



# AUTO-SUBMIT WORKFLOW

## File Preparation

- Prepare files according to established laserless print PDF guidelines.

## File Organization

- All pages for the issue must be represented with the print PDF delivery. Pages must be ordered sequentially relative to issue pagination. Blank pages must be included. Ad pages must be included\*.

\* If Ads cannot be included with the print PDF delivery, then two requirements must be met:

1. Ad placeholders must be included sequentially within the supplied print files. (See Example "A")
2. There must be communication with the Account Manager explaining the Ad submission/placement requirements.

- One example of sequential pagination would be to prepend PDF file names with padded sequence numbers. (See examples "A" and "B")

**Example A:** 01\_covers.pdf  
02\_fm1-fmiv.pdf  
03\_fmiv.pdf  
04\_1-13.pdf  
05\_Blank.pdf  
06\_15-24.pdf  
07\_Ad\_ToCome.pdf  
08\_26-31.pdf...

**Example B:** 01\_covers.pdf  
02\_text.pdf

## Folder Management

- Enclose print PDF files within a parent folder, named as:  
**[publisher acronym]\_[volume]\_[issue] (example: rem\_18\_3)**
- Zip compress the parent folder as:  
**[publisher acronym]\_[volume]\_[issue].zip (example: rem\_18\_3.zip)**
- Non-print files should be supplied directly to the Account Manager\* independent from the print file delivery.

\* If any non-print files are required to be delivered with the print PDF files, they must be located in a subfolder named non-print\_files within the parent folder.

## File Submission:

- Upload the issue ZIP archive to the designated secure Auto-Submit FTP directory.
- Perform only a single upload for each publication issue.
- If a job must be re-submitted for any reason, the compositor must contact the Account Manager ASAP. This communication must take place prior to the re-submission of a job.

## Blueline Corrections:

- Subsequent correction files, if necessary, may be submitted to the same Auto-Submit FTP directory as the original print files. When submitting correction files, append filenames with "\_cx". (See Example C)
- For Blueline file submission, follow the same parent Folder Management listed above.

**Example C:** p12\_cx.pdf  
p179-185\_cx.pdf  
fmiii\_cx.pdf