

electronic prepress - submission specs

[or how to avoid problems when sending files for plates, film or proofs]

Document / Files

- All documents should be built as single, consecutive pages to the actual final trim size. [For instance: if the final page size is 8 1/2" x 5 1/2" your document size should also be 8.5" x 5.5" – do not build your document as 8.5" x 11" in "reader spreads"]
- All bleeds should exceed the final trim size by a minimum of 1/8". The **page size** should not include the bleed.
- Fonts should be Type 1 PostScript or Open Type fonts. Type 1 fonts require screen and printer fonts to be supplied with submission.
- Process color image files should be saved as cmyk – do not leave them in RGB, Index or Lab color modes as the color may shift.
- Save black-only images as grayscale – if they are left as RGB they will not separate properly.
- Avoid using PICT, WMF or BMP images. These are usually low resolution, RGB images.
- Do not use special characters (such as: < > / \ : * ? " |) in file and folder names

Supported Programs [listed versions or lower]

- InDesign CC (current year)
- Photoshop CC (current year)
- Illustrator CC (current year)
- High resolution PDFs

Source File Submission

If you are submitting source files you will need to include:

- Native page layout files (i.e. InDesign, Illustrator, etc.)
- All printer and screen fonts
- All graphic support files (EPS and/or TIFF files) used in your documents.

PostScript and PDF File Submission

- We accept DSC 3.0 compliant PostScript files or PDF 1.4 - PDF 4x2010 compliant files. Please create your PDF high resolution with fonts embedded. PDF x-1a is a good preset to use, please call if you have questions about the appropriate pdf export settings.
- Remember that making a file into a PDF does not resolve problems such as RGB images, missing fonts or incorrect spot colors. Files must separate correctly before the PDF is made. We strongly suggest that you preflight your files before submitting them.

Electronic File Transfer (WeTransfer, e-mail, etc.)

- Please compress (stuff or zip) all files before submitting files electronically.

Proofs

- Proofing is an important step in ensuring the integrity of the final printed product. Electronic proofs (soft proofs) can be provided to show content prior to output. We strongly suggest hard copy proofs to evaluate color and construction.