Digital File Submission

Before submitting any digital files, please contact your Century Publishing Customer Service Representative at 1-800-824-1806.

Files must be supplied as PDFs.

The preferred method of file submission is through InSite, which allows you to use your web browser to upload and proof your press ready pages. As an alternative, we have an FTP site available for file submission as well. Please be aware that uploading files to an FTP site requires you to use FTP client software, such as FileZilla, which you will need to download and install. Century Publishing will provide you with website and login information.

Page Layout Guidelines

Century Publishing strongly suggests using a professional page layout application, such as Adobe InDesign or QuarkXPress to prepare your pages and generate PDFs. Century Publishing does not recommend or support Microsoft Publisher. There is a history of reliability problems with PDFs generated from Microsoft Publisher. There is no guarantee that Microsoft Publisher PDF files submitted to Century Publishing will be print ready.

- Review your sales proposal to ensure your document trim size matches what is quoted. While we can accomodate a multitude of trim sizes, our standard trim sizes are 8.375" x 10.875" or 5.4375" x 8.25" for digest publications. Text and critical layout elements should be at least 1/8" from edge of document.
- Bleeds must extend 1/8" beyond page trim.
- All colors in your page layout application and colors within logos/images should be CMYK, process separated.
- Black text must contain only black (no Cyan, Magenta or Yellow, no RGB black).
- All color images must be CMYK color.
- All black & white images must be grayscale (black only), unless a special color effect (such as sepia) is being applied.
- Image resolution should be 300 dpi at the final image size. During our quality control process we will flag any images below 150 dpi.
- Convert images to CMYK color mode using UCR, with a maximum density of 300%, and a maximum black of 85% or specify "U.S. Web Coated (SWOP) v2" as CMYK profile prior to converting from RGB to CMYK.

PDF Settings & File Naming

PDFs should be created using press quality settings, ideally using a Century Publishing PDF preset. Century Publishing can provide InDesign PDF Presets or QuarkXPress PDF Output Styles to ensure proper settings are used when generating your PDFs.

You may download the PDF preset for Adobe InDesign here:
http://www.centurypublishing.com/customer-help-center/pdf-export-settings-guide/indesign/indesign-pdf-export-settings/.

You may download the PDF preset for QuarkXPress here:
http://www.centurypublishing.com/customer-help-center/pdf-export-settings-guide/quark/quark-pdf-export-settings/.

Files should be submitted as either **single page PDFs named with page number _or_ one multi-page PDF containing all pages**. Submitting more than one multi-page PDF for one magazine can be problematic. *Please see second page of this document for additional information regarding single page PDFs vs. multi-page PDF submission.*

Files should be named with a 3 digit page number at the beginning of the file name, using only letters and numbers in the file names. Underscores or spaces in file names are acceptable, but illegal characters such as "*", "/", "\" or any other special characters may cause problems. For example, "001_MyPublication_Jan2012" is an ideal file name for the PDF of page 1 of your magazine.

Test Files

On all first time file submissions we strongly suggest test pages be submitted prior to production for review. This will ensure that any necessary troubleshooting can be completed before your job arrives and minimize the chances your schedule will be disrupted.

How File Naming Affects Processed Files

File naming is critical to ensuring that page positions are easily identifiable and keeps the job well organized so the job will flow through production as smoothly as possible. All PDFs are automatically split into single page PDFs when they are processed. Your pages will be listed alphanumerically in InSite after they are processed. While our production system works very well, one limitation is that processed files can't be renamed. Files must be named properly *before* they are uploaded and processed.

Single Page PDFs

Single page PDFs are preferred and will process faster than multi-page PDFs. Single page PDFs should include the page number in the file name. It is preferred to name single page PDFs with a 3 digit page number prefix. A 3 digit page number prefix will keep the pages in the correct order after they are processed. Here are some examples of good file naming:

- `001_Magazine_Month.pdf, 002_Magazine_Month.pdf, 003_Magazine_Month.pdf, etc.`
- `001 Title.pdf, 002 Title.pdf, 003 Title.pdf, etc.`
- `001.pdf, 002.pdf, 003.pdf, etc.`

If you have files for cover pages or spine that are not numbered please try to use the prefixes FC (for front cover file), IFC (for inside front cover file), IBC (for inside back cover file), BC (for back cover file) and Spine (for spine file).

QuarkXPress has a checkbox in the PDF export settings to allow you to create single page PDFs easily. InDesign does not have this option, but there is a free plugin for InDesign called Page Exporter Utility that automates exporting single page PDFs. Alternatively, if you have Adobe Acrobat you can use it to export all pages of a multi-page PDF into single page files.

