

When you upload your files to InSite, a preflight is performed to flag potential production problems. Please note, because your files pass “preflight,” this does not guarantee your job is correct. There is still a possibility production issues may be present. If our prepress department finds problems that will prevent your job from moving forward, you will be contacted and it may delay your project.

This document addresses how to read the preflight report and will guide you in determining whether the error will cause production to halt.

### “Pages” Tab - InSite Preflight Messages

Once you upload your PDF files to InSite, they are refined (normalized) on our server. Part of this “refining process” includes a preflight of your files. Once the refining process is complete, your PDF files will appear as thumbnail images in the “Pages” tab.

At the bottom right of each thumbnail, one of the following icons will be shown, indicating its preflight result.



#### Green - Preflight Pass:

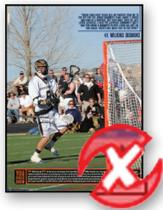
This icon indicates that the page passed preflight with no warnings or errors.

Pending review of the page in Smart Review, you would be able to approve this page.



#### Yellow - Preflight Warnings:

This icon indicates that there were some issues detected that could be of concern. If your page has this preflight icon, you should open the page in Smart Review and review the warning messages listed in the Preflight Manager. These messages will help you determine if the PDF is acceptable to print “as is” or if a revised file is necessary.



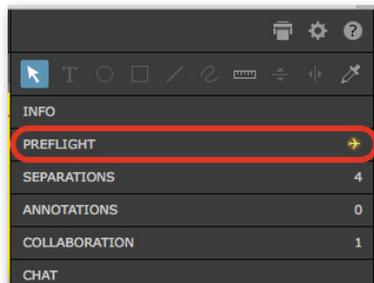
#### Red - Preflight Error (DO NOT APPROVE THIS PAGE):

This icon indicates that there were some issues detected that fall outside the tolerances for successful printing. These could result in quality concerns in the final printed piece. If your page has this preflight icon, open up the page in Smart Review and review the error message listed in the Preflight Manager. These messages will help you determine where the issue originates so that you can correct and upload a revised file.

\* A new page is required!

### NOTE:

By giving “Final Approval” for any page, you are acknowledging that the page is correct and ready to be printed in final form. Do not hesitate to call your Account Manager with questions or concerns.



### Smart Review - Preflight Manager

After opening Smart Review, click on “preflight” at the top right of the screen.

The Preflight Manager dialog box will contain a report of the preflight.

While in Smart Review, if you click on any of the messages next to one of these flags, your page preview will zoom into and put a box around the element in question. This is a helpful tool for tracking down problem elements.

## InSite Preflight Examples:

Below are descriptions of the possible errors and warnings you may receive as well as suggestions about how to handle them. Ultimately it will be your discretion how to move forward. Please don't hesitate to call your Account Manager with questions or concerns.

### Error

#### Font is Not Embedded or Kalinga is used

All fonts must be embedded.

Kalinga, Kartika & Segoe are Windows fonts that will produce unexpected results when refined in our front-end workflow.

#### What you should do:

A new PDF is required.

Make sure that all fonts are loaded and active before making the new PDF. If you cannot embed the font due to licensing restrictions, you will need to either outline or substitute the font. If you choose to use Kalinga, please outline it.

\* If you cannot outline or substitute the font, please contact your Account Manager. We may be able to do something to ensure it outputs correctly, but it will require you to approve the page once the edit has been made.

### Warning

#### Image Resolution - under 200dpi

The Preflight Manager will show what the resolution of the image is and defined threshold.

#### What you should do:

Check the image to see if it is acceptable to you to use as is. If it is acceptable, you can approve the page. If it is not acceptable, a replacement page will be necessary.

\* Up-sampling an image in Photoshop does not increase the quality of the image. You can still have an image that is 300dpi but low in quality.

#### A Non-press Color Space is Used

At least one element in the PDF uses RGB, ICC Based or LAB color space.

\* While our workflow will convert the color to CMYK, it may not convert as intended so you will want to review the page to ensure it has rendered correctly.

(See our PDF instructions regarding converting images and spot colors to CMYK on export)

#### What you should do:

If the conversion to CMYK that has been applied to the PDF is acceptable, approve the page. If it is not acceptable, a replacement page will be necessary that does not contain RGB, ICC Based or LAB colored elements.

\* InSite is not color managed.

#### A Spot Color is Used

At least one element in the PDF uses a Spot color.

\* While our workflow will convert the color to CMYK, it may not convert as intended so you will want to review the page to ensure it has rendered correctly.

(See our PDF instructions regarding converting images and spot colors to CMYK on export)

#### What you should do:

If the page is not intended to print with Spot inks, decide if you want to accept the conversion to CMYK that has been applied to the PDF. If it is acceptable, approve the page. If it is not acceptable, reject the page and replace it with a PDF that does not contain Spot colored elements.

\* Smart Review is not color managed. While all non-CMYK elements will be converted to such when processed, users must understand that Publication Printers cannot guarantee color as viewed on your monitor due to varying monitors and individual settings.

#### Ink Coverage Exceeding Threshold 360%

Total ink density (the sum of the percent values of Cyan, Magenta, Yellow, and Black) exceeds 360%.

\* Excessive ink density can cause problems on press. Registration color is 400% and should never be used. Printer's marks can also trigger this warning.

#### What you should do:

Any area with ink coverage over 360% should be evaluated for risk to quality. If the risk is acceptable, approve the page. If the Preflight manager indicates that text or other objects have a total ink density of 400%, it is advisable that you change the build to 100% black only (or our rich black if used on a large area) and upload a new file. Consult with your Account Manager if there are any questions.