

Kodak InSite 5.0

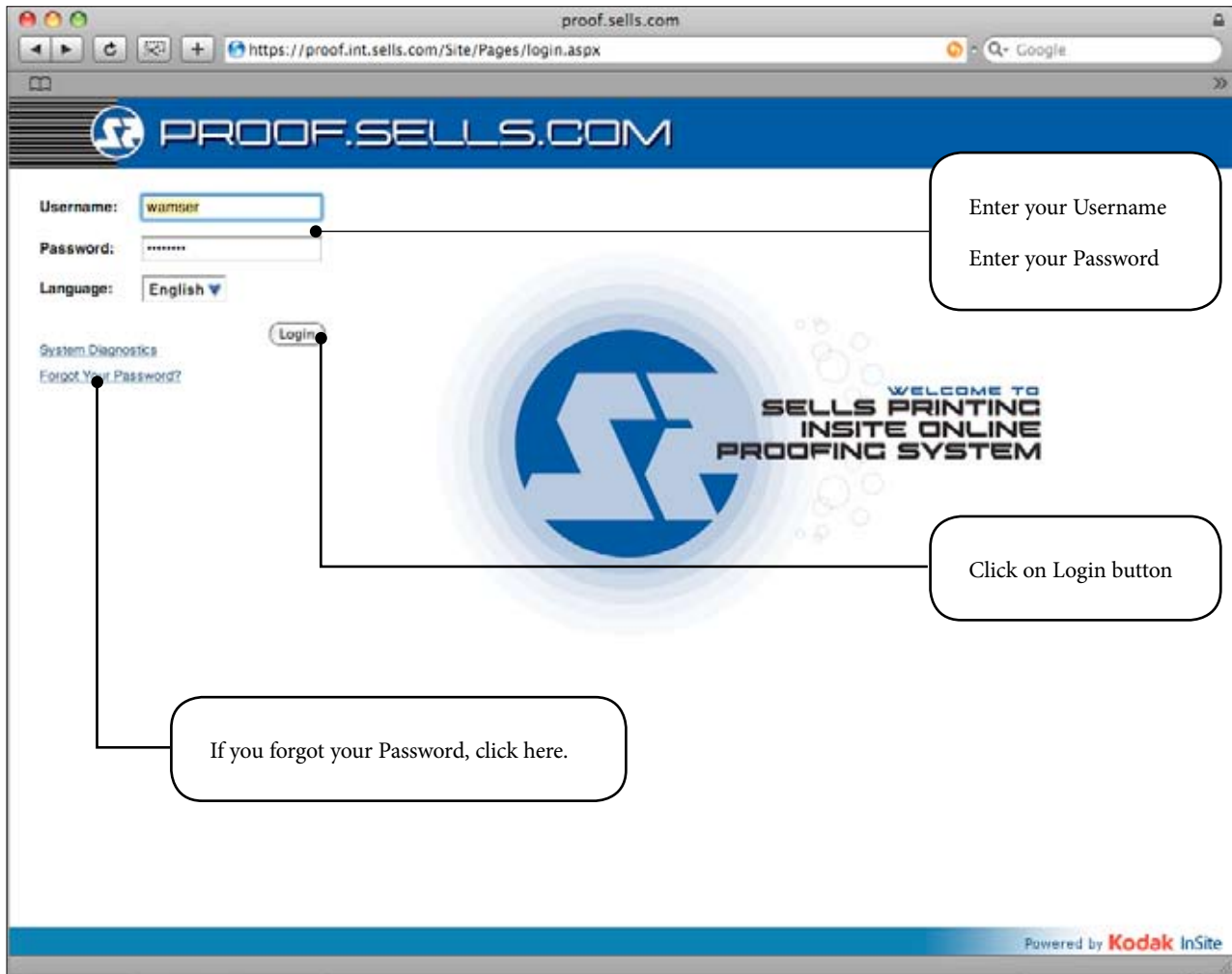
Uploading files to Sells

Quick Tips

Sells User Guide for Uploading Files via InSite 5.0

Logging-in to InSite

Using a web browser, Safari on Mac OS X or Internet Explorer on Windows, (Firefox is not supported) log into InSite by visiting: <http://proof.sells.com> Note: Windows users must download and install Java from <http://www.sun.com> in order to work with InSite.



