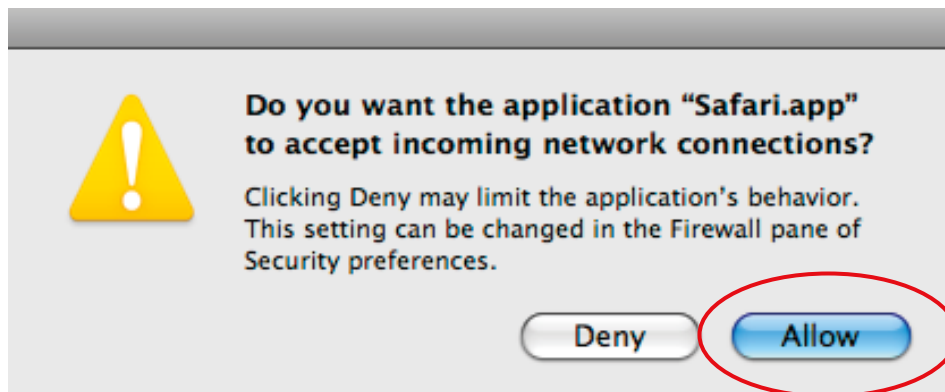


Transfer files to Worzalla using InSite

To transfer files using InSite, you no longer need to have Java active on your computer.

At some point you may receive an applet asking you to Trust or Allow InSites incoming network connections. You must hit Trust or Allow in order to keep navigating through InSite.



1. Login to InSite using your personal user name and password.



Username:

Password:

Language:

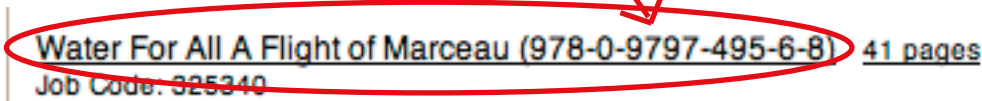
Remember me on this computer.

Login

[System Diagnostics](#)

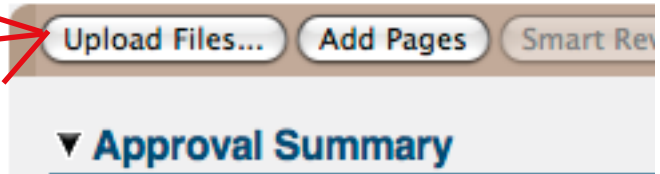
[Forgot Your Password?](#)

2. Select your project specific area, within your personal secure InSite area to transfer your files into.



Water For All A Flight of Marceau (978-0-9797-495-6-8) 41 pages
Job Code: 325340

3. Select “Upload Files”.

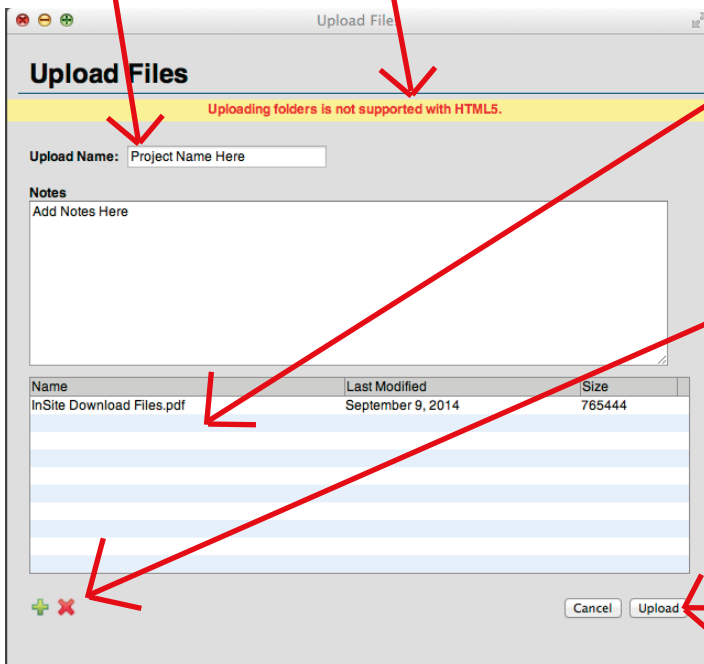


4. Prepare your upload.



Upload Name: Enter the file name.

Notes: *The information entered in this field is important to your Customer Service Representative as well as the desktop department.* If the file is for corrected pages, it is very important that you enter the page numbers in this field. If the file is for a complete component, enter the name of the component (ie: jacket, cover, etc.) in this field. If there are special instructions we should be aware of, enter these instructions in the notes field. Your CSR will receive these instructions via e-mail.

Please note: you can not upload a folder with files inside, you can upload the files or you may compress the folder into a .zip or .sit, and transfer the compressed file.



| Name | Last Modified | Size |
|---------------------------|-------------------|--------|
| InSite Download Files.pdf | September 9, 2014 | 765444 |

5. Locate the files you wish to transfer, use the drag and drop option into the upload field, or click on the  icon to navigate to a file on your computer and add to the upload field. Use the  icon to remove items from the upload field

6. Click on the Upload button.