

We at CJK are excited to introduce our **Prinerger 8.0 upgrade that allows us to more effectively process your files**. You will find the changes helpful for easier navigation. Some of the changes that you will see on InSite is (APA) Automatic Page Assignment, and a new Preflight Plus. We feel you will find the InSite web portal a better experience. **If you are having any problems or frustrations, please do not hesitate to call the prep department or your CSR at 800-598-7808.**

## CHARACTER USAGE

File names must use alphanumeric characters. Spaces and specific characters [ ( ) - + . & ] are also OK, but should never be at the beginning or end of a file name. **Underscores ( \_ ) are only to be used as instructed.** All other character usage may cause file errors.

## FILE STRUCTURE

Pages can be sent in as single-page PDFs, multi-page PDFs or a combination. **Any multi-page PDFs MUST be in sequential order.** IE: a PDF containing folios 2, 4, 6, 8, 10 or folios 1, 3, 5, 4, 2 in that order would wind up in the wrong position.

## FILE NAMING CONVENTION

### EXAMPLE FILE NAME: **MyPublication\_TXT\_1.pdf**

- **CUSTOM ID (MyPublication...)**

The front half of the file name before the first underscore should be named in a way that makes sense to you. The only restrictions for this section are that the characters follow the Character Usage rules.

- **PART ID (...TXT...)**

This identifies to which part the files belong. Text files use **TXT**, and cover files use **CVR**.

- **FOLIO ID (...I...) – COVER FILES**

**Covers must be sent as spreads with the spine centered between the front and back cover panels.** The outside coverspread is **1**, and inside coverspread is **2**.

- **FOLIO ID (...I...) – TEXT FILES**

**Multi-page PDFs only need to list the Folio ID of the first page in the file.** IE: Pages with folios 12-60, if sent in one PDF file, would be named "**MyPublication\_TXT\_12.pdf**" **If folios start on the first page**, the file with the first page will have a Folio ID of **1**, and the rest of the files should be named consecutively. **If folios start on third page**, the first page is counted as the cover 1 (**C1**), and the second is cover 2 (**C2**). The file with the third page will have a Folio ID of **1**, and the rest of the files should be named consecutively.

***If pages have folios in any other order, or have sections such as roman numerals, PLEASE CALL CJK FOR ADVICE!***

## REVISING FILES

Revised pages can be sent as single-pages or **sequential** multi-page PDFs. The Custom ID should be changed to whatever works best for the user. The Part ID should remain the same. The Folio ID should reflect the folio of the **FIRST PAGE** in the PDF.

**EXAMPLE: Revision to folios 9-11, sent in one 3-page PDF file: [ ANYTHING IWANT\_TXT\_9.pdf ]**

After upload & processing, the new page(s) should automatically go into the page set in the correct spot, and can be quickly verified using the Preview tool. **If it does not look like the file was replaced as expected, contact CJK!**