Getting Started with Insite

You will use our InSite portal to upload, download, soft proof and approve your final RIP'd pages. Let your CSR know if you'd like a more in-depth training and they will schedule a session with our prepress department.

System requirements: You will need at least 1GB of RAM and a High-speed internet connection.
Recommended internet browser settings:
  Mac OS: Safari, Chrome, or Firefox
  Windows: Internet Explorer, Chrome, Firefox, or Edge

Royle print files MUST be output as individual pages, do not output as spreads. An exception to this is perfect bound covers, which can be supplied as 3 individual pages (BC, SPINE, FC) or complete spreads including the spine (with correct size). See naming conventions on Page 2.

PDF export settings: Please let us know which application and version you are using for page layout. We can then email the settings to import into your program in order to export your PDF's.

To send files: open your web browser
 Go to: https://insite.royle.com

Click on the job where the files should upload.

To upload files: Click the "Upload Files" button and follow instructions.

To view pages: Click on Pages "Requiring Approval", or "Pages" Tab. Click on the thumbnails to open Smart Review.

We recommend that all artwork goes through the proof-reading process and be considered press final before uploading to InSite.

InSite Instructions for Auto Process

Auto Process is the most efficient and cost-effective method for processing files.

- Pages become available to soft proof within minutes of your successful upload.
- The system detects any preflight issues during processing, and you will immediately receive emails alerting you to the pages that may have issues.
- No charge for page corrections <u>prior</u> to final approval.

In order to utilize the Auto Process option, all users must attend an online tutorial with a member of the Prepress Department. Then the following procedures are required to be followed:

1) Output PDF's as single pages, and adhere to the following naming structure:

❖ When covers are included in the page count:001_xxxxxxx.pdf
002_xxxxxxx.pdf
>< >< >< >< ><
063_xxxxxxx.pdf
064_xxxxxxx.pdf

❖ When covers are not included in the page count:
000FC_xxxxxxx.pdf
000IFC_xxxxxxx.pdf
001_xxxxxxx.pdf
002_xxxxxxx.pdf
>< >< >< >< ><
063_xxxxxxx.pdf
064_xxxxxxx.pdf
IBC_xxxxxxx.pdf
OBC_xxxxxxx.pdf

*Note: The three zeros ahead of the FC (front cover) and IFC (inside front cover) are optional, but this will allow you to preview the cover pages in Smart Review via reader's spreads if desired.

❖ In projects where there is regional or version files, place the version name in front of the page number so they are listed together: EAST_001_xxxxxx.pdf
EAST_002_xxxxxx.pdf
NORTH_001_xxxxxx.pdf
NORTH_002_xxxxxx.pdf
WEST_001_xxxxxx.pdf
WEST_002_xxxxxx.pdf

❖ *Perfect bound issues:* Back Cover and Front Cover are submitted as a spread with the spine included. Any gatefold or custom fold out pages should be submitted as spreads.
  ➢ CSR will send the proper spine size requirement and specific foldout page and spread sizes prior to file submission.

BC_FC_xxxx.pdf
IFC_xxxx.pdf
IBC_xxxx.pdf
001_xxxx.pdf
002_xxxx.pdf etc

DO NOT use special character in the file names (/ : " @ # & $ % , . etc.). The only special characters that can be used safely are Underscores (_), Spaces ( ), and Dash (-)

**If your project is designed in such a way that the above naming convention cannot or should not be followed, please contact your CSR and they will assist you with a naming convention that will make sense for the particular project.

(Exportools 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. Contact your CSR for the application.)

2) Upload pages to the InSite portal under the designated folder for your project.

3) Correction pages must be uploaded using the <u>exact same name</u> as the original page file. This will replace the incorrect page. (Note: Best practice is to REJECT the incorrect page FIRST, then upload the new page. IF PAGE IS ALREADY APPROVED, you will need to contact your CSR to reject the page before a new page can be uploaded.)

4) Approve all pages. Following your approval, we will start our planning process. Any corrections beyond this point will be subject to a processing fee.

