

Setting Up Files

Before you send your files for output, review this quick check-list. It can save you valuable time and money!

Are all fonts enclosed?

Chances are we have the font you're using. However, since some fonts change appearance depending on what platform you're using, a PC or MAC, it's a good fail-safe measure to include them.

Either PostScript outlines with accompanying bitmap files or TrueType files. If you've enclosed fonts in any EPS graphic, be sure to include them also. With so many fonts available on the market today, this little step could save precious time in meeting your deadline.

Are all graphic files enclosed?

Please include copies of all the graphics files you've used in your document. Without them we cannot output your file.

Are your scans in CMYK format?

If your job is printing in four-color process, be sure that all scans you supply are in CMYK format. If you supply files in RGB format, they will not separate at the image setter.

Do your scans contain sufficient resolution for output?

Scans for halftones could contain twice the d.p.i. of the final halftone screen frequency. For example, 150 line halftones require scans of 300 d.p.i.

Have you removed unused colors from your files?

Document designers often try different PMS colors in their files, and then decide on one. However, many times the unused colors are not removed from the color palette of the file. If you are printing a job using PMS inks, be sure to remove all unused color.

Have you used file compression methods to save disk space?

Files that use a compression method such as JPEG may not separate correctly, even if they are CMYK files. Please save files in an uncompressed format. Please do not use LZW compression.

Have you used files, which will not separate?

Some file formats such as PICT, BMP or Windows Metafiles will not separate into CMYK. Avoid using such files. Stick with TIFF and EPS formats for the best results.

Have you supplied laser prints of your file?

It's important to supply laser prints of the latest version of your file when you submit a job for output. A reference is needed in order to make sure all the elements in your file are in the proper place.