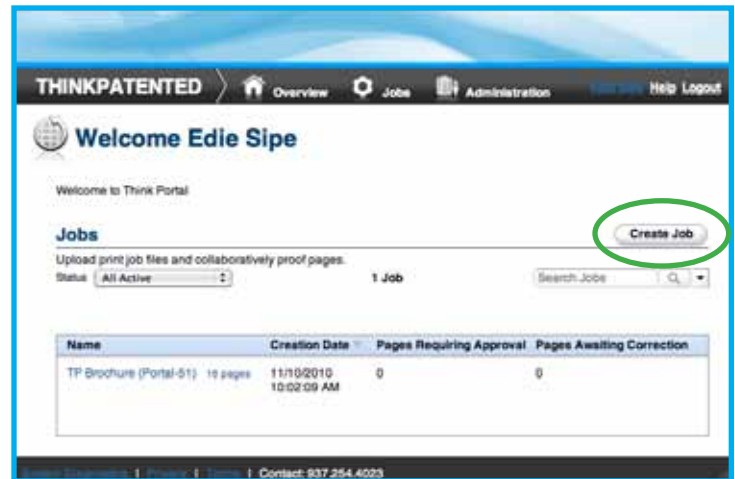


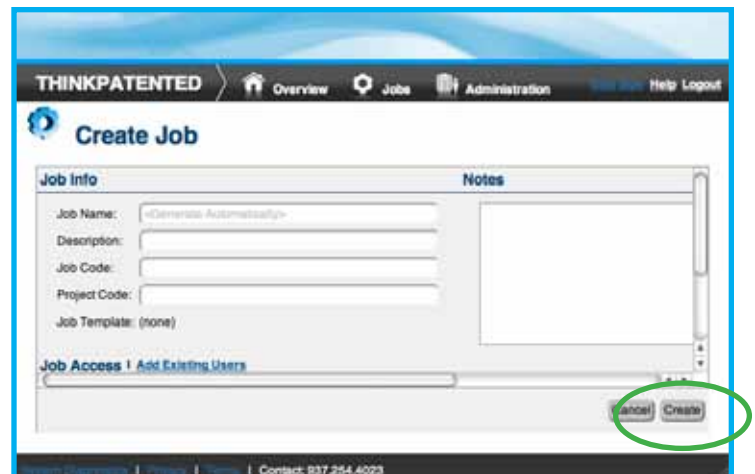
# InSite PrePress Portal

You have just received an email with your login information for our new InSite PrePress Portal Solution. It works using Java in a regular web browser. Once logged in you should be at your Welcome page.

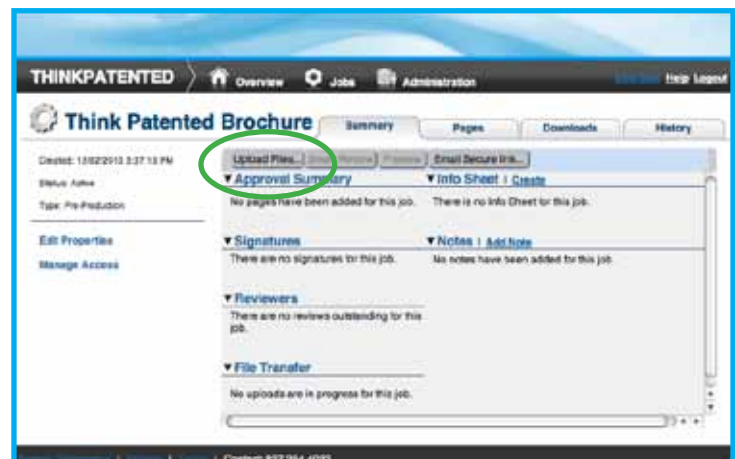
To transfer a file to us click on the **Create Job** button.



Enter a description of the job, any notes you might want to add and click on the **Create** button.



Click on the **Upload Files** button.



An upload window will open. Drag any files you wish to send onto the lower part of the window and click on the **Upload** button. A progress bar will appear and once it reaches 100% your file transfer is done. The system will automatically notify your CSR and Sales Rep that the job has been transferred. **Thank you and have a great day!**

# Setting for Safari users

Safari users need to make sure settings are compatible for uploading to InSite. "Open in 32-bit mode" must be checked. This is accessible through the "Get Info" function.

If unchecked, user will get uploading error message.

