Setting Up Files

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

When collecting for output/package
Check hc˙VY˙gj fY˙h\Uh˙U`˙`]b_g˙UfY˙]bVW XYXž˙h\Y˙Z]˙Y˙]g˙h\Y˙Wcff YWh˙g]nYž˙\Ug˙V˙YYX, and the panel sizes are indicated. All black non headline type is 1/c blk, not 4/c process.

Are all fonts enclosed?
Come fonts change appearance depending on what platform you're using, a PC or MAC, it's a good fail-safe measure to include them. ˙D`YUgY˙VY˙gj fY˙hc˙Ya VYX˙U`˙Zcbhg˙]b˙mci f˙D8˙˙˙Z]˙Y.
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]a U[Y˙Z]˙Yg in CMYK format?
If your job is printing in four-color process, be sure that all h\Y˙]a U[Y˙Z]˙Yg˙you supply are in CMYK format. ˙˙]˙Yg˙]b˙h\Y˙F; 6˙Zcfa Uh˙a Umi bXYf[c˙U˙g][b]Z]WUbh˙Wc`cf˙g\]Zh˙k \Yb˙Wcbj YfhYX˙hc˙7A M?˙Zcf˙df]bh]b[˙

Do your scans contain sufficient resolution for output?
Scans should be at least 300 d.p.i. at 100% actual size

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. Also make sure the file uses only one name of the Pantone color, not variations of the same Pantone color (e.g. Pantone 180C, 180CC and 180.) When elements are labeled with different variations, they will separate as different spot colors.

Have you used file compression methods to save disk space?
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 a lo-res PDF of your file?
It's important to supply lo-res pdf's or 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. On complex jobs, a dummy will help ensure that our prep department will impose the job correctly the 1st time.