



Fast Path
Proof Check

Digital Workflow

Proof Check

How to Upload Files

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<http://ncproofcheck.courier.com>

Courier

Getting Started

Things To Know

If this is the first time you've used Proof Check, please see the How To document **Proof Check, Qualifying your system and other things to know**. All How To documents can be found at <http://www.rightfromthestart.com>.

File naming convention guidelines

The Courier Digital Print workflow requires strict file naming conventions be followed. Please refer to the diagram below for details.

The file name should always be the Courier title ID number followed by an underscore, the letter **T** for text jobs or **C** cover jobs and .pdf.

Text Example: 123456_T.pdf

Cover Example: 123456_C.pdf

Correction file naming convention guidelines

All corrections must be in single PDF page file format and should be named by position, not folio.

Example of text correction file name for position 3:

123456_T_3.pdf

NOTE: The "3" after the "T_" will automatically overtake position 3.

Example of where correction page would go:

123456_T.p1.pdf

123456_T.p2.pdf

123456_T.p3.pdf ← 123456_T_3.pdf

123456_T.p4.pdf

Other important information

Text and Covers are uploaded to the same title ID job but should have separate files, one for the text and one for the cover.

Text files must be combined into a single PDF file containing all pages including blanks.

The cover file must be a single PDF file containing two pages. If the cover has an inside front cover and/or and inside back cover, the PDF file should have two pages within: one page for outside back, spine and outside front and one page for inside front, blank spine and inside back. If a cover is one-sided, then a blank must be included in the final PDF file submitted.

This cover process currently applies only to soft covers. Casebound covers are not currently being produced digitally.

How to Upload Files

Ready to Upload

Your Courier Proof Check Digital job will be created in advance and ready for files to be uploaded to.

1. Go to <http://ncproofcheck.courier.com> and login.
2. Navigate to the desired job and click on the job name.

Quick Search Method

You can locate your job instantly via searching by ISBN.

2. Locate your specific job and click on the name.

The screenshot shows the 'Jobs' page with the following details:

- Section: **Jobs**
- Instruction: Upload print job files and collaboratively proof pages.
- Status: All Active (dropdown menu)
- Count: 1 Job
- Search: Search Jobs (input field with search icon and dropdown arrow)

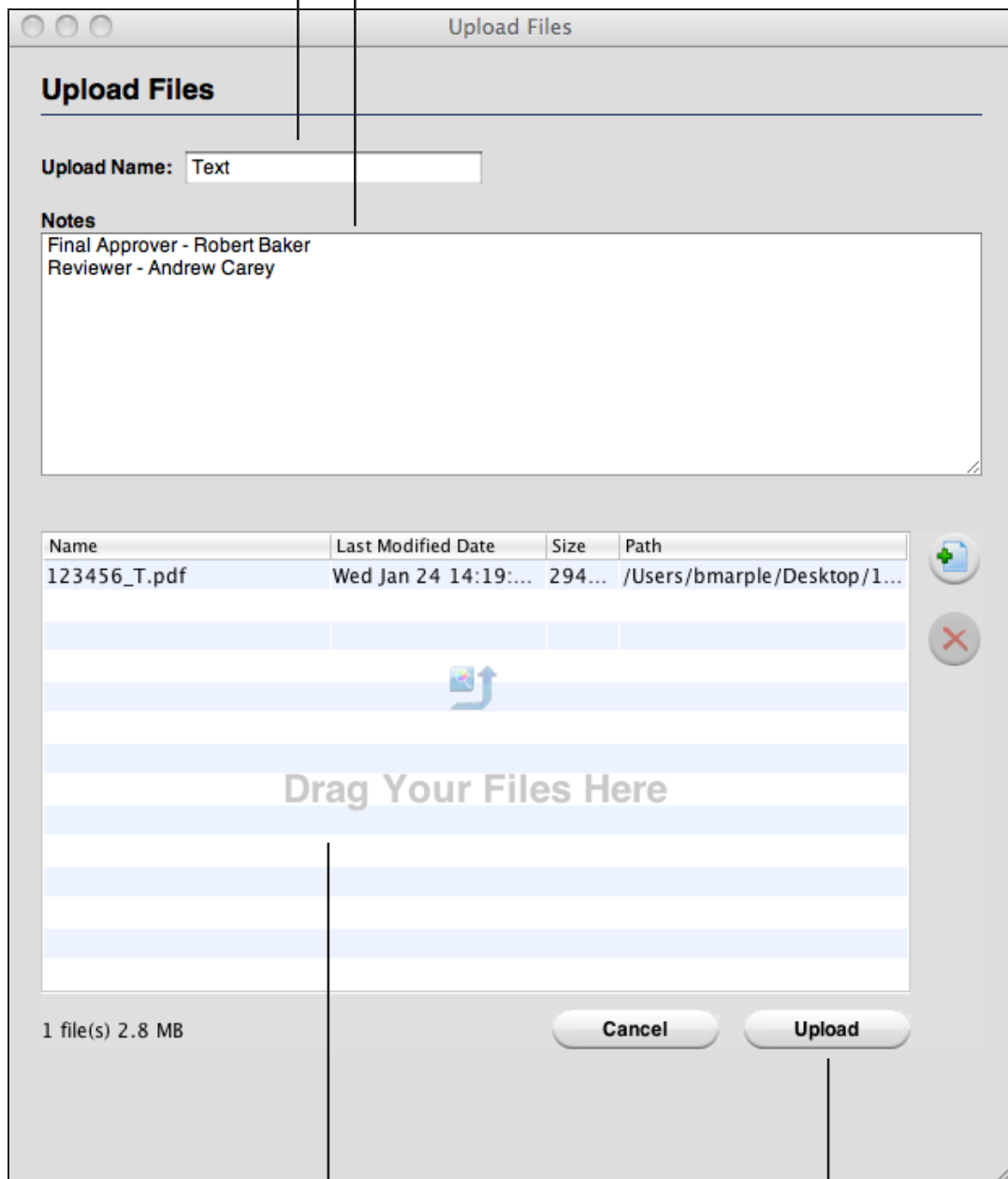
| Name | Creation Date | Pages Requiring Approval | Pages Awaiting Correction |
|---|----------------------|--------------------------|---------------------------|
| English 101 (123456_TID) 0 pages ISBN: 9786543215981 Author: Marshall | 5/10/2010 4:01:49 PM | 0 | 0 |

3. Click on **Upload Files...**

The screenshot shows the job details page for 'English 101 (123456_TID)' with the following details:

- Job Name: English 101 (123456_TID)
- ISBN: 9786543215981
- Author: Marshall
- Created: 5/10/2010 4:01:49 PM
- Status: Active
- Type: Pre-Production
- Links: [Edit Properties](#), [Manage Access](#)
- Buttons: Upload Files..., Smart Review, Preview
- Approval Summary: No pages have been added for this job.
- Signatures: There are no signatures for this job.
- Reviewers: There are no reviews outstanding for this job.
- File Transfer: No uploads are in progress for this job.

4. Enter Text or Cover depending on what you are uploading.
5. Enter the name and job roles of the users that need to proof the requested files.



6. Drag your files here.
7. Click **Upload**.

