

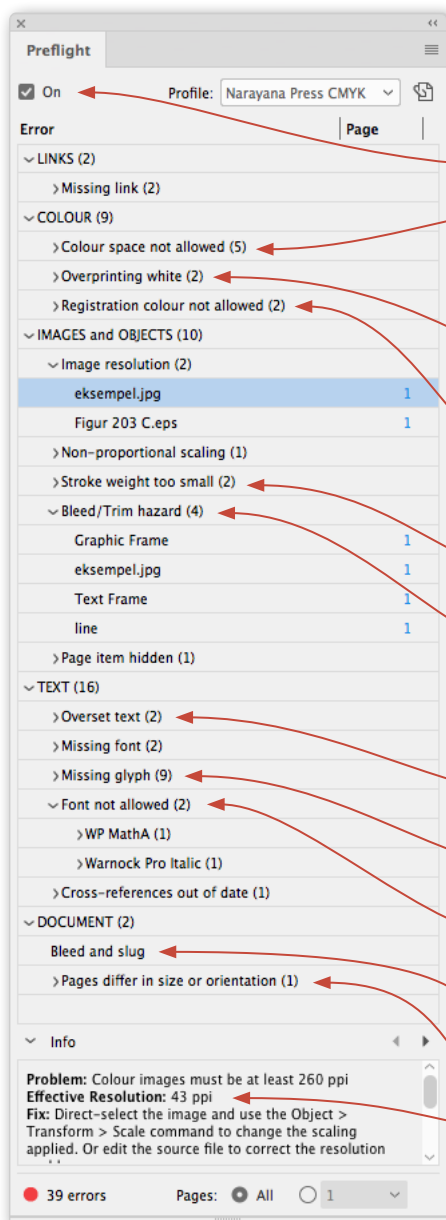
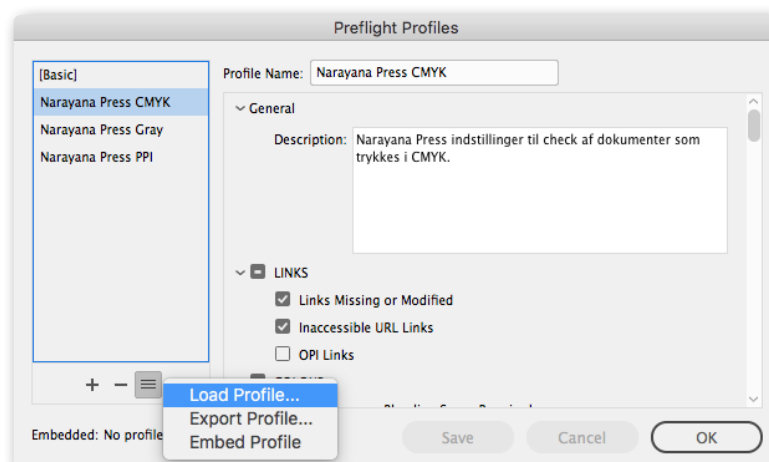
Narayana Press recommends checking all documents before sending them to the printer, or exporting print-ready PDF. InDesign's built-in Live Preflight is a great help in flagging potential output problems.

How to import Narayana Press settings

Along with this guide, you will find three .iddp files containing Narayana Press' settings for preflighting

- CMYK documents
- Grayscale documents
- Image resolution (ppi)

To install the profiles, open the Preflight panel (Window ► Output ► Preflight) and select *Define Profiles...* Select *Load Profile...* as shown here from the list at bottom left, and load the profiles you need, one at a time.



What do the warnings mean?

Preflight results may look overwhelming, but many warnings can be ignored. Here are a few tips on how to interpret them.

Turn on Preflight, and select a profile.

RGB and LAB colors cannot be printed, and spotcolors will result in separate printing plates (this warning can be ignored if Pantone is used, and the number of colours is as expected). Please see on the next page how to convert all colors throughout the document.

When set to Overprint or Multiply, the color white [Paper] will become invisible in print. Please check View ► Overprint Preview to see whether graphics look as expected.

Registration color consists of 100% of all four inks, which causes too high ink coverage and possibly mismatch. This warning can usually be ignored for PDF links with crop marks outside the visible area.

