

SENDING FILES TO KNEPPER PRESS

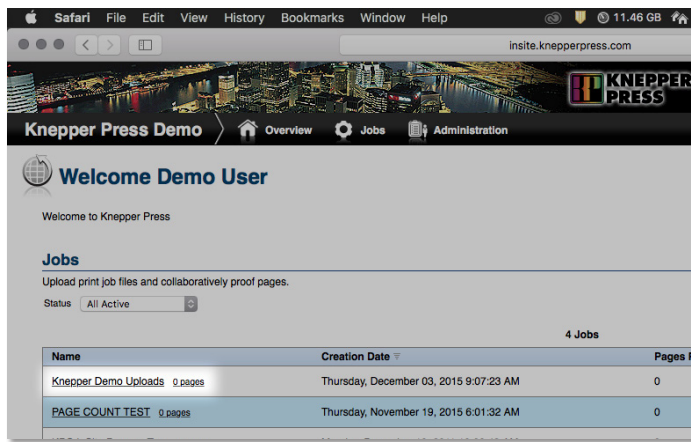
Knepper Press uses the Kodak InSite portal as our primary file management and collaboration system. It provides an easy and secure interface to upload and download files, as well as review and approve pages. The direct web address for file submission is <http://insite.knepperpress.com> or is available by clicking the **File Transfer** link on our main website at <http://www.knepperpress.com>

To get started with InSite, contact your account representative or call 724-899-4200 to have an account created. A welcome email will be sent to you containing your username and password.

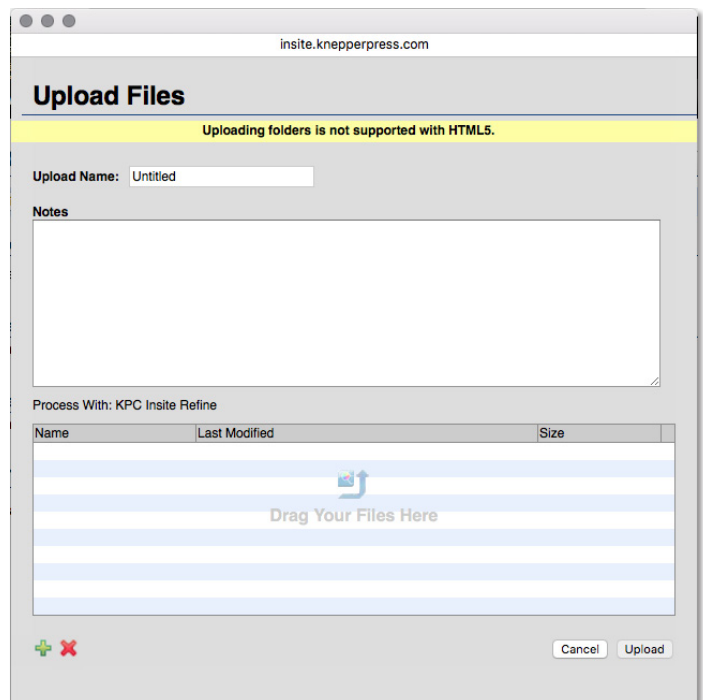
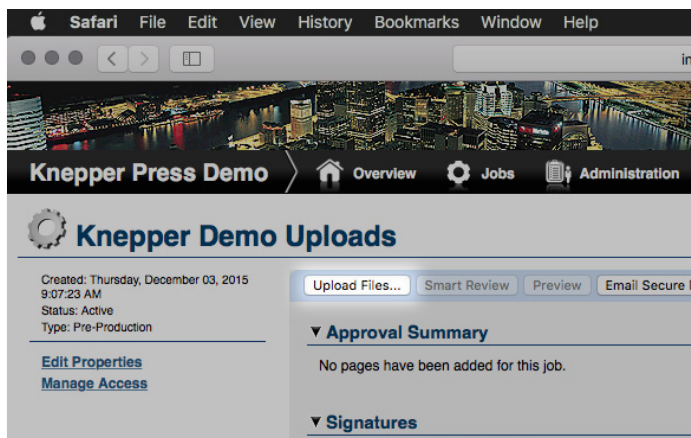
Uploading Files - Basic Uploading

For basic file transfer, we create an “uploads” job in your company’s account. This can be used for all uploads to Knepper Press without having to get deeper into the system. Just let your account representative know so we are ready to work on the files when we get them.

Log into InSite and click the job ending with “**Uploads**”.



Click the **Upload Files** button.



Give the **Upload Name** a meaningful title, this helps us locate your upload more efficiently.

Drag the files you wish to send into the “**Drag Your Files Here**” drop zone.

Note: folders cannot be uploaded HTML5, they must be .zipped first.

