Guide to Allen veriFig™

How To Upload Graphic Files to veriFig

To upload graphic files for preflight in veriFig, go to **http://verifig.allenpress.com**.

Allen veriFig™ is a web-based application that allows editors and authors to quickly determine if digital images are correctly prepared according to specifications.

This valuable preflight tool is complimentary for Allen Press clients and will save you the time and energy of chasing down acceptable artwork. Any author or editor can submit multiple files online and receive a direct feedback report that provides details about the resolution, fonts, and color mode of the files.

Because this tool allows you to analyze your files before they are submitted for final production, Allen veriFig helps streamline the production process and builds efficiency into your workflow. In addition, by preflighting art files, you can avoid costly alteration charges.
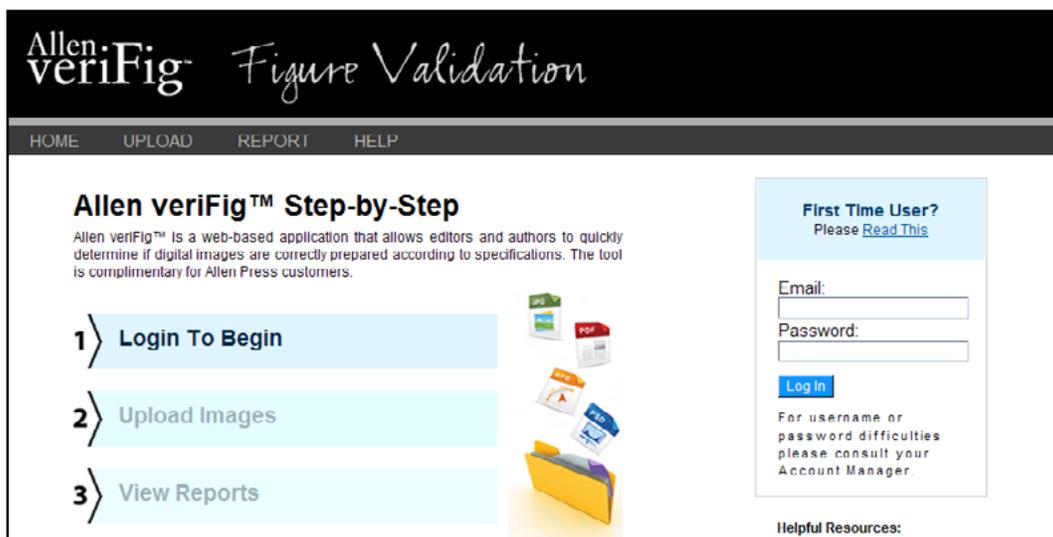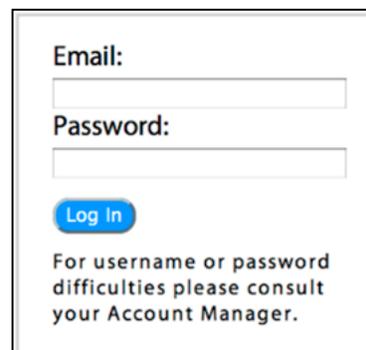

To view the Guide to Art Specifications, visit
http://allenpress.com/system/files/pdfs/library/apmk_digital_art.pdf.

For help, contact verifigsupport@allenpress.com

Login e-mail: Any valid e-mail address
Password: figcheck

Click Log In to begin uploading files. You can return to the home page by clicking on the Home tab at the top of the page.

Upload

File Types Accepted
Common file types (.bmp, .eps, .gif, .jpg, .pdf, .png, .tif)
Adobe Photoshop (.psd)
Adobe Illustrator (.ai)
Microsoft Word (.doc, .docx)

Not accepted (.ppt, .xls, .txt)
Note that acceptable file types for veriFig differ from acceptable file types for production as listed in the Guide to Art Specifications.

Best Practices

- This system works with Firefox, Safari, and Google Chrome. For best results, it is recommended that you upgrade to the most current version of your browser.
- This system will report on up to 10 images in one upload, at a maximum of 200 MB total or 20 MB for a single image.
- The report is available on-screen or as a downloadable PDF file.
- For best results, remove pages that contain no figures prior to uploading multipage documents.
- For an accurate report and to increase processing speed, remove any elements in the file that are not part of the figure, for example, figure captions. Check that the file type is on the list of acceptable file types.

