

# softproofing-auto processing



Auto processing can only be utilized if you are set-up in InSite as Auto Process capable. Contact your CSR to learn more about this capability.

The most efficient and cost effective method for processing page files involves submitting single page PDF's that auto process.

When utilizing the auto process capability, your pages become available to soft proof within minutes of your successful upload. The system will detect any preflight issues during processing and you will immediately receive emails alerting you to the pages that may have issues. When viewing your files, the system will show you the elements on a page found to be of concern. You can then determine if there is actually a problem and revise the page or continue to approve it.

If you have any corrections, you can upload the corrected pages using the \*Exact same name\* as the original file. This will override the original page, and your corrected page will become immediately available to view.

In order to utilize the "Auto Process" option, the following procedures must be followed:

The designer will output their PDF's as single pages, and adhere to the following naming structure. If covers are included in the page count, the covers would start at page 1.

xxxx\_01.pdf  
xxxx\_02.pdf  
<snip>  
xxxx\_63.pdf  
xxxx\_64.pdf....etc

If your page numbering scheme does not include the covers, the naming would look like this:

xxxx\_FC.pdf  
xxxx\_IFC.pdf  
xxxx\_01.pdf  
<snip>  
xxxx\_62.pdf  
xxxx\_IBC.pdf  
xxxx\_BC.pdf

- It wouldn't matter how you name your files where the x's are, as long as there is always an underscore followed by a page number at the end, or the beginning of the filename.
- The total filename should not exceed 31 characters including the extension.
- Do not use special characters in the file names (/ : " @ # \$ % . , etc), these are used as executable commands in programming languages and often causes system confusion. Underscores \_ can be used safely within file names.
- Exporttools from Badia Software <http://www.badiasoftware.com> is an excellent tool for Quark and InDesign CS3/4 users for exporting and naming single page PDF's from your document with one click.

You can then submit your pages to your InSite portal. It's possible to send the files in batches over a period of time if you wish. If you have corrections after uploading the single page files, you can upload the corrected pages using the \*Exact same name\* as the original file. This will override the original page, and your corrected page will become immediately available to view.

Perfect bound issues should have Back Cover and Front Cover submitted as a spread with the spine included. Any gatefold or custom fold out pages should be submitted as spreads.

\*When building your project, please contact your CSR to get the proper spine size requirement and specific foldout page and spread sizes prior to file submission\*. You may name these files as follows:

xxxxxxx\_BC\_FC.pdf  
xxxxxxx\_IFC.pdf  
xxxxxxx\_IBC.pdf  
xxxxxxx\_001.pdf  
xxxxxxx\_002.pdf etc.

Note: If your project is designed in such a way that the above naming convention cannot or should not be followed, please contact your Account Executive or CSR.