

# File Preparation Guidelines

Published on 05/07/2018

## Compatible File Types

- PDF Documents: \*.pdf
- Images : \*.jpg, \*.jpeg, \*.gif, \*.png, \*.eps, \*.epsx, \*.tif, \*.tiff, \*.svg
- Microsoft Office Documents: \*.doc, \*.docx, \*.ppt, \*.pptx, \*.xls, \*.xlsx
- Multimedia: \*.avi, \*.mov, \*.flv, \*.mpg, \*.mpeg, \*.wmv, \*.mp4, \*.mp3, \*.wav, \*.wma, \*.aac, \*.m4a, \*.m4v

## General Guidelines

- **1GB file size limit** - For the best online viewing experience, a file size limit has been established. File sizes that exceed this limit will not upload properly.
- **Image Resolution** - While inMotion has no limit on resolutions (images, PDF canvases, PPT slides, etc.), very high resolutions can be taxing for some computers and can lead to browser crashes. Before uploading, reduce the resolution or canvas size for large files to ensure all reviewers can access the proof without issue.
- **Password Protection** - Please ensure that any password/security functions are removed prior to uploading, otherwise the review application will not be able to process it for online viewing.



Since your stakeholders will be viewing these files on the web, we recommend optimizing your file to the smallest possible size that retains the viewing quality you expect. This will ensure optimal review performance and efficiency.

## PDF

- To ensure the best possible experience for reviewers, we recommend saving your file using the Adobe setting, [Save As Optimized For Fast Web View](http://go.inmo.co/optimizePDF). (<http://go.inmo.co/optimizePDF>) This setting will increase browser load speeds for reviewers while accurately rendering content.
- Using the Fonts panel of the [Adobe PDF Optimizer](http://go.inmo.co/optimizePDF2) (<http://go.inmo.co/optimizePDF2>), embed fonts when necessary.
- The more complex vector elements present in a document, the more resources a reviewer's browser will consume. When necessary, [rasterize](http://go.inmo.co/flattening) (<http://go.inmo.co/flattening>) these types of elements to ensure your reviewer has the best experience.
- If you flatten or rasterize the text components of a document, reviewers will lose the ability to markup the asset with text tools.

## Images

- If text is included and comment on copy may be required, we recommend uploading as a PDF to ensure

text tools are available.

## Microsoft Office

Microsoft Office documents with complex layering or other elements may have better results if exported to PDF.

### Microsoft PowerPoint

When uploading a PowerPoint file as a proof, you may find that certain fonts are rendering differently in the review environment than on your computer. This is normally due to an unsupported font set. If you would like to avoid saving your PowerPoint slides as a PDF file, you can embed your fonts\* into the PowerPoint file itself. In order to do so, follow these steps below before uploading the PowerPoint file to your proof:

1. On the **File** menu, click **'Save As.'**
2. On the **'Tools'** menu in the **'Save As'** dialog box, click **'Save Options.'**
3. Click to select the **'Embed Fonts'** check box, and then click **'OK.'**

There may be restrictions based on the embedding license level of the fonts. Please refer to this [Microsoft Help article](https://support.microsoft.com/en-us/help/826832/how-to-embed-fonts-in-powerpoint) (<https://support.microsoft.com/en-us/help/826832/how-to-embed-fonts-in-powerpoint>) for more information.

\*Microsoft has only made this feature available in Microsoft Office for Windows.

### Microsoft Excel



When uploading Microsoft Excel files for review, it is highly recommend to 'Save As...' a PDF file.

Due to the large, customizable content areas within Excel documents, including multiple sheets, you will be unable to control the way in which Review + Approval visually converts these documents for your reviewers. The same is true when *printing* any Excel document - the file's print settings must be established beforehand to ensure the data displays correctly. **It is highly recommend to convert all Excel content to PDF files for upload for review.**

Before saving your Excel file as a PDF document, navigate to the **Page Layout'** tab in Excel and be sure to:

- Set the page layout **orientation** to *landscape* or *portrait*
- Set the page **margins**
- Set the page **size**
- Choose whether or not to print **Gridlines** or **Headings**
- Highlight your content and set the applicable **print area** (<http://goinmo.co/excelprint>)
- Finally, navigate to **File > 'Save As...'** and choose **'PDF.'** Below the file format dropdown menu, choose **'Selection : Print\_Area.'**
- **Repeat** these steps for multiple sheets!

## Multimedia

- Exporting to web presentation standards will optimize the experience for reviewers.
- 4K (Max - 4096x2160) video resolution is fully supported up to the 1GB file size limit.

## URL Review

- URLs must be accessible by an outside service without Web Form authentication requirements.