

Welcome to InSite:

A GUIDE TO PROOFING ONLINE

Getting Started Viewing Job Information Uploading Files Viewing Pages Requesting Corrections

PROOF.REGISTERGRAPHICS.COM

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



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 <u>System Diagnostics</u> 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.

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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 hav not yet posted them for you to review. When pages are ready for approval, you will receive an e-mail notification.

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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.



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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.





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CUTCO Communicato

As we prepare for sum-

mer 2012, there is a cau-

some gains over 2011.

we introduced a free,

tious hope that we will see

Last year at this time

smaller sample kit for sales

reps on a national basis.

This smaller kit led to a

substantial increase in peo-

ple launching from train-

ing. The summer showed

was that these new recruits

the reps that launched the prior sum-

mer. It was our top sales reps - Field

decrease overall. The FSM business was

fairs/shows, more sales to realtors for

closing gifts and more service calls to

Another factor that was hidden in

change was that the number of touches

(applicants contacting the local office)

was down 27 percent. We received

us to finish with only a 3-percent

up because they were doing more

sold 6.5 percent less than

existing customers.

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a 15-percent increase in

recruits. The downside

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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, T 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.



Reflecting on 2011, looking forward to this year

With all this as a background, you can understand why we were pleased to see the U.S. business finish up one percent in 2011. For 2012, we are working to overcome these challenges and whatever

new ones we encounter. We know that as the econ-John Whelpley omy improves, more companies will be competing President & COO. for summer help. It will Vector

be very tough, but we are hopeful to see an increase in 2012, for several reasons. We will open about 80 more branch-

Sales Manager's (FSM) - selling 17 peres this summer, which will help us in cent more for the summer that allowed summer sales

Our total number of district offices will be roughly the same as last summer. For the managers opened for a second summer, the fact that they are now familiar with the programs should help them increase sales over last year. The ones opening in May, many of

the sales numbers by the free sample kit whom were assistants or Branch Managers last summer should have a leg up with these new programs.

We continue to automate the collec-40

office receptionists can eliminate duplicate phone numbers and be more efficient. This should get more people into interviews.

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We are trying to improve our opportunity message across all outlets (printed, internet and mailers) to attract more applications or calls. We are using online training for

potential recruits who cannot make every day of training. Some offices are developing tools for

online demos. This allows people with relatives across the country to do a demo and get another sale. Students whose family lives far from where they attend school can still do demos without going home. There are many more efforts under

way, and every year recruiting starts over. Our Division Managers and District Managers work to get more recruits than the prior year, so that they grow at the local office level. They count on the terrific core FSM group, which sold over \$50 million at retail last year, to be a base for their business and offer an example to new reps about the value of the program.

All of the above give us hope for a 3to 5-percent increase in sales this year.

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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.

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

nched the prior sumtop sales reps - Field (FSM) - selling 17 peres this summer, which will e summer that allowed summer sales. only a 3 of dist 2/16/12 8:03 stin Wheeler The FSM me as e don't hyphenate this word. were doin s oper re sales to reattors for ond summer, the fact that t familiar with the programs more service calls to them increase sales over last 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!

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