When you are using veriFig for the first time, a security message may appear. The message may vary between browsers, but the question is basically the same. The browser is seeking confirmation that the user wants to allow the application to run. Check the box to Always trust or Allow. Then click Run or Allow.
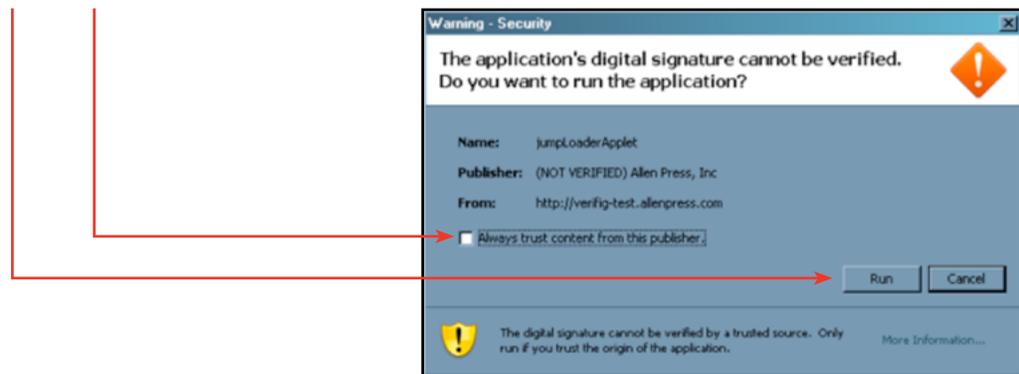
If you get a warning that the web page is attempting to use Java, you may need to install Java. Go to java.com and follow the instructions.
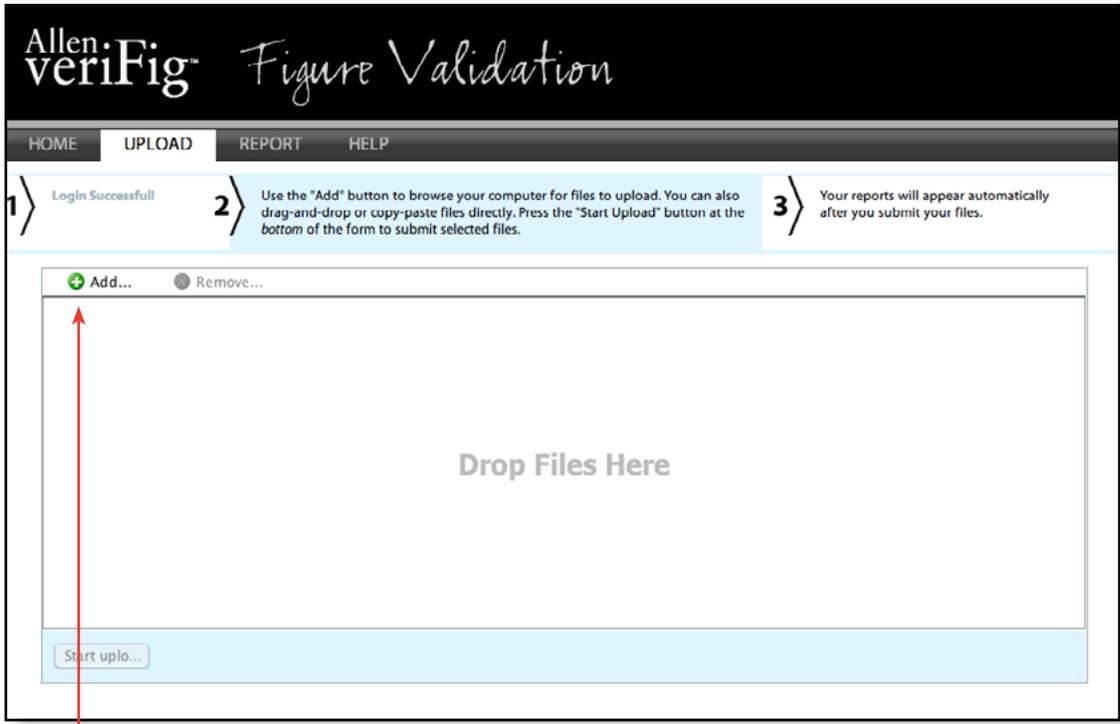
Click on Add and navigate to the location of your files. Press the Shift key to select more than one file at a time. The limit is 10 figures per upload. You will be able to upload additional files without logging back in.

