

InSite Creative Workflow Quick Start Guide

- [InSite Creative Workflow Quick Start Guide—Overview](#)
- [Logging on and off](#)
- [Checking your system configuration](#)
- [Getting help](#)
- [Viewing your roles](#)
- [Creating users](#)
- [Viewing projects and libraries](#)
- [Uploading files](#)
- [Downloading files](#)
- [Creating tasks for content approval](#)
- [Viewing your tasks](#)
- [Viewing tasks on Manage Tasks page](#)
- [Viewing files in Smart Review](#)
- [Annotating files in Smart Review](#)
- [Reviewing and approving pages](#)
- [Generating proof reports](#)
- [Copying and moving files to and from projects and libraries](#)
- [Searching files, folders, projects and libraries](#)
- [Getting more information](#)