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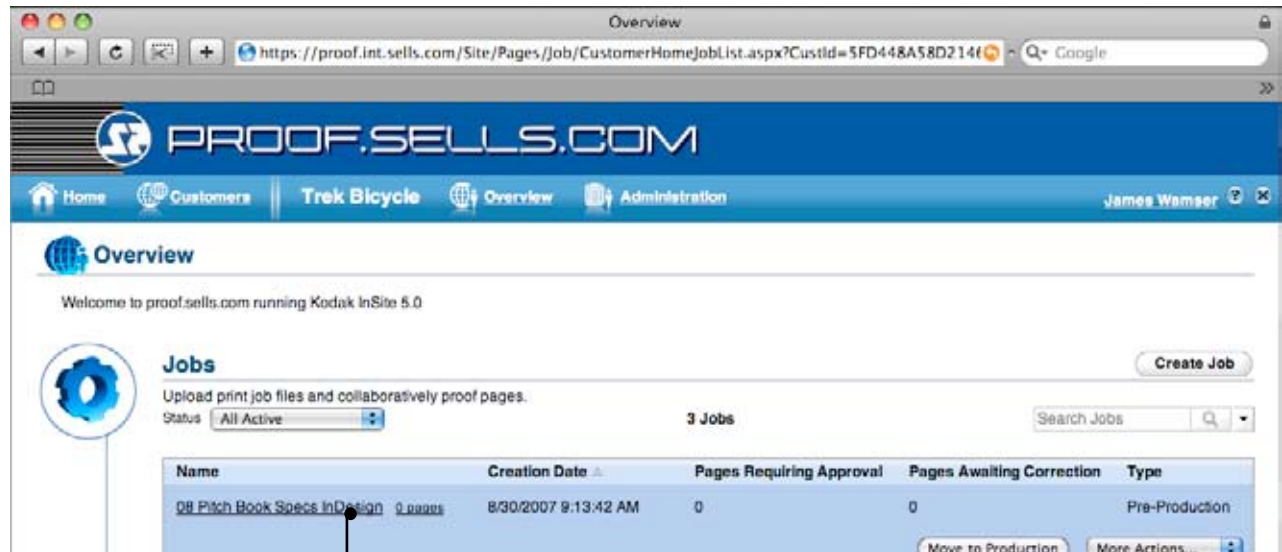
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Upload files for a specific job

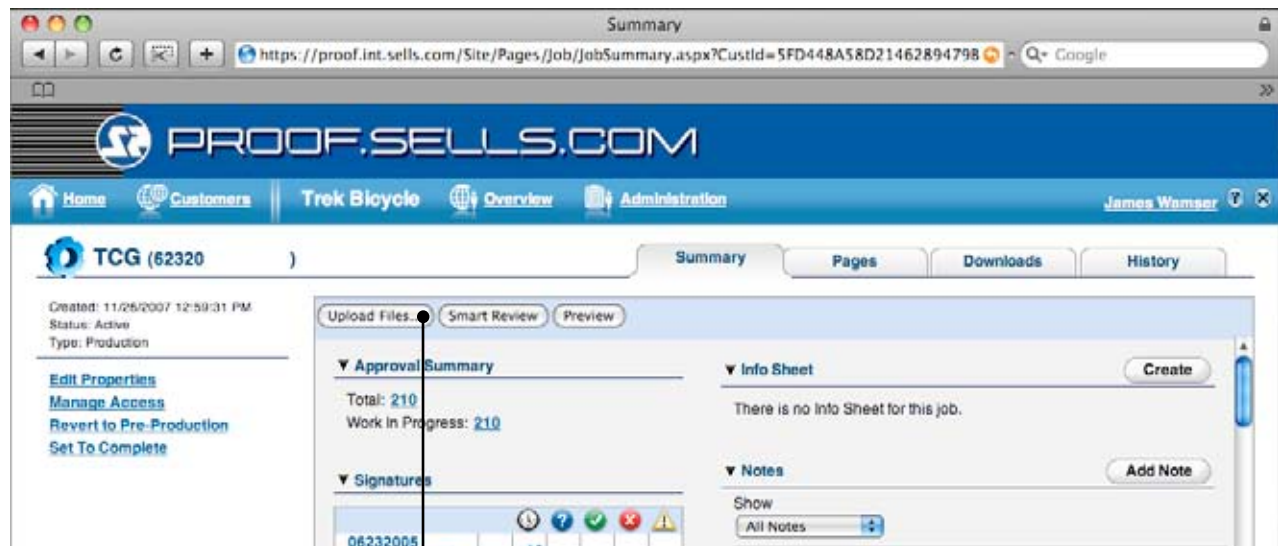
Click on the job you want to upload files for. If the job is not listed, you can either contact your Account Manager or click on the New Job button to create a new job. If you have any problems or questions, please contact us via e-mail: insite@sells.com



Click on the job you want to upload files for.

Uploading Files

Click on the New Uploads... link



Click on Upload Files...