OR drag and drop files from your computer. The limit is 10 figures per upload. You will be able to upload additional files without logging back in.

Select files and click Remove to remove files from the Upload page.

Click Start upload to begin uploading.
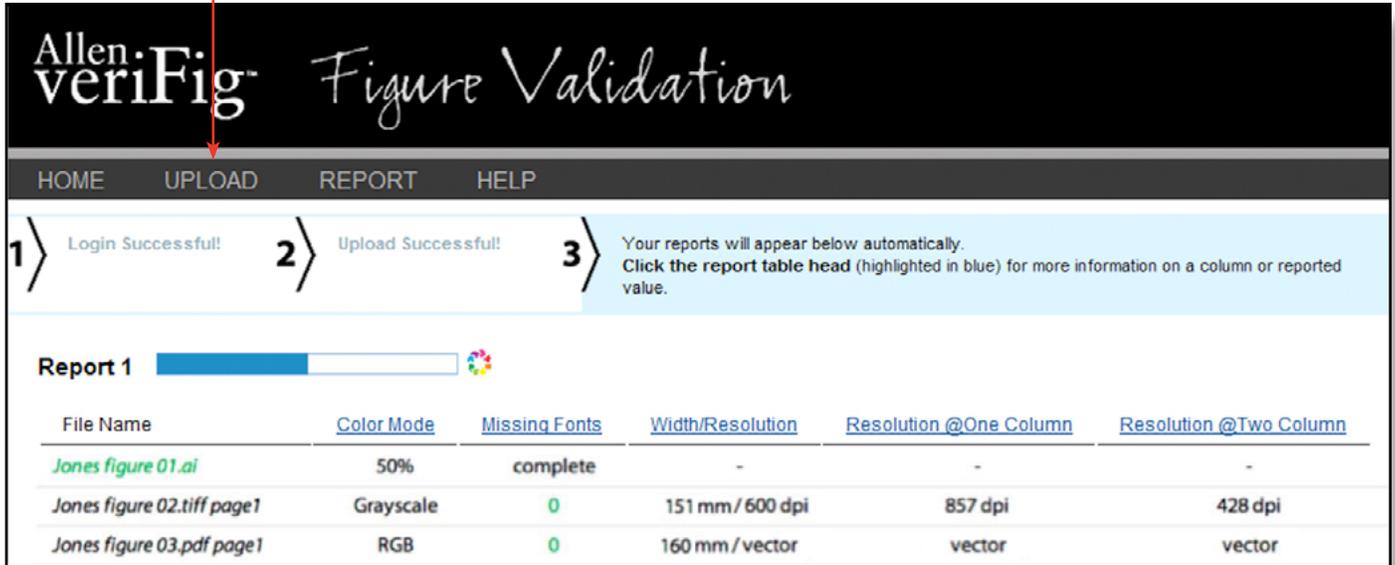
Trouble uploading?
Check that the file type is an accepted file type. See below for list of accepted file types.
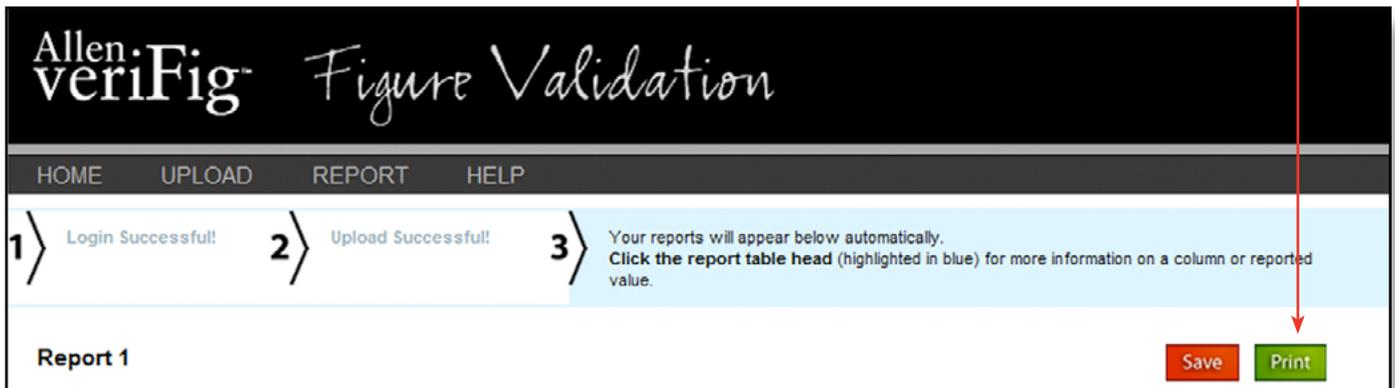
Report

