



# Welcome to InSite:

A GUIDE TO PROOFING ONLINE

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**PROOF.REGISTERGRAPHICS.COM**

*\*NOTE: There is no "www" in this address.*

**Look  
Great on  
paper!**

# Welcome to InSite...

Register Graphics' online proofing system. InSite is a powerful web-based program which allows you to upload files, view high-resolution digital files used for printing, annotate corrections, and approve pages online.

## Getting Started

### Username & Password:

You will be notified by e-mail of your username and password, along with the web address of the InSite home page.

### \*Supported Web Browsers:

Windows Users: Internet Explorer 7.x and later, Firefox 4.x and later  
Mac Users: Safari 3.x and later, Firefox 4.x and later

**\*NOTE:** *InSite usernames and passwords are case-sensitive.*

### Login:

Before you login for the first time, it is a good idea to click on the [System Diagnostics](#) link, found below the login button. This test will indicate updates that need to be installed before proceeding to the next step and also give you the option of testing your internet connection speed.

**\*NOTE:** *If updates are necessary, please call Register Graphics at 1-800-593-9048 for further instructions.*



The screenshot shows a login form with the following elements:

- Username:** A text input field.
- Password:** A text input field.
- Language:** A dropdown menu currently set to "English".
- Remember me on this computer.
- [System Diagnostics](#) (blue text link)
- [Forgot Your Password?](#) (blue text link)
- (button)

# Viewing Job Information

## Jobs List:

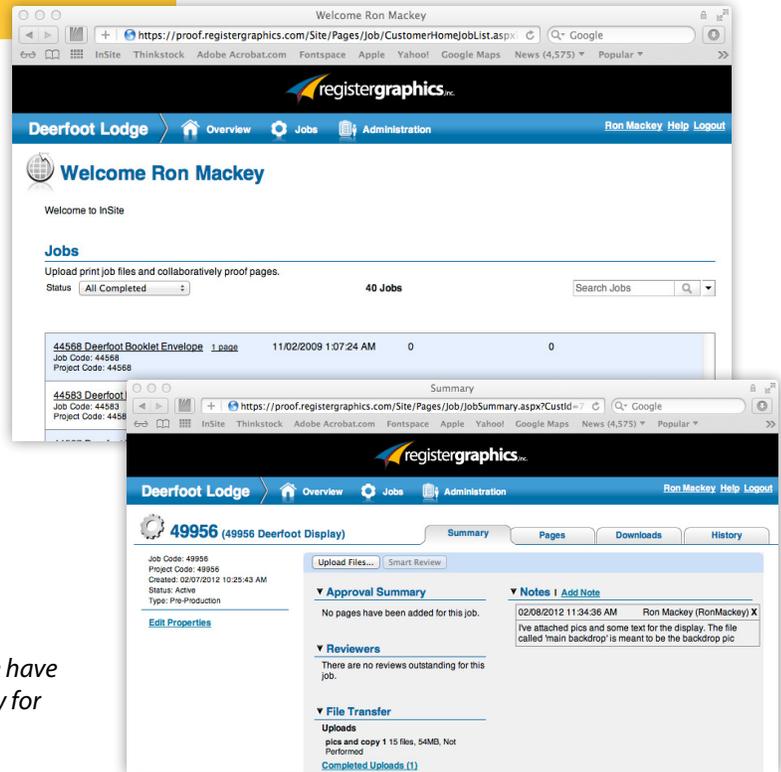
The main jobs screen, as seen to the right, lists all of the jobs currently in process for your company/organization.

**\*NOTE:** *You will be notified by e-mail about ALL jobs and their activities, including when proofs are available for viewing.*

## Job Home:

Clicking on a job title, will open a screen similar to the one on the right. Here you can see an approval summary which lists pages requiring your approval, upload files, and add/read notes. Use the tabs along the top of the window to navigate to specific areas of your job.

**\*NOTE:** *If you don't see pages listed in the Pages section, we have not yet posted them for you to review. When pages are ready for approval, you will receive an e-mail notification.*



# Uploading Files

InSite allows for easy uploading of files. To begin, click the [Upload Files](#) button located on the job's [Summary](#) tab or the [Pages](#) tab.

**\*NOTE:** *We recommend compressing or zipping your files prior to uploading. This speeds up the uploading process and can prevent files from becoming corrupted during the upload process.*

## Upload Name:

It is important to give the upload an appropriate name. This helps to keep track of versions of your files in case you make a change to your file and upload a second time.

