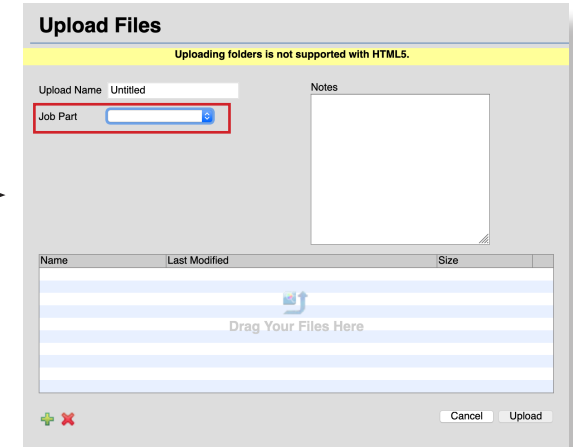
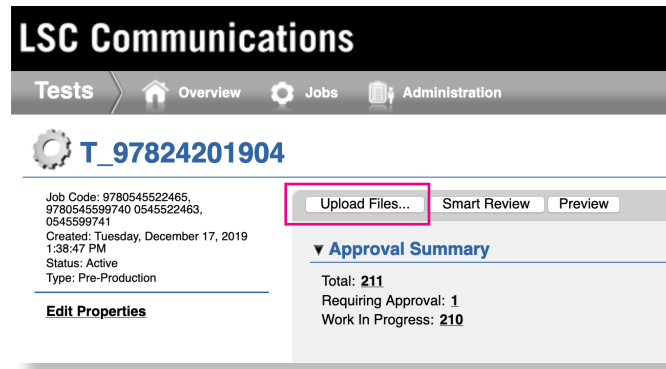
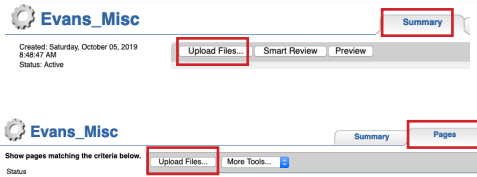


# InSite Uploading Guide

The "Upload Files" button can be accessed in either the Summary or Pages Tab



\* Only PDF files can be uploaded into InSite for auto-processing. If other files need to be uploaded into InSite, they should be compressed into a .zip or .sit file prior to upload.

## File Names and Folder Organization

- \* Files must be consistent with pagination given in job instructions.
- \* Use only standard alphabetic characters, numbers, underscores and periods in filename. Periods should appear only before the file extension at the end (.pdf)
- \* Avoid symbolic characters such as ! \* [ ] \ = / ' ) ( ,
- \* Use underscores instead of spaces
- \* Try to limit file names to 32 characters or less

## Recommended naming convention:

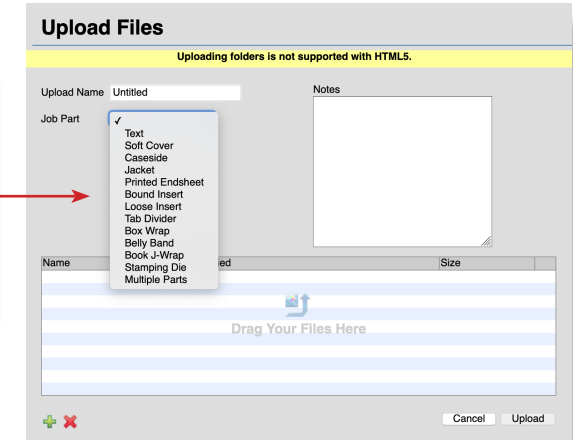
### If sending Single PDF files:

001\_r2\_ABC\_BookTitle.pdf where "001" is the page number, "r2" means the second revision of that page, "ABC" is the customer, and "BookTitle" is an abbreviated book title including version id when applicable. All pages should be named so that when viewed on a computer and sorted by file name, they fall in sequential order that matches book pagination. Use leading zeros before page numbers so that they sort properly. For Roman numeral pages, begin with "0000" followed by an underscore, then the front matter page position (ex: "01" for Roman numeral "i").

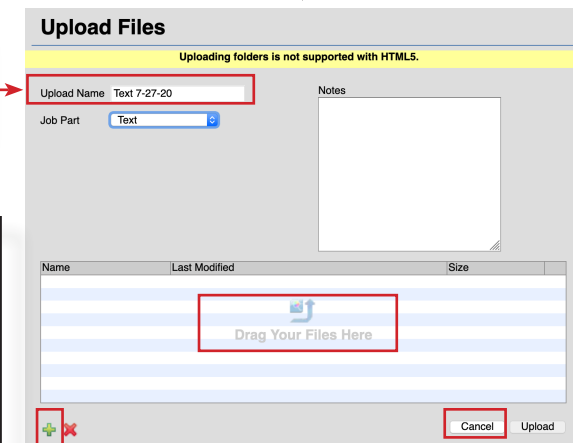
### If sending one PDF file: (Recommended)

If sending one file containing a range of pages, indicate the page range as: 001-064\_ABC\_BookTitle.pdf, which would mean page 1 thru 64. Whenever folders are used to organize files, they must be logically organized so that we can effectively process the files.

Select the job part or component that you will be uploading. If you are uploading text pdf files and cover pdf files at the same time select Multiple Parts.



Please try to name the upload with part and date.



Drag files into the window or use the green + button to navigate to files. When loaded please make sure to hit the upload button to start the upload