

Smart Review Checklist

When uploading your files to InSite, a preflight is ran to check for potential production issues. While reviewing your pages in the Insite Smart Review, here is a checklist of items you should check for.

CHECK THE PREFLIGHT MANAGER FOR ERRORS/WARNINGS:

- **Font failures** - If fonts are not embedded in the PDF you will receive an error message
- **Resolution warnings** - Images under 200dpi or a non-CMYK colorspace will receive a warning message
- **Total ink density** - small areas of an image over 360% should not be a problem. This is a concern with large areas of coverage.
- **Non-CMYK colors** - ensure the converted colors are as anticipated*

* The color accuracy in the Smart Review is only as accurate as your monitor represents. While all non-CMYK elements will be convert to such when processed, users must understand that Publication Printers calibrates our monitors for color accuracy. We cannot guarantee color viewed on your monitor when using InSite due to varying monitors and individual settings.

OTHER THINGS TO CHECK FOR:

- Verify document size & offsets are correct in the “Page Info” window.
- Verify that any marks present are away from the bleed a minimum of 1/8”.
- Verify text is not less than 1/8” from trim - if your job is perfect bind, we suggest 3/8” away from the spine to ensure it doesn’t get lost when bound.
- Verify that all pages have a full 1/8” bleed.
- Make sure all processed elements have rendered as expected.
- Verify each pages color information.
- Verify folio on page matches the file name.
- Check crossovers using spread mode.
- Verify that ALL rejections/revisions have been made.
- Check for type reflow and missing or added elements.
- Approve/Reject pages on InSite.
- Ensure that page count is accurate.

REASON WHY:

- If your files are not setup to the correct size, your job may be put on hold.*
- If marks are found in the bleed area, your job may be put on hold.*
- You can enable the “Safety Lines” under the VIEW menu. If your trim box is set correctly, they will be 1/8” from the final trim.*
- If you have less than 1/8” bleed - your job may be put on hold.*
- Elements with transparent effects or non-CMYK colors may render inconsistently or vanish completely from the page if not setup correctly.*
- If you have warnings about spot colors and/or non-CMYK elements, make sure that the conversion of such elements is acceptable.*
- If your cover is not considered page 1, please review the naming conventions in the Customer Insite Instructions.*
- Please ensure your crossovers are built as intended.*
- Double-check all the pages present are correct.*
- If type has re-flowed or something looks incorrect, chances are it will print this way.*
- Be sure to give “Final Approval” ONLY when you are ready to go to press.*
- Please ensure the number of pages present is correct.*