

Guidelines For.. *Thomson-Shore InSite Direct Workflow*

InSite Direct is a new workflow that will provide you with direct feedback after you upload your files through InSite. When you upload your text, insert, cover, jacket and/or die PDF files, the files will run through a preflight and refine process. You will then receive feedback regarding unembedded fonts or low resolution graphics. You will also be able to view proofs and locate any issues on each page.

What you can expect: After you load all your files, InSite will preflight your job and check for the following: **low resolution graphics** (300 dpi halftones and 1200dpi line art recommended), **fonts not embedded, rule lines** below .001"(text) and .007"(covers). You will see these items during processing and will receive an e-mail with the issues as well. To locate the issue, you would use Smart Review and locate the pages with a red X on them.

Our Planners and Cover Artists will continue to review the following as they prepare your job for manufacturing.

- Correct and uniform trim size throughout the text file.
- Uniform running heads, footers and page numbers. No significant bouncing of elements.
- Bleed allowance must be 1/8" (.125").
- Margins should be uniform and defined in the PDF file. The margins in the PDF file will print as they are.
- Total number of text pages are divisible by 8.
- Rule lines must be defined no smaller than .001" (.1 pt). Any rule lines smaller than that may not show up when printed.
- Type and art must be 3/16" (.188") away from the trim edge. Also spine type and art should be 1/32" (.031) away from the spine edge.
- Cover or Jacket dimensions are within Spine Bulk diagram specifications.
- Review color spaces. All RGB color must be converted to CMYK. Colors should be layered and overlap properly. (cover only)

If you need any help with the list above, please contact your Customer Service Representative (CSR). When you are ready to upload your files, continue on to page 2 and follow the instructions.

Manufacturer of hard and soft cover books