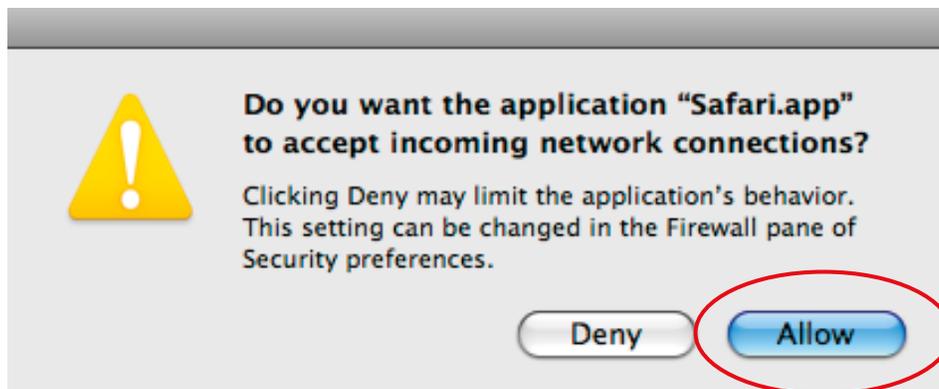


Transfer files to Worzalla using InSite

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.



WORZALLA

Welcome to InSite



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".

Upload Files...

Add Pages

Smart Rev

▼ Approval Summary

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.

The screenshot shows the 'Upload File' window. At the top, there's a title bar 'Upload File'. Below it, the 'Upload Files' section has a yellow warning banner: 'Uploading folders is not supported with HTML5.'. There are two input fields: 'Upload Name: Project Name Here' and 'Notes: Add Notes Here'. Below the notes field is a table with columns 'Name', 'Last Modified', and 'Size'. The table contains one row: 'InSite Download Files.pdf', 'September 9, 2014', and '765444'. At the bottom left, there are '+', 'x' icons. At the bottom right, there are 'Cancel' and 'Upload' buttons.

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.