Warnings about thin lines can often be ignored in technical drawings.

Images that touch the edges of the page should extend all the way to the bleed boundary, at least 3 mm. Bleed / Trim hazard warnings can usually be ignored for text frames, but warnings for image files and lines should always be checked.

Text which does not fit within the frame should either be deleted or made visible.

Missing glyphs can often be fixed by using another typeface, or by finding the character in the Glyphs panel.

This warning can be ignored if you are using Adobe Fonts, but not if the fonts cannot be embedded in PDF. See more [here](#).

This warning can be ignored if no graphics touch the edges of the page.

This warning can be ignored for gate folds etc.

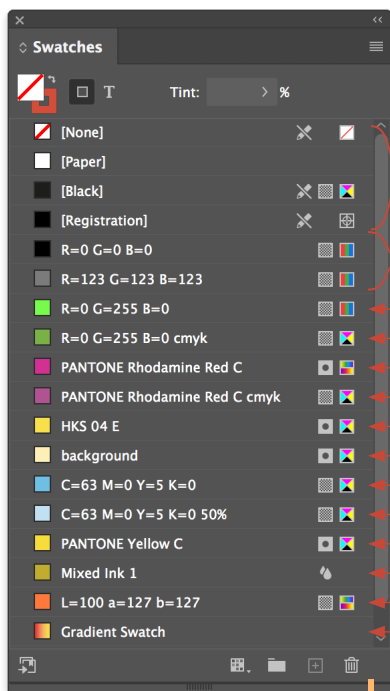
Click a warning to see a description of the problem here, and possible solutions.

A simple way of correcting colors

Do not worry if Preflight flags a lot of color problems – most of them can be easily corrected using the Swatches panel. In InDesign, all occurrences of a specific color will change with the Swatch; even if there is no Swatch defined, it can be easily added.

We suggest that you start by cleaning up the Swatches:

1. Open the *Swatches* panel.
2. Choose *Select All Unused* and then *Delete Swatch...*
3. Choose *Add Unnamed Colors* to add colors not defined as a *Swatch*.



How to understand the color symbols

The colors [None], [Paper], [Black] and [Registration] cannot be changed or deleted. Be careful not to use [Registration] instead of [Black].

RGB black and various shades of gray. Never convert such colors to CMYK automatically, as this will result in grays containing all four CMYK colors

RGB color

Same RGB color after converting to CMYK

Pantone color – the gray dot left signifies spotcolors

Same Pantone color converted to CMYK

Spotcolors in placed graphics will also appear here – see next page how to change them

CMYK colors should not be defined as spotcolors

CMYK color

Tint Swatches will change with the color they are based on

Pantone color

Mixed Inks are typically combinations of Pantone and CMYK

LAB color

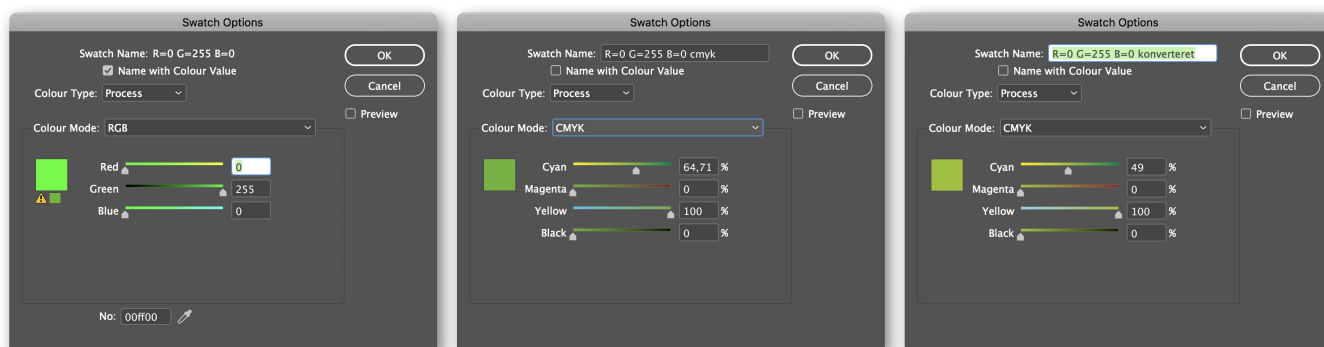
Gradient Swatches can be made from anything, and can only be checked by opening them

How to convert a Color Swatch

It is possible to convert several colors simultaneously, but doing it one at a time is safer, because some colors change a lot after conversion to CMYK, and you may want to make some adjustments.