CERTIFIED EXPERT
Print Specialist®

Questions, contact: **James Wamser** at (262) 317-8272 or email: wamser@sells.com

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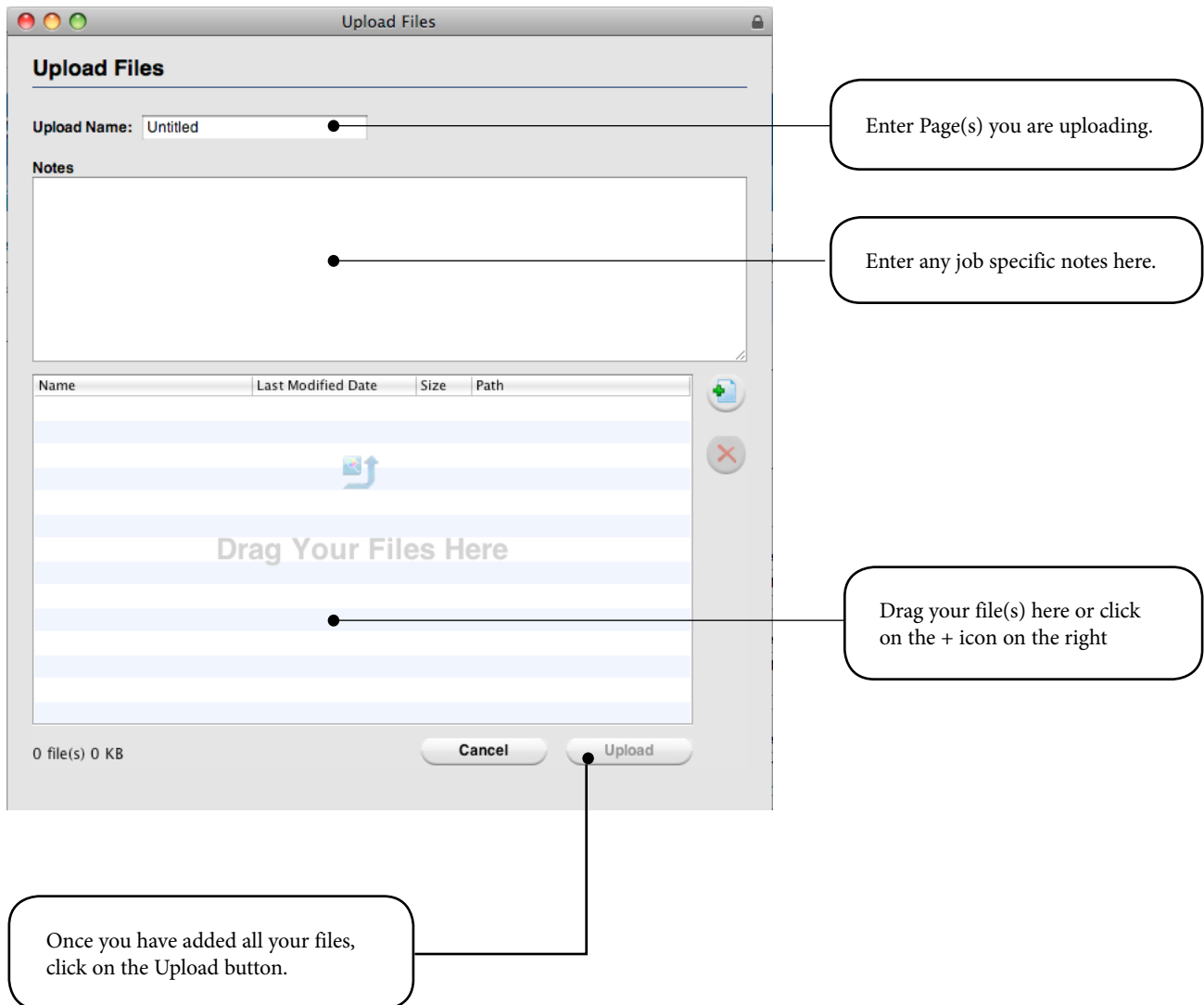
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Upload Name

Fonts must be encoded so they can be safely transferred across the Internet. You may also want to compress all your files (Stuffit “.sit” or Zip “.zip”) which reduces file size and saves time when uploading.

Once you have added all your file(s), click on the Upload button.



The screenshot shows a window titled "Upload Files" with the following elements:

- Upload Name:** A text field containing "Untitled". A callout points to it with the text: "Enter Page(s) you are uploading."
- Notes:** A large text area for entering details. A callout points to it with the text: "Enter any job specific notes here."
- File List:** A table with columns: Name, Last Modified Date, Size, Path. Below the table is a large area with a blue background and a plus icon, containing the text "Drag Your Files Here". A callout points to this area with the text: "Drag your file(s) here or click on the + icon on the right".
- Buttons:** "Cancel" and "Upload" buttons at the bottom. A callout points to the "Upload" button with the text: "Once you have added all your files, click on the Upload button."

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Creating a new job

As mentioned on page 1, if the job is not listed, you can either contact your Account Manager or click on the New Job button to create a new job. Enter Job Name. This normally consists of our 5 digit job number. If you have not contacted your Account Manager for the job number, you can enter a brief description of the job. This will be changed to the job number by our Preflight department. It's important to also enter a Job Code. A Job Code is a brief description of the job. This description helps identify the job when using InSite.

