

Basic instructions to log in and upload a file to Color World Printers InSite web page.

1. Open your browser and type [proof.colorworldprinters.com](http://proof.colorworldprinters.com) (NO www)
2. Enter your login and password.
  - a. If you are a regular customer, a user name and password will be provided by Color World or by your graphic designer.
  - b. If this is a one-time upload, use **onetime** as the user name and the password.
3. Click Login button
4. If you get an error or the troubleshooting screen appears, it means you do not have the right version of Java. Here is how to fix it.
  - a. Go to [www.java.com](http://www.java.com)
  - b. Click on the “Download Now” button
  - c. Click on the “Begin Download” button
  - d. On Windows XP machines, if the download does not begin, look for the yellow bar at the top of the browser. Click on it and select “Enable ActiveX Control”
  - e. The install is very fast and uses very little disk space.
5. Once you are logged in, you will be taken to the Jobs page
6. If you are uploading to an existing job—
  - a. Find your job listed on the left side.
  - b. Click the job title link. You are now on the Job Home Page.
7. If this is a new job, click on the New Job button on the upper right hand side.
  - a. Fill out the job name and skip the next two fields.
  - b. Enter notes about the job for CWP’s CSR to read (optional).
  - c. Click on Create Job button.
  - d. The job is created and you are taken back to the Jobs Page.
  - e. On the Jobs page, select the job title link on the left hand side.
8. You are now on the “Job Home” page. On the left hand side, the second blue bar is called “File Transfer”. Click the “New Upload” link on the right.
9. A “Upload Files” pop-up window appears. In addition, the first time you use the system, a dialog box asks for authentication. Select Yes.
10. The “Upload Files” window has three options
  - a. Type in a name in the “Upload Name” box. You can upload multiple files at once so this name is descriptive of what you are uploading
  - b. Notes can be entered
  - c. Choose your files to upload.
    - i. You can drag them into the dialog box.
    - ii. You can click on the “Add Files” icon and a Windows Explorer box opens and you can select files from there.
11. Click the “Upload” button at the bottom.
12. A small popup will show a progress bar. When it is done, Click Close.
13. A second Popup shows file details. Ignore any information. Click close.
14. Under the File Transfer bar, it will say “Number of Uploads: 1” if this is the first upload (or whatever number of files you uploaded). You can confirm your file is there by clicking on the “Number of Uploads” link.
15. Log out by clicking on the “X” button on the right hand side of the blue admin bar. This is the bar with the icons on it and right below the title of the job which is in the upper center in a grey box.
16. We will automatically get an e-mail that you have uploaded the file so there is no reason to call or send another e-mail.