



IMPORTANT! The number of pages for the cover, body, etc. that are uploaded must correspond to the ones, agreed in the contract and all the uploaded pages have to be **APPROVED** (after approval the edition is ready for print. If the uploaded pages are more or less than the specifications in the order, please notify your sales representatives!

When you upload the files, you have to choose the way they will be processed, in accordance with the colors after the order:

1. CMYK Trap - all colors convert into CMYK.
2. Spot Trap - Pantone colors are retained.
3. All colors to Gray - all colors are converted into gray.

After uploading the files, you will receive an e-mail, requesting the approval of the files.

If the document is broken, locked or has missing fonts, you will receive an e-mail about that problem and the files **must be processed and uploaded again**. Such a document can not be processed by Prinergy.

After uploading the files, please review them carefully in Smart Review. The Insite portal provides information for discovered errors that would reduce print quality. Take a look at the warnings in yellow and red colorings. Take a look at the red warnings, namely:

- Resolutions under 150 dpi for color, black and white photos and under 600 dpi for monochrome images.
- Accumulation of ink over 360%
- Presence of residual objects in the document - annotations, forms for filling, etc.
- Thin lines in one color below 0.35 pt, composite lines - below 1 pt
- White text with a font size less than 9 pt
- Presence in the document in fonts smaller than 5 pt

Red alert files must be processed and uploaded again.

After correcting the files and re-uploading them, look again for warnings in red color. If none occurs, approve the files. You must approve all the files (one by one, by group or all at once).

For better print results, we recommend that you look carefully before approval and warning pages, colored in yellow. If possible, remove the problems identified in them.

Approvals without changing yellow-colored warning files is at the assessment of the client and the print house is not responsible for the result obtained by printing the pages.

IMPORTANT: Pages / Files that are already APPROVED can not be rejected and uploaded again. In that case, contact a representative from the prepress, with the request of the marked pages / files to change the status of „Waiting for Approval“ to continue the process Approval / Rejection.

The process of checking the files from an operator in the printing house begins after the approval of them by the customer.



After generating the VPSs on the pages, it checks and informs you by e-mail if there are problems connected with:

- Match request / order / files by size, volume and color (separation)
- Pages with different size and orientation
- Objects near the bleed
- Texts must be black. For composite texts, if it is possible, the operator attaches them to black, in this case your approval will be requested again
- Other colors different from those specified in the order /RGB, Pantone, Lab/
- Presence / absence of white fields at the gluing points
- Elements in places with adhesive layer
- Covers - size and color (separation), back size depending of the volume size, objects close to gluing (perfect bound) field.

If additional processing is required (for example: color, size, orientation, etc.) of the files from a prepress department operator, you will be asked for a new approval before we started printing.

The printing house is not responsible for the content of the pages and their components.