Report Status
The report will take a few seconds to generate. A status bar will appear at the top of the report.
Additional files can be uploaded without logging out by clicking on the Upload tab at the top of the page.

The report will be deleted from the system upon logout.
Click Print to print.

Click Save to save a PDF of the report to your computer.

How To Interpret the Allen veriFig Report

File Name
Multipage documents will show the page number in the file name.

Color Mode
Refer to your journal's figure submission guidelines for the required color mode.

RGB (Red, Green, Blue) is the primary color mode for online display.

CMYK (Cyan, Magenta, Yellow, and blacK) is the primary color mode used for printing.

The RGB color gamut is much larger than the CMYK color gamut, which means that many of the hues available as RGB are not available for CMYK. Colors displayed as RGB on a computer monitor may look different than those printed as CMYK in a journal.
Images that appear black and white but report as RGB or CMYK will be converted to grayscale by Allen Press.

Missing Fonts
This is the number of missing fonts in the figure. Fonts will be substituted, which may cause the figure to display incorrectly. To ensure correct font display, embed the fonts, outline the fonts, or use common fonts such as Helvetica or Arial. Symbols and Greek characters do not transfer well if not embedded. Embedding the fonts will ensure that what is seen on the monitor will translate. Refer to the program's user manuals to find out how to embed fonts.

Width/Resolution
Width is reported in picas, and the resolution of the figure is reported in dots per inch (dpi).
10 millimeters equals 2.37 picas, 0.39 inches, or 28.5 points. For accurate width and resolution reading, remove all manuscript text and captions from the file.

Resolution @ one column
Since resolution can change with figure size, veriFig provides the resolution of the figure at 89 millimeters wide, which is a common 1-column width. For accurate width and resolution reading, remove all manuscript text and captions from the file.

Resolution @ two columns
Since resolution can change with figure size, veriFig provides the resolution of the figure at 177 millimeters wide, which is a common 2-column width. For accurate width and resolution reading, remove all manuscript text and captions from the file.

Here are the recommended resolutions for different image types:

Color mode	Optimal resolution for photos	Optimal resolution for graphs
CMYK	300 dpi	600 dpi or vector
RGB	300 dpi	600 dpi or vector
Grayscale	300 dpi	600 dpi or vector
Bitmap	-	1200 dpi or vector
Duotone, Indexed, Lab	300 dpi	1200 dpi

Allen veriFig FAQs

Q: What does veriFig do?

A: Allen veriFig™ is a web-based application that allows editors and authors to quickly determine if digital images are correctly prepared according to specifications. Any author or editor can submit multiple files online and receive a report that provides details about the resolution, figure size, fonts, and color mode of the files.

Q: Why should I use veriFig?

A: Because this tool allows you to analyze your files before they are submitted for final production, Allen veriFig helps streamline the production process and builds efficiency into your workflow. In addition, by preflighting art files, you can avoid costly alteration charges.