1. Doubleclick the color you want to change. This will open the Swatch Options window.
2. Here you can change the Color Type, eg. from Spot to Process, and the Color Mode, eg. from RGB to CMYK, and adjust the color if needed.

Below is shown how RGB colors may change when converted, and how they can be adjusted:



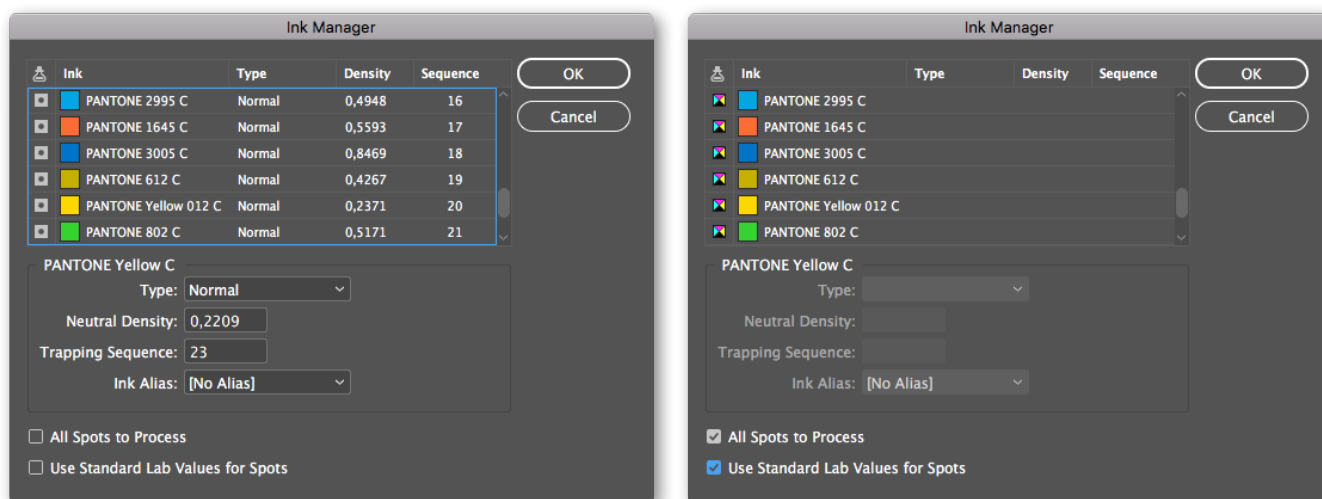
Advanced color conversion using Ink Manager

How to use Ink Manager to convert spotcolors globally

Lots of spotcolors, often from imported graphics, can be easily converted using the *Ink Manager*. This method has the advantage of preserving the original color definitions.

1. Open Ink Manager from the Swatches panel
2. Choose *All Spots to Process*, and *Use Standard Lab values for Spots*.

The results can be seen by looking through the document using *Overprint Preview*, or by exporting a PDF.



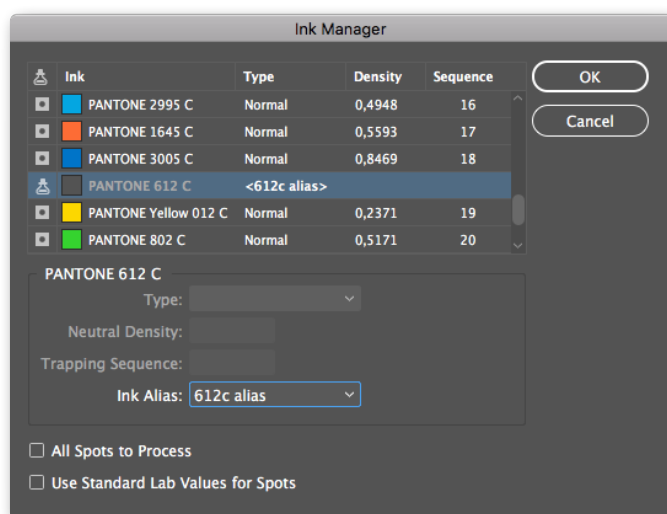
How to use Ink Manager to change spotcolors individually

Spotcolors can also be changed individually by Mapping them to other Spotcolor Swatches.

