

## File Submission

Single-page PDF files including covers are the preferred method of submitting files. A single-page workflow allows for greater flexibility and efficiency in preparing files for print, including the ability to correct single pages and re-upload, rather than re-uploading the entire job.

The Page Exporter Utility (PEU used with InDesign ONLY) is a useful tool for automating the process of creating single PDF pages. A guide to using this tool is available [here](#) in the How-To-Guides section of the online Allen Press Library.

For increased efficiency and possible reduction in corrections or delays, it is also recommended that you review your PDF for page bleeds, trim size, PDF version, margins, etc. before submission.

## File Naming

The recommended standard file naming convention is:

aaaa00010001\_p0001.pdf

aaaa	0001	0001	_	p0001	.pdf
journal code	volume	issue		page	

The recommended variants are:

### *Month/Year:*

January = 0001, February = 0002 + year  
aaaa00012010\_p0001.pdf

### *Seasonal:*

Spring = 0001, Summer = 0002 + year  
aaaa00012010\_p0001.pdf

### *No volume:*

Use year for volume and 0001 for issue  
aaaa20100001\_p0001.pdf

### *Corrected pages:*

Two options

1. Use the same naming convention for the new file and overwrite the original file
2. aaaa00010001\_p0001c.pdf (append the letter "c" to the page number)

## Preflight

The Preflight Manager window will show anything flagged during a preflight report. This window will typically display warnings about low-resolution images and fonts not embedded. There are three levels of reporting: Information, Warning, and Error.

The following actions are recommended for each of the levels of reporting:

- Information: No action needed.
- Warning: You can make a decision about whether to take action or not.
- Error: Reject the page and contact your Account Manager. A page with an error will display with a large black “x” across it and will print accordingly. The page must be rejected to prevent it from being printed, and a corrected page must be uploaded to replace it.

## Rejecting and Approving Pages

Once the pages have been uploaded and reviewed in InSite, they need to be set with a page status. The following steps are recommended to complete this process:

1. Review the entire job.
2. While reviewing, assign a Reviewed-OK or Reviewed-Not OK status to each page.
3. The Text Annotation Tool can be used for making notes on each page while completing this process. A report can be generated for the entire job if needed.
4. After completing the review of the entire job, change the Reviewed-OK or Reviewed-Not OK status of any pages as needed.
5. Assign a final Approve or Reject status to the sorted pages. If the pages are not sorted, a final Approval or Reject status can be assigned page-by-page.

## Support

To access the Prepress User Manual, click [here](#).