

We are pleased to present Kodak Insite, a state of the art method of uploading files, viewing proofs, approving jobs, and submitting/making changes. This system interacts seamlessly with our Kodak Prinergy workflow but does require that you, the customer, adhere to a strict naming convention when submitting files to print. The file name, including “.pdf” cannot be longer than 25 characters. The name must be alpha-numeric and cannot contain spaces or special characters (@#\$\$%). If this format isn’t followed, it could cause you to incur extra charges, or you may need to resubmit files. This can cause delays in regard to when you receive your completed project.

We will have the job prebuilt in Prinergy, so that (when you log in with your user name and password) you can upload the files to the appropriate project and /or version. Please refer to the Insite Quick Start Guide for further instructions for uploading files.

Multiple Page PDFs

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

Some examples: “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 pages submitted as single documents. This workflow is fine but you must upload many single pages (instead of one larger file). With single pages you must include the page number at the end of the file name. The file name must contain a period and then pg, and then the numeric value “.pg00.pdf”. This is so that the file will be placed into the proper position.

Some examples: “freeport.pg01.pdf”, “mymag.pg01.pdf”, “june.pg01.pdf”, “smithver1.pg01.pdf”

These files names are incorrect: “Freeport pg01.pdf”, “mag.p01.pdf”, “hills.version1 01.pdf”

Versions

We will try and have the job prebuilt, so that you can upload each version into its own job. The name of the job should be formatted in such a way so that when you log in you can easily tell what version uploads into what job. We will have instances where we will gang two versions together; these should be easily distinguished as well. It is still important to name the files so that the version is included in the file name.

Special Inserts and DAL Cards

Please name the file specifying that it is the insert or DAL.

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 come in as single pages (following the naming conventions above) with the color (as shown below) between the page number and “.pdf”.

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, and book.pg04.4c.pdf

Please feel free to contact our prepress department with any questions.

Kelly Hart, Prepress Manager - khart@freepress.com – 740-658-4021 – M-F 8:00am-4:30pm

John Stewart, Prepress Preflight – jstewart@freepress.com – 740-658-4015 - M-F 8:00am-4:30pm

After hours and weekends call 740-658-4000 and ask for prepress – prepress@freepress.com