





BULVEST PRINT



How to upload files to InSite

Fill in you username and password:

 „БУЛВЕСТ ПРИНТ“ АД УЧЕБНИЦИ ПОМАГАЛА КНИГИ
СПИСАНИЯ БРОШУРИ КАТАЛОЗИ 

Username:


Password:

Language:



Remember me on this computer.

[System Diagnostics](#)

[Forgot Your Password?](#)




Select the job you want to upload files to, then select **Upload Files...**

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СПИСАНИЯ БРОШУРИ КАТАЛОЗИ 

Home Customers Manage Configure Kiril Stefanov Help Logout

Delta+ Overview Jobs Administration

 **0000-1 Probalnsite** Summary Pages Downloads History

Created: 08/22/2013 8:37:55 AM
Status: Active
Type: Pre-Production

[Edit Properties](#)
[Manage Access](#)
[Move to Production](#)
[Set To Complete](#)

Approval Summary
Total: **3**
Work In Progress: **3**

Signatures
There are no signatures for this job.

Reviewers
There are no reviews outstanding for this job.

File Transfer
No uploads are in progress for this job.
[Downloads](#)

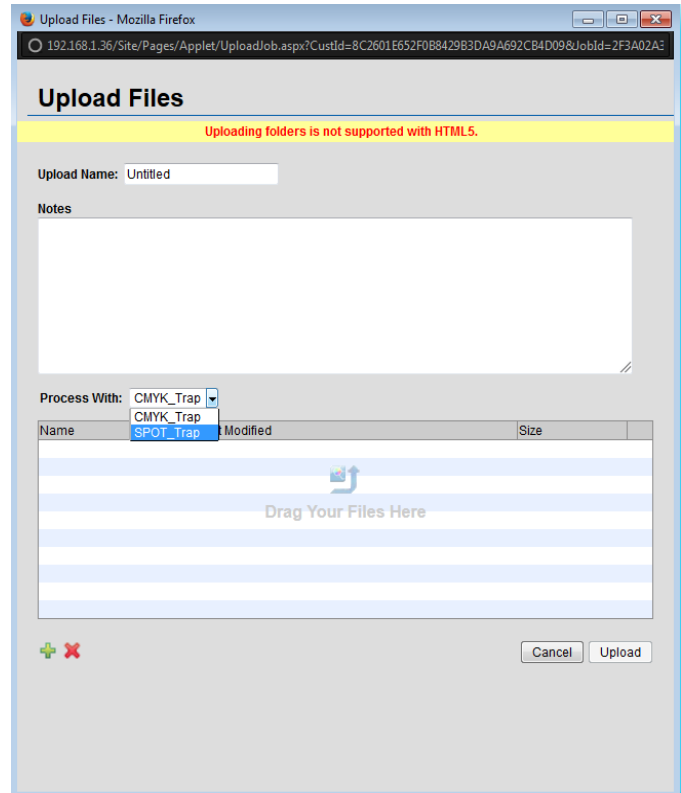
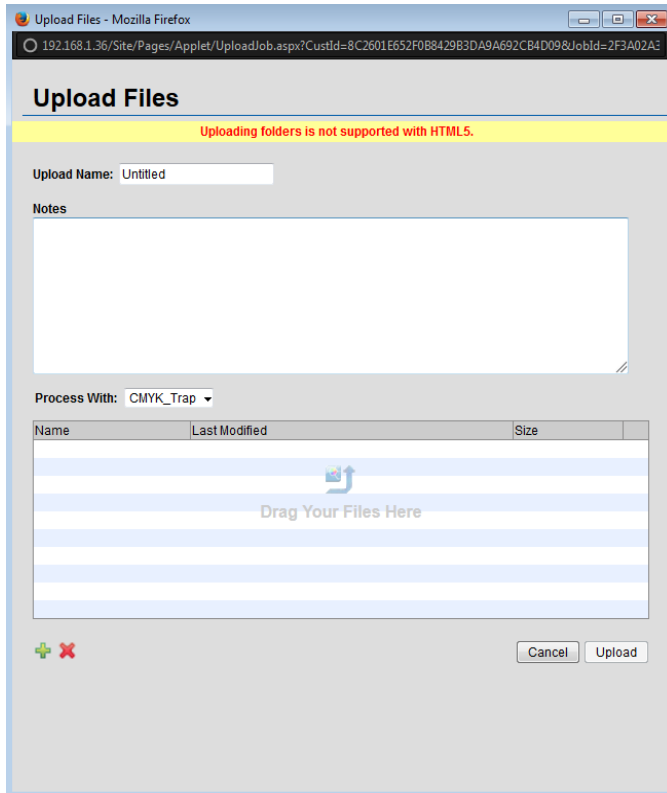
Info Sheet | Create
There is no Info Sheet for this job.

Notes | Add Note
Show
All Notes
No notes have been added for this job.



How to upload files to InSite

The Upload Files window will appear



Upload Name - write the name of the job you will upload files to

Notes - you can leave your note in here

There are two ways to upload files you can choose from:

- **Drag you files here** - you can drag&drop you files in this field

- Click on the green plus icon and a dialog box will appear, select the files you need to upload and then click on the button Choose. The selected files will have to appear in the window **Drag Your Files Here**.

Then all you need to do is click Upload and you're good to go

Note: If you're uploading files with **Spot Color**, you need to select the option **SPOT_Trap** from the drop menu **Process With**, otherwise the Spot color will be converted to CMYK.