
INSITE CUSTOMER UPLOADING GUIDE

This document is designed to help InSite users with uploading files. Below are a few guidelines for file submission, followed by instructions on uploading.

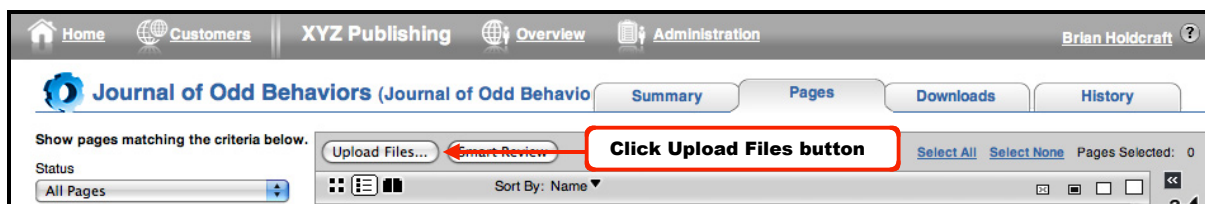
- Only PDF's can be uploaded into InSite for auto-processing. If other files need to be uploaded into InSite, they should be compressed into a .zip or .sit file prior to upload.
- PDF's can be generated as single-page or multi-page documents. There are advantages and disadvantages to both methods. The decision on the method to use is up to the customer and several factors will weigh on the decision: complexity of the work, size of the files, number of pages in the publication, etc.

Both methods can be successfully utilized in our workflow. If you are not sure which method is best for you, consult with your Technical Service Representative.

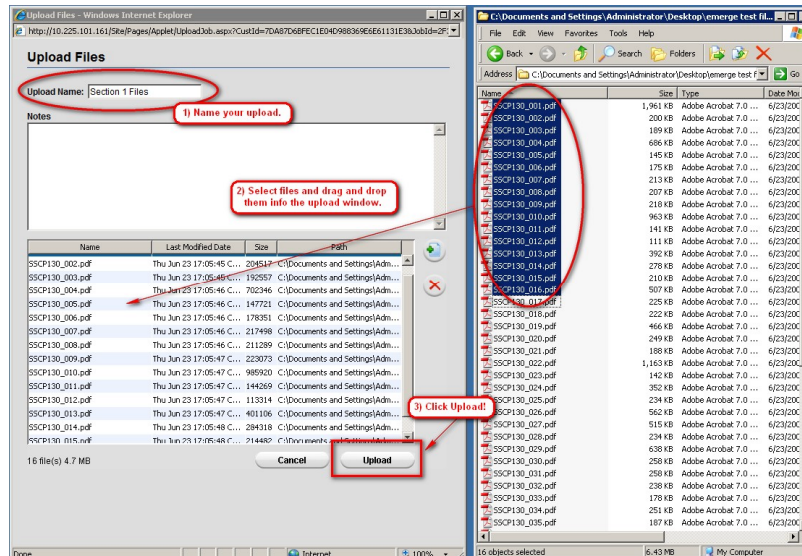
- Revised pages: Regardless of how the original files were submitted, revised pages should be submitted as single pages unless a global problem necessitates that all pages be re-supplied.

Uploading Files

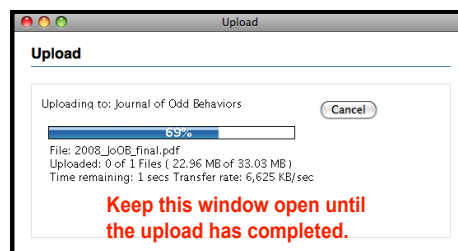
Login to InSite and click on the job you will be working with. Once in the appropriate job, click the “**Upload Files...**” Button. This will open the “Upload Files” window.



- 1) Enter a name for the upload. This helps to keep track of jobs with multiple uploads.
- 2) Select the files to be uploaded and either drag them to the upload window or click on the green page icon with the “+” sign on it to browse your computer for the pages to be uploaded.



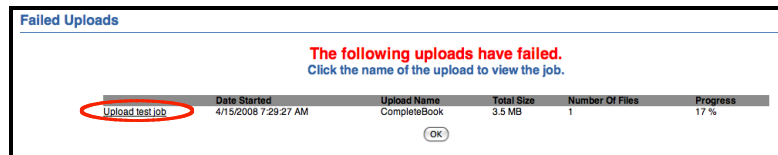
- 3) Click **Upload**. A pop-up window will display the progress of the upload. Do **not** close the Upload window. Doing so will stop the upload! Clicking **Cancel** will permanently stop the upload.



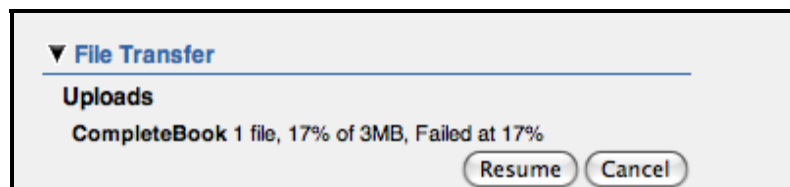
After the upload completes, a details window will open up and give you a detailed log on the processing of the files. Pay close attention to this window as any warnings or errors will be shown here. This window will tell you if your files have been auto processed and if not will give valuable information as to why the files did not auto process.

Resuming An Upload

There may be cases when an upload didn't complete successfully: the upload window was accidentally closed, computer was shutdown, lost network connection, etc. InSite has the ability to resume an upload. When you login to InSite, it will detect if you have an upload that has failed to complete.



To resume the upload, click on the job name link to open the job. This will take you to the Summary view of the job. In the File Transfer section you will see the incomplete upload listed.



Click **Resume** to continue the upload or click **Cancel** to permanently stop the upload. If you click Cancel a confirmation dialog box will pop up. Click **OK** to confirm the cancellation of the upload.