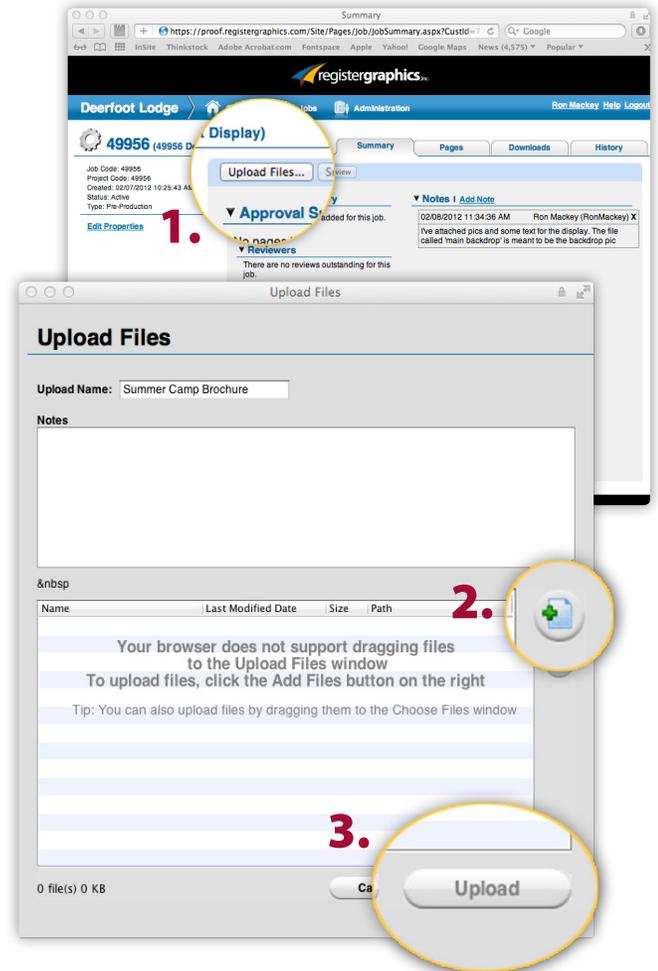
## Choosing Files to Upload:

There are two ways to designate your files for upload:

- 1) Drag and drop files and folders to Upload Files window.\*
- 2) Click the page icon with the green plus sign to browse for files.

**\*NOTE:** *Mac users cannot drag and drop files into the Upload Files window. However, after clicking the page icon with the green plus sign, you can drag and drop your files to the Choose Files window.*

When you have finished choosing your files, click [Upload](#) button.



# Viewing Pages

## Pages:

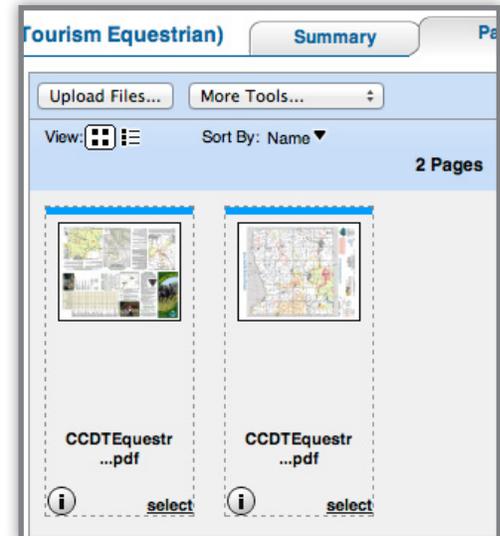
After you have received an e-mail notification requesting approval, your job's home page should show the total number of pages requiring your approval. Look under the heading, Approval Summary. Click the number next to the word Total: or click on the Pages tab above to go to the Pages section.

**\*NOTE:** You can click the Smart Review button at anytime to launch the Smart Review application. (If your browser window is too small, you may see a pulldown menu that says "More Tools" which will contain the Smart Review option as shown to the right.)

## Smart Review:

Clicking the thumbnail or the Smart Review button will open Smart Review. Smart Review allows you to see the full resolution files used for printing. It also contains tools for making annotations regarding corrections and colors.

**\*NOTE:** If you have not updated your system or are using the wrong browser, you will not be able to view your pages in Smart Review.

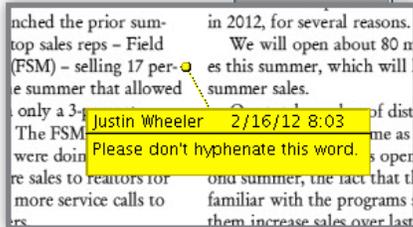


# Smart Review

## Requesting Corrections

Do not click on the reject button  until text annotations have been made. To show corrections you would like us to make please use the **Text Annotation Tool**,  located in the toolbar on the right hand side of the Smart Review Window. Simply click where a correction needs to be made and type the correction in the box that pops up. You can make multiple annotations on each page.

*Annotations show us exactly where your change should be made so you don't have to!*



**PLEASE DO NOT REQUEST CORRECTIONS USING THE COMMENTS BOX.**

 After making annotations, click the X button and select the radial button next to "Request Corrections for..." and click the OK button.

You should now have a basic understanding of how InSite works...

**\*NOTE:** *There are many other features included in InSite, so we encourage you to call with any questions!*

