

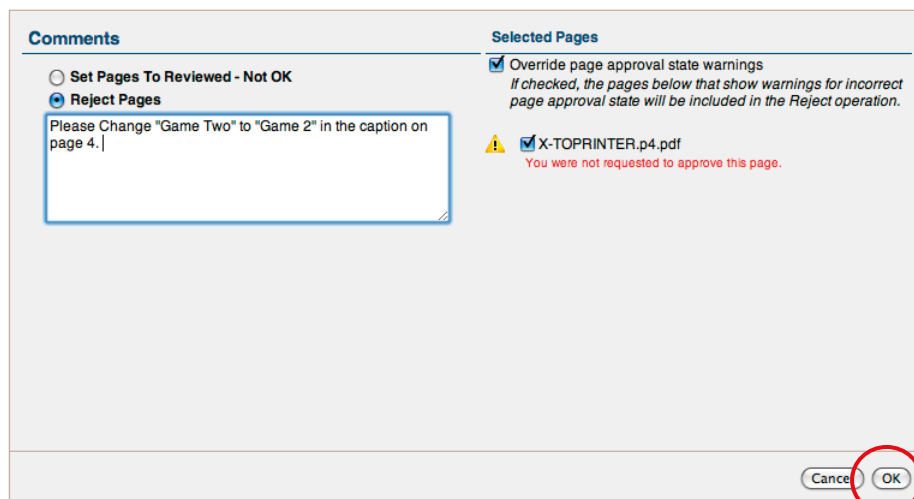
Approve or Reject Pages Via InSite

When you are done viewing the files simply go back to InSite and select the pages you want to approve and hit “Approve” then select the pages you need edits on and hit “Reject”, at that time a box will appear that you can type comments into, hit “OK”. An email will be automatically sent to your Customer Service Representative.



The screenshot shows the InSite interface with a list of PDF files. The top navigation bar includes "Upload Files...", "Preview", and "More Tools...". The main area displays three files: "X-TOPRINTER.p1.pdf", "X-TOPRINTER.p2.pdf", and "X-TOPRINTER.p3.pdf". Each file has a "select" button (circled in red) and a "Approval Requested" status. On the right side, there is a toolbar with various actions: "Select All" (circled in red), "Select None", "Pages Selected: 1", "Collapse", "Request Approval", "Set Color Target", "Approve" (circled in red), "Reject" (circled in red), "Clear Requests", "Add To Group", "Remove From Group", "Download Proof", "Download HiRes", "Download JPEG", "Report", and "Remove Pages".

Reject Pages



The "Reject Pages" dialog box is shown. It has two main sections: "Comments" and "Selected Pages".

Comments:

- Set Pages To Reviewed - Not OK
- Reject Pages**

Please Change "Game Two" to "Game 2" in the caption on page 4.

Selected Pages:

- Override page approval state warnings
If checked, the pages below that show warnings for incorrect page approval state will be included in the Reject operation.
- X-TOPRINTER.p4.pdf
You were not requested to approve this page.

At the bottom right, there are "Cancel" and "OK" buttons, with the "OK" button circled in red.