Q: How much does it cost to use veriFig?

A: veriFig 1.5 is free to use.

Q: Can anyone use veriFig?

A: Anyone with Internet access can use veriFig.

Q: How do I access the user guide?

A: The Allen veriFig user guide can be located in the Education Library on the Allen Press website at **http://allenpress.com/resources/library** or by clicking on the appropriate link under Helpful Resources on the veriFig Home page at **http://verifig.allenpress.com**.

Q: How do I log into veriFig?

A: On the Home page, enter any valid e-mail address and the password. Click the Log in button.

Q: What is the password?

A: The password is "figcheck."

Q: Why do I have to enter my e-mail address?

A: E-mail addresses are used for troubleshooting. This is how the veriFig administration function associates the user with the files uploaded to the system. If a particular file is causing issues, the support team can identify it by the user's e-mail address.

Q: Why do I get a security warning after I log in?

A: When you are using veriFig for the first time, a security message may appear. The browser is seeking confirmation that the user wants to allow the application to run. Check the box to Always trust or Allow this browser to perform the upload so you don't get the message again. Then click Run or Allow.

Q: Why can't I upload this file?

A: It might be a file type that is not accepted by veriFig. Acceptable file types are listed at the bottom of every screen on the veriFig website.

Q: What file types are accepted?

A: veriFig accepts .bmp, .eps, .gif, .jpg, .pdf, .png, .tif, .psd, .ai, .doc, and .docx.

Q: I successfully uploaded a file, but the report says "failed." What do I do?

A: The file may be too large. Reduce the size of the file and upload the file again. The total file size for one upload should not exceed 200 MB. Or there may be too much information in the file. Remove unnecessary text or space around the image and upload the file again. Also reduce file size in Photoshop by saving with a compression. In Illustrator save vector files as PDF to reduce file size.

Allen veriFig FAQs

Q: When I try to upload a file, the uploading process seems to stop suddenly. What do I do?

A: The file may be too large. Reduce the size of the file and upload the file again. The total file size for one file should not exceed 80 MB. Or there may be too much information in the file. Remove unnecessary text or space around the image and upload the file again. Also reduce file size in Photoshop by saving with a compression. In Illustrator save vector files as PDF to reduce file size.

Q: I successfully uploaded a file, but the Report status bar is not moving. What do I do?

A: If the Report status bar is still at 0% after 5 minutes, contact **verifigsupport@allenpress.com**.

Q: I uploaded one file, but the report lists more than one figure. What does this mean?

A: This means that the file upload had more than one page. veriFig reports each page as one figure. The page number will appear after the file name on the report.

Q: How do I print a report?

A: Once the status bar is complete, the Print button will appear on the Report page.

Q: How do I save and download a report?

A: Once the status bar is complete, the Save button will appear on the Report page.

Q: Why does the color mode report as RGB or CMYK but the figure is black and white?

A: The colors in the file are combining to create shades of gray or rich black. When the figure is submitted to Allen Press for production, the figure will be converted to grayscale or bitmap.

Q: The report says fonts are missing, but the figure has fonts. Why?

A: The tool reports all fonts in the file. It may be reading fonts from captions, labels, or spaces.

Q: Why is the width on the report not the same as when I measure the figure?

A: The tool cannot always measure the figure accurately if there are extra elements in the file that are not part of the figure. For the most accurate width and resolution reading, remove all manuscript text, caption text, and any elements that aren't part of your figure from the file.

Q: What does dpi mean?

A: The term dpi stands for Dots Per Inch, which is the unit of measure for the resolution of a figure. The term is interchangeable with PPI or Pixels Per Inch. The higher the dpi is, the better the quality.

Q: What is an acceptable resolution?

A: The generally recommended minimum resolution is 200 dpi. However, you should consult your journal's submission guidelines for its resolution standards.

Q: How do I increase resolution or figure quality?

A: Reduce the physical size of the figure. If the dimensions of a figure are reduced, the resolution will increase. If you are exporting or saving a figure from another file type, check for high-quality or press-quality settings. When saving or exporting some applications, reduce the quality of images so the file size is more manageable.