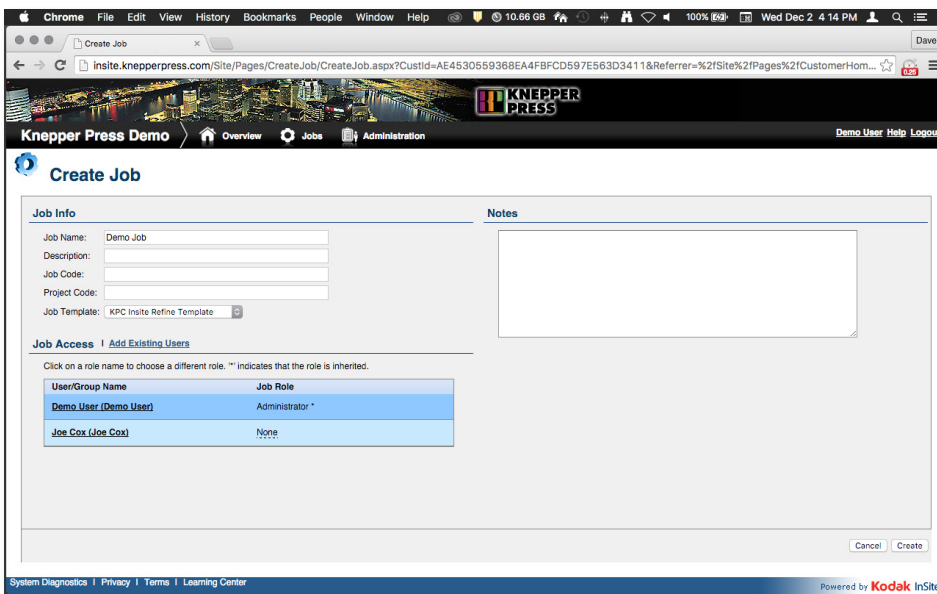
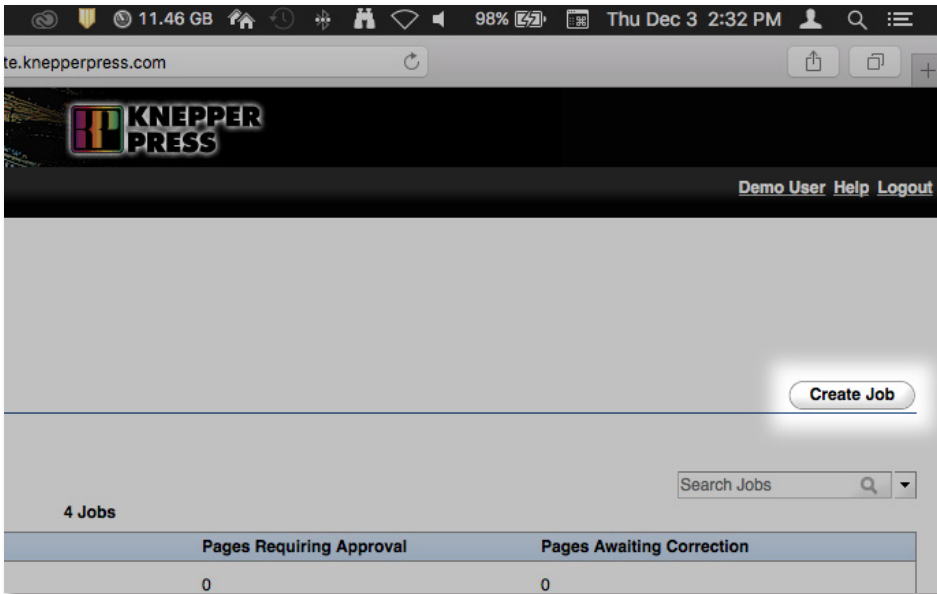
Click the **Upload** button.

*If you do not see a job called **Uploads** or another appropriate job to upload files into, you may either create the job yourself (as detailed on the next page) or contact your account representative who can create the job for you.*

InSite - Job Creation

If you're a power user and want to be more involved with the process, the InSite system is set up so that you can create jobs to upload files into. Contact your account representative to gain a better understanding of when to use this method. You may also use the process shown here to create an 'Uploads' job if you do not already see one in your account. This will allow you to upload files easily.

Log into InSite and click the **Create Job** button.



Give the **Job Name**: a meaningful title.

