

## InSite–Download Proof & Acrobat Settings

### Proof Options

You can download one or more pages as either a Lo-Resolution PDF (Download Proof) or a High Resolution PDF (Download Hi-Res) to view or print using Adobe Acrobat.

1. Log into InSite: [wpcdirect-wi.com](http://wpcdirect-wi.com) and locate a job.
2. Select one or more pages to download. You can also choose **Select All** at the bottom.
3. Click on the ... and then select **Download Proof** (Lo-Res PDF) or **Download Hi\_Res** (Hi-Res PDF).

The screenshot shows the Walsworth InSite interface for a job named 'CMYK + Spot'. A table lists files for download, with columns for Name, Approval, Review, and Color Review. A context menu is open for the file 'InDesign\_New\_Features\_Guide.p1.pdf', showing options like 'Download Proof', 'Download Hi Res', and 'Download JPEG'. A 'DOWNLOAD' dialog box is overlaid on the screen, providing instructions and options for downloading multiple files as a compressed .zip file or as individual PDF files.

**DOWNLOAD**

Note: When you download multiple files, a compressed (.zip) file is created. If you cannot extract the \*.zip file with the OS embedded unzip tool, use a third-party tool, such as iZip (Mac) and 7-zip (Windows).

Single or multiple PDF file

- Single-page proof (a PDF file for each page)
- Multi-page proof (a single PDF file for multiple pages)

Cancel Download

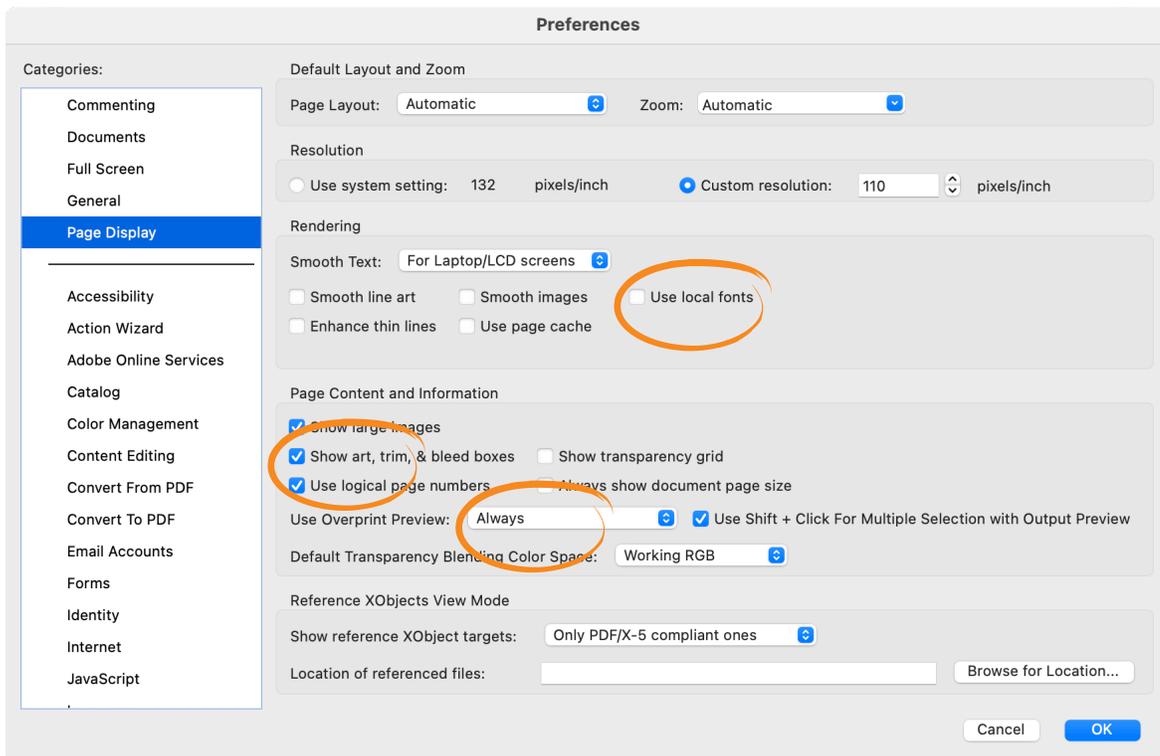
 **Acrobat Pro**  
When viewing PDF Proofs, you should always use Acrobat. See next page for recommended Acrobat Preferences.

# Quick Start Guide

## Acrobat Settings

Adjust the following options in Acrobat Preferences > Page Display to more accurately inspect overprints and bleed.

1. Uncheck **Use local fonts**. This allows you to see how the PDF looks on all computers.
2. Check **“Show art, trim and bleed boxes.”** Some applications show the trim size of the PDF file as non-printing information that will display as guides.
3. **Use Overprint Preview: Select Always.**



Adobe Acrobat Pro