Multi-Page PDFs

Uploading several multi-page PDFs for one magazine makes page number identification difficult and often causes pages to display in InSite in the wrong order. The information below illustrates how files are split out when they are processed.

One multi-page PDF processing

submitted file	*becomes*	Processed Files
Magazine.pdf	-->	Magazine.**p1**.pdf
		Magazine.**p2**.pdf
		Magazine.**p3**.pdf
		Magazine.**p4**.pdf
		Magazine.**p5**.pdf
		Magazine.**p6**.pdf
		Magazine.**p7**.pdf
		Magazine.**p8**.pdf
		Magazine.**p9**.pdf
		Magazine.**p10**.pdf
		Magazine.**p11**.pdf
		Magazine.**p12**.pdf
		Magazine.**p13**.pdf
		Magazine.**p14**.pdf
		Magazine.**p15**.pdf
		Magazine.**p16**.pdf

Several multi-page PDF processing

submitted files	*become*	Processed Files
Cars.pdf, Trucks.pdf, Boats.pdf	-->	Boats.**p1**.pdf
		Boats.**p2**.pdf
		Boats.**p3**.pdf
		Boats.**p4**.pdf
		Cars.**p1**.pdf
		Cars.**p2**.pdf
		Cars.**p3**.pdf
		Cars.**p4**.pdf
		Cars.**p5**.pdf
		Cars.**p6**.pdf
		Cars.**p7**.pdf
		Trucks.**p1**.pdf
		Trucks.**p2**.pdf
		Trucks.**p3**.pdf
		Trucks.**p4**.pdf
		Trucks.**p5**.pdf

In the example of processing one multi-page PDF notice the names of the processed files. Everything is in order and page numbers are easily identifiable.

In the example of several multi-page PDFs, say the customer who uploaded the files want the "Cars" pages first, then "Trucks", then "Boats". Because the processed files are sorted alphanumerically the pages appear in the wrong order in InSite. Also take note of the page numbers. Notice there are 16 pages uploaded, but page numbers are not assigned 1 through 16 making it difficult to know which page is which.

If you have prepared several multi-page PDFs it would be best to split them into single page files and name them correctly or use Adobe Acrobat to merge all pages into one PDF in the correct order.

File naming for correction pages

File naming is just as important for correction pages as it is for previous uploads. Properly named correction pages will show up in the correct order so that a correction page is listed immediately after the page it is replacing and makes identification easy.

Original pages - Removing vs. Not Removing

If Century Publishing has finished our QC process on your publication and suggested corrections these pages will be marked in InSite as "Waiting for Correction". Please leave these pages in InSite so that we may compare the replacement page to the original to verify any corrections. If you remove the original pages we have no way to compare the old page to the new to verify corrections. There is no need to be concerned about the old page accidentally getting used as our system will not let us plate a page that has not received our final approval.

The only time it is OK to remove pages is if you are still in the process of uploading and approving your pages and have not yet notified your CSR that the files are ready. Once you notify your CSR that the files are ready your job is in live production and you should not remove any pages.

Use Single-page PDFs for corrections

Even if you originally uploaded your publication as a multi-page PDF all correction pages should be uploaded as single-page PDFs. Only upload the pages that you intend to replace. All correction PDFs should be named the same as the original with an "r1" (for *revision* 1) added immediately after the page number in the file name. If you originally uploaded a multi-page PDF your files will be named something like this:

```
Orignal page name (from multi-page PDF)                  Correction page name
Magazine.p1.pdf                           -->            Magazine.p1r1.pdf
Magazine.p2.pdf                           -->            Magazine.p2r1.pdf
Magazine.p3.pdf                           -->            Magazine.p3r1.pdf
My Magazine July Issue.p1.pdf             -->            My Magazine July Issue.p1r1.pdf
My Magazine July Issue.p2.pdf             -->            My Magazine July Issue.p2r1.pdf
My Magazine July Issue.p3.pdf             -->            My Magazine July Issue.p3r1.pdf
```

If you originally uploaded single-page PDFs your files will be named something like this:

```
Orignal page name (from single-page PDFs)               Correction page name
001 Magazine.p1.pdf                       -->            001r1 Magazine.p1.pdf
002 Magazine.p1.pdf                       -->            002r1 Magazine.p1.pdf
003 Magazine.p1.pdf                       -->            003r1 Magazine.p1.pdf
My Magazine Page 01.p1.pdf                -->            My Magazine Page 01r1.p1.pdf
My Magazine Page 02.p1.pdf                -->            My Magazine Page 02r1.p1.pdf
My Magazine Page 03.p1.pdf                -->            My Magazine Page 03r1.p1.pdf
```

If it is necessary to send additional corrections for any pages change the "r1" to "r2" for revision 2, "r3" for revision 3, etc.