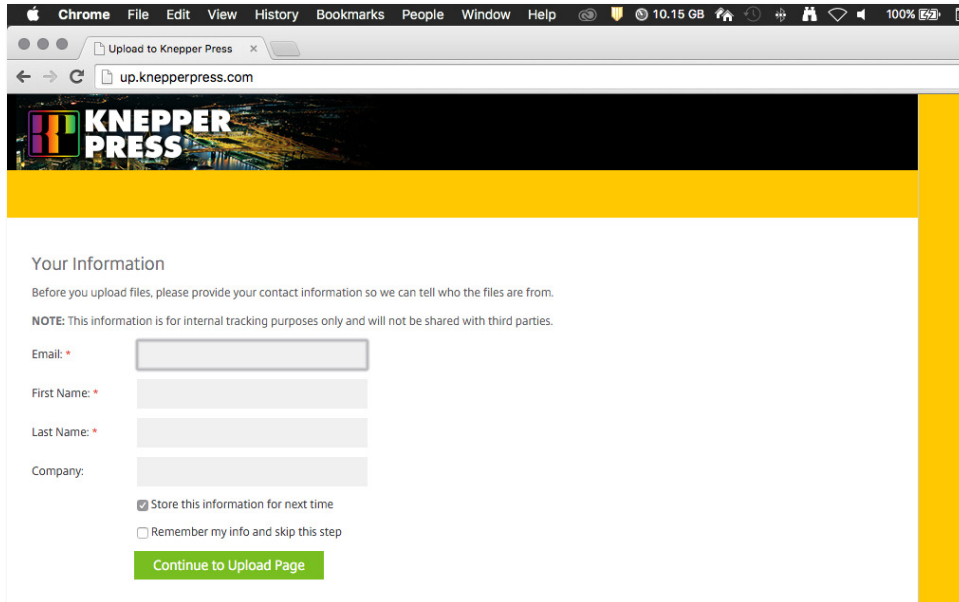
Click the **Create** button.

Click the **Upload Files** button and follow the steps outlined on the previous page..

This is just the base of the capabilities provided through the InSite tool. InSite allows you to review and collaborate with Knepper Press on your print job. If you are interested in these advanced capabilities, please contact your account representative for further information.

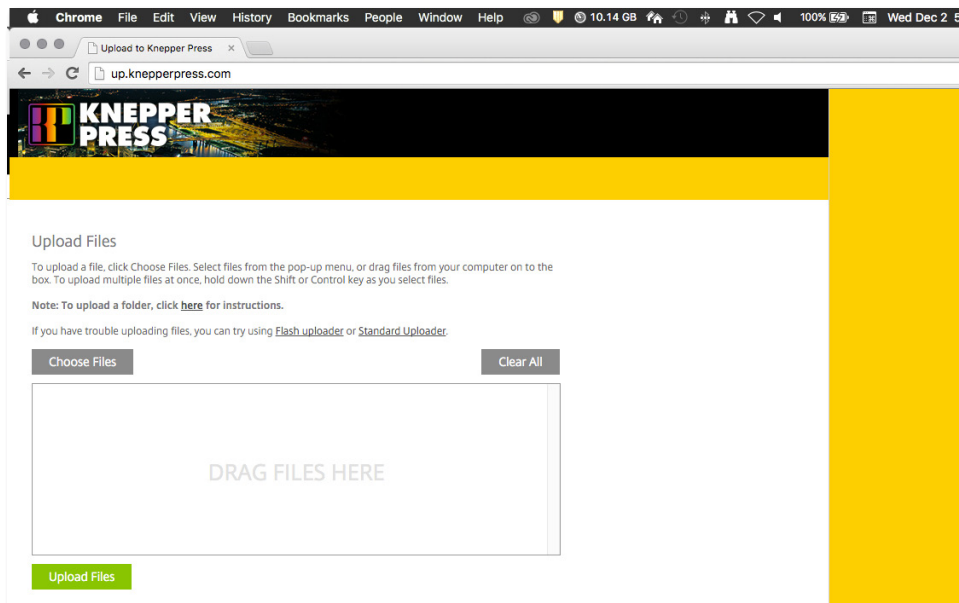
ShareFile Upload

For those users that do not have an InSite account at this time, or are having difficulties uploading to InSite, we provide an even simpler file transfer service through ShareFile. This service is available at <http://up.knepperpress.com> or thorough our main website and clicking the file transfer link.



The screenshot shows a web browser window with the URL up.knepperpress.com. The page features the Knepper Press logo at the top. Below the logo is a section titled "Your Information" with the following text: "Before you upload files, please provide your contact information so we can tell who the files are from. NOTE: This information is for internal tracking purposes only and will not be shared with third parties." The form includes input fields for "Email:", "First Name:", "Last Name:", and "Company:". There are two checkboxes: "Store this information for next time" (checked) and "Remember my info and skip this step" (unchecked). A green "Continue to Upload Page" button is located at the bottom of the form.

Fill in the required fields for email, first name and last name and click the **Continue to Upload Page** button.



The screenshot shows the "Upload Files" section of the website. It includes the following text: "To upload a file, click Choose Files. Select files from the pop-up menu, or drag files from your computer on to the box. To upload multiple files at once, hold down the Shift or Control key as you select files. Note: To upload a folder, click [here](#) for instructions. If you have trouble uploading files, you can try using [Flash uploader](#) or [Standard Uploader](#)." Below the text are two buttons: "Choose Files" and "Clear All". A large rectangular area with the text "DRAG FILES HERE" is provided for file uploads. At the bottom left of this area is a green "Upload Files" button.

Drag the files you want to upload to the **"Drag Files Here"** drop zone.

Note: folders cannot be uploaded HTML5, they must be .zipped first.

Click the **Upload Files** button.

If you are unable to use either inSite or ShareFile to transfer files, please contact your Knepper Press account representative for further assistance.