This can be an advantage with imported graphics, because you do not have open and correct all the files, and the conversion will be consistent.

This is done by choosing an Ink Alias for each spotcolor.

As above, the result can only be seen in an exported PDF, or by turning on *View > Overprint Preview* in InDesign.



How to check colors using the Separations Preview

Narayana Press' Preflight is set to warn when text uses *Registration Colour*.

Unfortunately, there is no way to get warnings about other unwanted variations of black.

Separations Preview is the best way to detect this, and to see how various colors are used.

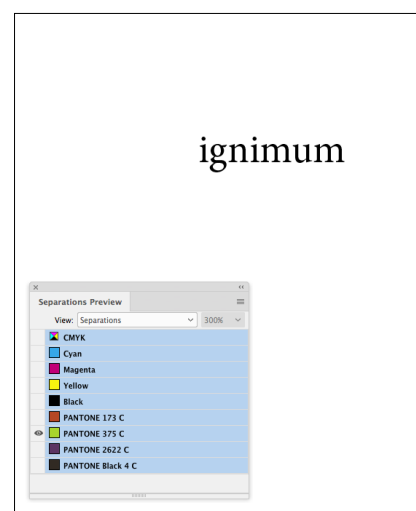
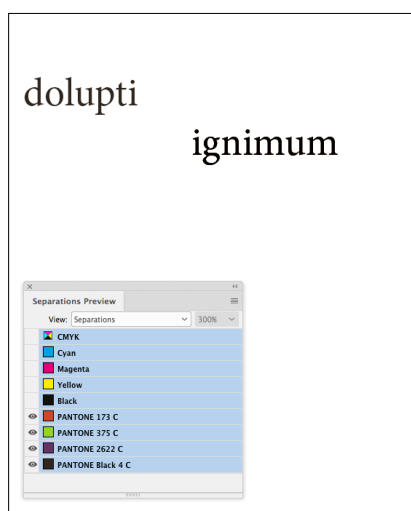
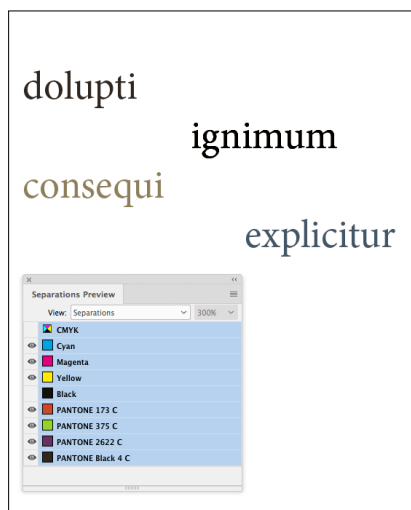
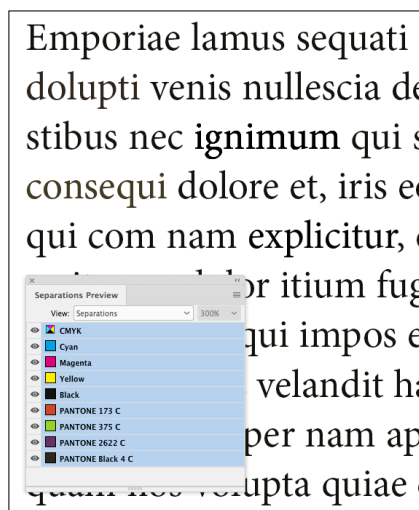
It can be found under Window ► Output ► Separations Preview.

A good practice is to look through the whole document in Separations Preview, with the Black color hidden, and check all visible elements which you would expect to be pure black.

Below are some screenshots of a piece of apparently normal black text.

By hiding the colors one by one we can see that some words are not actually Black.

This should be corrected, because it will cause parts of the text to appear darker than the rest or even as bold, and may cause mismatch in printing.



Please note that Registration Colour is always visible in Separations Preview, as above