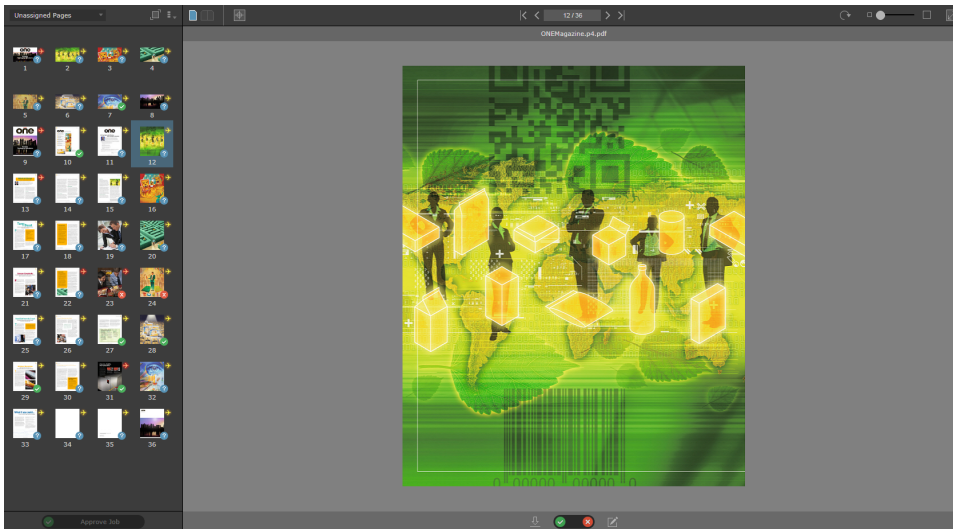
3. Use the following tools to view and approve Pages:
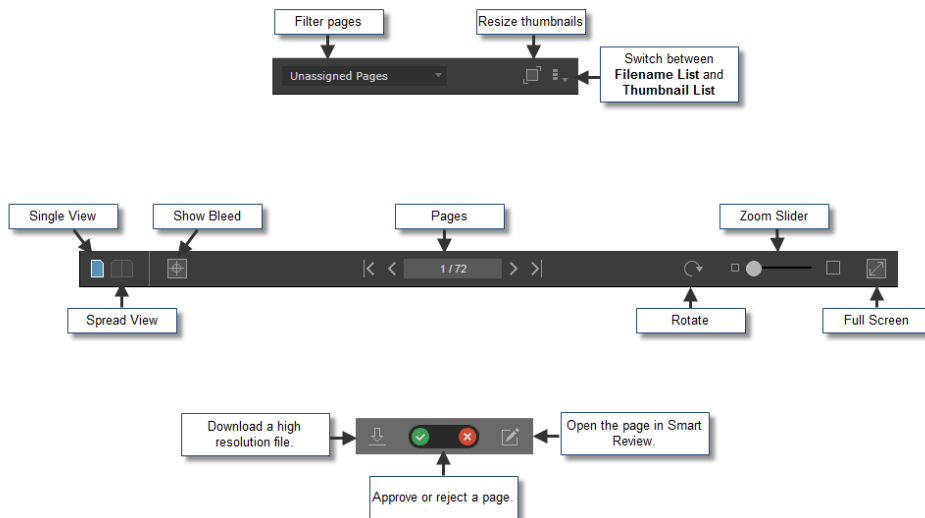
4. To approve Jobs, Signatures, Page Sets or Versions, click the button in the lower-left corner of the screen:

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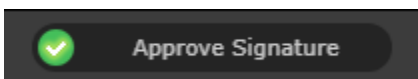- If your job has imposition, you can approve signatures by clicking the **Approve Signature** button.
- If your job has page sets with pages assigned to them, you can approve the page sets by clicking the **Approve Page Set** button.
- In LPV jobs, you can approve specific versions by clicking the **Approve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

For more information about the **Preview** tool, see the *InSite Prepress Portal User Guide*.