

SHERIDAN

KODAK INSITE

STREAMLINE FILE PREFLIGHT & APPROVAL WITH INSITE 9.1 PREPRESS PORTAL!

InSite is an Intuitive, easy-to-use interface available on web browsers or tablets, that connects directly to Sheridan's prepress system.

Monitor content at your convenience and expedite the job submission and proofing process — from any location, at any time.

Multiple reviewers can access the proofs in real time and share information virtually on the screen to make immediate changes and approvals.

STATUS REPORTS, STAT.

InSite generates preflight reports almost immediately after files have been uploaded.

You can monitor file upload, preflight, file review, and file approval. You can even download any page in .jpg or PDF format, in high or low resolution.

TIME, CONVENIENCE, AND CONTROL

You gain it all with InSite!

SHERIDAN INSITE WORKFLOW OFFERINGS:

UPLOAD AND APPROVE

"Upload and Approve" is a front-end workflow that allows the client to upload and review files as well as upload corrected files by the same name. It essentially overwrites existing PDFs, allowing the review process to continue until the final version is achieved.

Upon job approval, the CSR is alerted to move the job forward. At this stage, it is checked only by the CSR before releasing it to print. This workflow allows for shorter schedules and removes the cost of blueline corrections.

UPLOAD AND IMPOSED APPROVAL

"Upload and Imposed Approval" is a one-time upload into InSite in which the CSR moves the job to prepress. At this stage, the assigned user receives a notification from InSite to log in and review the final trapped files, then approve the pages for print.

If corrections are needed at this stage, a charge will be applied.

BLUELINE APPROVAL

The "Blueline Approval" workflow is enacted when files are delivered to Sheridan through FTP delivery. At the imaging stage, an InSite notification is sent to the assigned users to log in and approve pages for print.

If corrections are needed at this stage, a charge will be applied.

FILE REQUIREMENTS

PDF FORMAT

- Required file submission format is composite PDF v1.3 (Acrobat 4.0 compatible). Submitted files should conform to ISO 15930-1: 2001 PDF/X-1a standard.

ORGANIZATION:

- Files/pages must be provided as complete pages required for print (including blank pages and ad pages).
- File names must be comprised of standard characters only (i.e., alpha-numeric and “_”).
- Files should be named such that pages list in sequential (logical page) order.
- Files can be article-based or 1 cover PDF and 1 text PDF.

Recommended file naming convention:

01_xxx.pdf	<div style="border-left: 1px solid black; border-right: 1px solid black; padding: 5px;"> <p>01 = file sequencing number xxx = identifier (free variable; not required)</p> </div>
<p>Example: 01_cvr.pdf OR 01_covers.pdf 02_fm1-iv.pdf 02_text.pdf 03_001-011.pdf 04_blank.pdf 05_013-026.pdf 06_bmi-ii.pdf</p>	

LAYOUT

- **Page size:** Prepared PDF trim box must conform to specified publication trim size.
- **Page bleed:** Bleed objects must extend minimum 1/8” beyond trim for page head, foot, face (front).
- **Page margins:** Odd and even pages must have equal face(front) margins.
- **Safety margin:** Type and other non-bleed content must clear trim by minimum 1/4”.
- **Page marks:**
 - Produce final PDF approx. 1” larger than document trim size; including bleed and marks. A lot of application software creates the PDF larger than trim when crop marks are turned on. Job Options are available.
 - Set marks 12 points away from trim.

FONTS:

- **Embedding:** All fonts should be fully embedded; when possible.

IMAGES

- Resolution: Raster image resolution recommendations are the following specifications:
 - 266ppi for tones (either grayscale or color);
 - 500ppi-900ppi for combination tones (ie., tone and text/lines, either grayscale or color);
 - 900ppi-1200ppi for monochrome (1-bit) images.
- Compression: Zip or JPEG compression methods are recommended for 8-bit tones; CCITT Group 4 is recommended for 1-bit monochrome images. Compression methods should conform to PDF/X-1a standards.
- Embedding: High-resolution images must be embedded in the PDF; OPI image assignments are not acceptable.