Spitting Multi-Page PDFs into Single Pages

Extract multi-page file using Acrobat
1. Open multi-page PDF in Acrobat 9 (or older versions)
2. Go to Tools/Pages/Extract
3. Select all pages of your document
4. Extract pages as multiple files using page range
OR
1. Open multi-page PDF in Acrobat DC (latest version)
2. Select "Organize Pages" on the far right
3. Select all pages
4. Click "Extract" on top menu
5. Select "Extract pages as separate files" and click "Extract" button
6. Select folder, and proceed

1. In the R-Name app, select "Number Sequentially" from the drop-down menu
    a. Make sure the first number in your range is the first page number in the multi-page PDF you just extracted. (Ex: if you just extracted pages 40-65, your first page would be "40")
    b. Drag all the single PDFs you just extracted into the "old" box at the bottom
    c. Click "Show New Names" to make sure you end up with just numbers only before the .pdf suffix.
    d. Click "Rename Now"

2. Then, select "Add Characters Before Extension" from the dropdown menu.
    a. In the "Characters:" box, type the extension for the monthly magazine you're working on (Ex: if it's LE September, you would type "_Sept21" in this box)
    b. Drag all your single, numbered pages into the "Old" box at the bottom
    c. Click "Show New Names" to confirm that you've done it correctly.
    d. Then click "Rename Now"

At this point, the multi-page PDF you started with should now have been split into single-page PDFs with the page number in front, and job filename after.
    Ex: 40_Sept21.pdf
    41_Sept21.pdf
    42_Sept21.pdf

Design Tips & Tricks

Set up InDesign & Quark application preferences before beginning a new document
If you're about to build a catalog or a publication that will need to be done in more than one Quark file, set up your Quark application preferences before opening a new file. This will assign these preferences to the application and not to a single file. When you begin your work on the second file, all those preferences will still apply.

Master pages and recurring items
Utilize Master Pages for items that occur within a document more than once. It's a very exciting tool that can facilitate alignment of items and consistency of text, headers, color tabs, page number positions, etc.

Cross over with caution
Whenever a design calls for an item or for type to "Cross Over" from one page to another, there are certain rules that must apply in order for it to look correct once the publication is printed and bound. Saddle stitch center spreads are the only exception to this rule. All other cross overs have to take into consideration that when the book is bound, the pages don't lay perfectly flat.... thus, creating a place for things to "hide" or "disappear." Perfect bound books have no true center spread. All pages will have the same cross over conditions. If you have questions, check with your Royle CSR as they can help you figure out how to avoid losing your design in the gutter.

Measurement bar in InDesign & Quark
Avoid the use of font styling as the "styling effect" is only good for you to view on screen for the purpose of deciding a good solution to your page design. Once you have made that decision, you need to locate and assign the font that bears those style attributes. This way an actual printer font will be available to the output device when it renders that type. If you stick to this plan, your type should look good!

"Rich" black design area
It is recommended a "rich" black is to be used when an area of a design requires a larger than 1" X 1" area to be 100% black. It is created by making a screen mix of 40% Cyan, 40% Magenta, 30% Yellow, and 100% Black. This will help the black appear to be more solid and not transparent when it prints. This is because the total density of the ink is 210% vs. 100%. It also creates a smoother trap whenever a black area needs to fit to a four-color photo.

Images
Place images at 100% as often as possible. Scaling of images will change the printing resolution of the image. Royle recommends no more than 25% scale, enlargement or reduction applied within the page layout application. Maximum image quality can be maintained by performing more extreme scaling in Photoshop prior to placement. Photoshop does a much better job at scaling than a layout application. Images should always be as close to 300 to 450 dpi as possible.

Previewing PDFs
When previewing .pdfs in Adobe Acrobat Pro, "Overprint Preview" should always be checked (on) in preferences or Output Preview window. We can supply PDF export style settings you can import into your particular application to ensure proper PDF creation upon output.

Versioning and Regional Print
If your project has versions or regional content, common artwork and text should be locked on a separate layer from the variable(s). Additional charges may occur if a change intended to be black plate only and common 4/color art was moved even slightly creating a register issue.

Red Icons
As for checking for file issues, our preflight process will produce a red icon to warn you of possible errors. You can take a closer look at these warnings using the Preflight Manager pane in smart review. This will warn of a font problem or low-res images.

** Please note that our export settings do not convert RGB to CMYK, and that any pages uploaded with RGB elements will be converted to CMYK during the file processing. Although this may not be an issue for some; it can produce some undesirable results when photographic reproduction or color accuracy is of concern. Also, some Windows proprietary fonts (including but not limited to Kalinga, Kartika & Segoe are not supported by our software). For these reasons, we ask that you embed images and fonts, turn overprint viewing on, and convert RGB elements to CMYK prior to exporting from InDesign, and uploading to InSite."