

We're pleased to present Kodak InSite, a state-of-the-art method of uploading files, viewing proofs, approving jobs and making changes. This system interacts seamlessly with our Kodak Prinergy workflow but does require that you adhere to a strict naming convention when submitting files to print. The file name, including the ".pdf" extension, cannot exceed 25 characters. The name must be alphanumeric and may not contain spaces or special characters (@, #, \$, %, /, &, etc.). Failure to follow these conventions may result in extra charges and/or delays if files must be resubmitted.

We will pre-build your job in Prinergy, so that when you log in you can upload the files to the appropriate project and/or version. Please refer to the InSite Quick Start Guide for additional information about uploading files.

Multiple-page PDFs

This is the easiest way to submit your project, where one PDF contains all pages. Please name the file concisely, including as much information as possible.

Examples include:

- freeportmag.pdf
- mymag.pdf
- juneupload.pdf
- smithver1.pdf
- smithver2.pdf

These files names are incorrect:

- my book.pdf
- julyissue
- sept/oct.pdf
- hills.version1.pdf
- hills.version2.pdf

Single-page PDFs

We also accept single-page PDFs, although this means you'll need to upload many files instead of a single, large file. With single-page PDFs, each file name must include the page number. To ensure that your files will be placed in the proper position, the naming convention is as follows: filename.pg00.pdf.

Some examples:

- freeport.pg01.pdf
- mymag.pg01.pdf
- june.pg01.pdf
- smithver1.pg01.pdf

These file names are incorrect:

- Freeport pg01.pdf
- mag.p01.pdf
- hills.version1 01.pdf

Versions

It's always our intention to have the job prebuilt, so that you can upload each version into its own job. The name of the job will be formatted in such a way so that you can easily tell which version uploads into which job. Although there will be instances when we will gang two versions together, they should be easily distinguished. It's still important to name your files so that the version is included in the file name.

Special inserts and DAL cards

Please be sure that your file name reflects that it is an insert or DAL.

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Some examples:

Freeport.DAL.pg01.pdf

mymag.DAL.pg01.pdf

june.insert.pg01.pdf

smithver1.pg01.pdf

Freeport.DAL.pdf would be fine if both pages were in one PDF

Revisions

All revisions must be uploaded as single-page PDFs with “REV” in the file name. For example: Freeport.pg01REV.pdf

Jobs with Special Colors

When submitting jobs with special color breakdowns, the files must be supplied as single-page PDFs (following the naming conventions above) with the color indicated between the page number and the .pdf extension, as shown here:

4 color = .4c

Black only = k

Black plus Spot = kspot

plus varnish = 4cvarn, kvarn, kspotvarn

A 4-page job that contains both 4-color and black plus spot would be named as follows:

book.pg01.4c.pdf

book.pg02.kspot.pdf

book.pg03.kspot.pdf

book.pg04.4c.pdf

Please contact our prepress department with any questions. Between 8 a.m. and 4:30 p.m., Monday through Friday, you can reach Kelly Hart, Prepress Manager, at 740.658.4021 or khart@freepress.com, or John Stewart, Prepress Preflight Technician, at 740.658.4015 or jstewart@freepress.com.

After hours or on weekends, please call 740.658.4000 and ask for Prepress, or send your email to prepress@freepress.com.

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