

# File Preparation & Preflight Tips

- If your disk is PC based, we recommend sending a test file in advance. Our Digital Department will check the files and identify any problems or issues ahead of time.
- Laser prints are required for reference. You should run a set of separated lasers for yourself to check for correct color separation. Keep a back-up copy of your files –never send your only copy out to anyone.
- Document layout size **must** match exactly to the final trim size of your piece. **Do not** place crop marks manually. All text and graphics should be a minimum of 1/8" away from the trim. If you intend for the image to print to the edge of your final piece, that image **MUST** bleed past the trim a minimum of 1/8" .
- **Never** use applied styles (bold, italic or outline buttons or menu styles). Always use plain, and select the correct typeface from your font menu. Applied styles will most likely produce unexpected results upon imaging to plate. **Avoid** TRUETYPE fonts and Multiple Master fonts when possible. These fonts are not reliable for imagesetting (plate output).
- **All** fonts must be included. If you use any fonts in the imported graphic files, remember to include those as well. Don't forget, Type 1 fonts (or postscript fonts) have two pieces for each font style. There should be a postscript font for each style (bold, italic, narrow, etc.) and a screen font for each which is usually inside a suitcase – which may contain several different styles for a particular type family.
- Include **ALL** graphics and support files. This includes the original illustration file, the eps file generated from it, and any graphics placed into that file. All graphics and/or photos **must** be included to ensure correct imaging. **NEVER** store or embed graphics in your publication.
- If your job is printing four color process, please make sure **ALL** colors in **ALL** files are converted to process or CMYK. Please **delete** the unused colors from all of your files.
- Only apply trapping if you are familiar with the end results. Make sure you call for our trapping specs. Otherwise, we prefer to apply trapping in-house.
- Make sure the background area of the imported graphics matches the background of the layout document (i.e., a black background in Photoshop may be 30C 30M 30Y 100K; make sure that the background applied behind it in the page layout matches exactly). Any picture boxes containing tiffs in Quark should have a background of something other than "None".
- We prefer to scan any photos or artwork in-house to ensure high quality and to meet our press specs. We are capable of scanning art, photographs, transparencies and slides up to 8" x 14".
- If you have scans produced elsewhere, please specify a minimum of 3% highlight and a maximum of 96% shadow. Photos and other halftones or color scans must be scanned at twice the line screen of the final output. (Ex: 133 lpi = 266 ppi scan) A good standard resolution is 300 ppi. at 100% scale.
- Bitmapped line scans should be a minimum resolution of 1200 ppi.
- All full color photos and/or other full color Photoshop files must be **CMYK** and either **tiff** or **eps** format. Any other format may produce unexpected results when imaging to plate.
- Graphics should be scanned as close to the final size as possible. If you intend to resize the scan in the page layout, limit it to a minimum of 50% and a maximum of 125%.
- All graphic manipulation such as cropping, sizing , rotating, etc. should be applied in the originating illustration or image-editing program, **NOT** in the page layout program, for best results. **NEVER** apply color to tiff files in the page layout program, **ALWAYS** use the originating software.
- Try to avoid using compression (LZW or JPEG) on photos. **NEVER** save scans or halftones with halftone screens or transfer functions selected. **NEVER** change the names of graphic files after placement in the page layout.
- Make sure the pages are in the correct order (reader spreads) in your layout file. **NEVER USE PRINTER SPREADS**. In order to load the pages into our imposition software correctly, the pages must be in the correct order. Please remove any unnecessary pages from the layout. Also, remove all unused text or graphics from outside the imaging area or the pasteboard area of your document.
- Include only the necessary files for your job on your disk. Extra files can be confusing and waste disk space. Please print out a directory of your disk, indicate the file(s) to be output on that print out and include it with your lasers.
- Check the picture usage or links in your publication before sending. Make sure all graphics are updated (any modified graphic should be double checked for correct positioning in the layout after they are updated). Use collect for output utilities if available.

**Any work required that is not covered in the quote will be billed as "Customer Alterations".**

**If you have any questions, please call your Customer Service Representative.**