

ELECTRONIC PREPRESS SOFTWARE

MACINTOSH:

QuarkXPress up to vs 7

Adobe Creative Suite up to CS2

- InDesign
- Acrobat up to vs 7
- Photoshop
- Illustrator

Adobe PageMaker up to vs 7

Macromedia FreeHand up to vs MX

WINDOWS:

QuarkXPress up to vs 7

Adobe Creative Suite up to CS2

- InDesign
- Acrobat up to vs 7
- Photoshop
- Illustrator

Adobe PageMaker up to vs 7

Macromedia FreeHand up to vs 10

*If a program you use is not listed above,
please call before submitting your job.
All programs are updated regularly.*

COLLECTING FONTS & IMAGES

Always supply all fonts (.dfonts, Type1, Open Type, and True Type) that are used in a document no matter how common the font is. Please avoid using Mac city fonts (i.e. Chicago, New York, etc.).

NOTE: Do not apply **Font Attributes** such as bold, italic, outline or shadow attributes. Using these will produce unexpected results when printed such as bolding an already bold font, double italicizing fonts or not printing at all. Use only fonts that have bold and italics within the font family.

Both major page layout programs have a "Collect for Output" or "Package" function that gathers all fonts and images.

DECIMAL CONVERSIONS

$\frac{1}{16}$ = .0625	$\frac{3}{8}$ = .375	$\frac{11}{16}$ = .6875
$\frac{1}{8}$ = .125	$\frac{7}{16}$ = .4375	$\frac{3}{4}$ = .75
$\frac{3}{16}$ = .1875	$\frac{1}{2}$ = .5	$\frac{13}{16}$ = .8125
$\frac{1}{4}$ = .25	$\frac{9}{16}$ = .5625	$\frac{7}{8}$ = .875
$\frac{5}{16}$ = .3125	$\frac{5}{8}$ = .625	$\frac{15}{16}$ = .9375

DO YOU HAVE EVERYTHING?

Before sending the job out to be printed make sure everything is correct!

1 Is the document set up to the correct size? If bleeds are used are they set up correctly? Incorrect sizes will cause production delays, and additional charges may apply.

2 Have you defined your colors properly and consistently between layout and graphics applications? 4-Color process is saved as CMYK, and spot color is saved as spot color. Do not use Auto or Registration colors within any layout program! Please remove any unused colors from the document.

3 Are all images in the correct color and file format? Color is set to CMYK, spot or grayscale with NO RGB OR LAB COLORS!

4 Are all fonts used correctly without additional font attributes being applied? Make sure all font messages are resolved!

5 If Collecting for Output, make sure all fonts and images are included before sending the file. Missing fonts or images will cause production delays.

6 If PDF'ing the document, make sure the correct size and Distiller settings are used. Distiller settings are available from The Papers upon request.

7 Did you open your PDF file and check the contents? Test and double check your files with a laser printer proof. Although not required, it is very helpful if you can send current proofs since we use them to plan the job and to verify output.

The Papers

I N C O R P O R A T E D

206 S. Main St. • P.O. Box 188

Milford IN 46542

1-800-733-4111

www.the-papers.com

Pre-Press Contact: Jim Cox ext. 2337

jcox@the-papers.com

01/07

The Papers

I N C O R P O R A T E D

TECHNICAL INFORMATION REFERENCE CARD

This easy-to-use specification card is intended to help you prepare and design your electronic files. We encourage you to review and share these specs with your designers or anyone involved in the creation of your printed material. Please feel free to contact us with any questions or for additional copies.

DOCUMENT SIZE & MARGIN ALLOWANCES

BOOKLET Sizes: All files provided should be set up to the actual **Trim Size** in **Reader Pairs** as stated on the quote or production schedule. Please do not use **Printer Pairs**! Margins should be set to .375" ($\frac{3}{8}$ ") on all sides with no text copy exceeding these margins, including page numbers or type in bleed tabs.

TAB Sizes: All files provided should be set to the specs stated on the quote or production schedule. Margins should be set to .25" ($\frac{1}{4}$ ") top and .5" ($\frac{1}{2}$ ") both sides and bottom with no text copy exceeding these margins, including page numbers. Tabloid printing cannot bleed unless post-press trimming is required.

NOTE: When creating a document, keep all pages in a single document in Reader Pairs. For larger page counts, files can be broken down to about 40-50 pages for easier manageability. PDF files should consist of the same page count as the working files. Files sent in any other size will cause production delays, and additional charges may apply.

BLEED ALLOWANCES

Please contact your sales representative for information whether you may use a bleed or not.

Web Bleeds: All items should extend .25" ($\frac{1}{4}$ ") beyond trim (document size). **Note:** Tabloid printing cannot bleed unless post-press trimming is required.

Sheetfed Bleeds: All items should extend .125" ($\frac{1}{8}$ ") beyond trim (document size).

RESOLUTION FOR HALFTONE SCANS

Scanning resolution (pixels per inch or ppi) is determined by the line screen (lpi) used for each press and available stocks.

Coldset Web (Uncoated Stocks)

4-Color Process:

85 to 100 lpi Scan Resolution 200-250 pixels/inch (ppi)

Black and White (grayscale):

85 to 100 lpi Scan Resolution 200 pixels/inch (ppi)

Sheetfed

Coated Stocks:

150 to 200 lpi Scan Resolution 300-400 pixels/inch (ppi)

Uncoated Stocks:

133 lpi Scan Resolution 300 pixels/inch (ppi)

Rule of thumb is to scan twice the line screen (lpi) required if placed at 100% or below into a page layout program. If enlarging a photo, do not enlarge more than 120% in the layout. If enlargement is greater than 120% use the formula:

$$(\text{lpi} \times 2) \times \% = \text{ppi}$$

A photo being enlarged at 150% and using 133 lpi the formula would be: $(133 \text{ lpi} \times 2) \times 1.5 = 399 \text{ ppi} (400)$.

If type is used in a scan or Photoshop layout, set or scan the resolution to 300 pixels/inch minimum. Anything below 300 will make type look jagged or fuzzy and hard to read. Be sure that black type only shows 100% on the black channel of Photoshop. Type with color in all four channels will not register on a web press. If creating type in color make sure that only three channels are used for that color.

NOTE: Best file formats to save images are .tif or .eps formats. Jpeg (.jpg) files have a loss of information and is not recommended for Sheetfed work but can be used for Coldset Web printing. Do not use .gif formats or graphics from web pages!! These are low resolution files and will not reproduce correctly. Do not use PICT (.pct) or Windows Metafiles (.wmf) as these can also cause unexpected results.

RESOLUTION FOR LINE ART/BITMAP IMAGES

Scanning resolution is important to keep logos or line art images as clear and crisp as possible.

Coldset Web (Uncoated Stocks)

4-Color Process or Black and White:

400 pixels/inch (ppi)

Sheetfed

Coated Stocks or Uncoated Stocks:

600 pixels/inch (ppi)

Keep bitmap images at 100% or smaller. Do not enlarge them. For best results save these images as .tif files. The color of these images can be changed (to spot or CMYK) in a layout program.

TEST FILES

The Papers recommends customers to send "Test Files" whenever the customer is new, has not sent us work electronically in the past or is changing formats or applications for jobs done previously. The earlier in the design process we get the Test File, the better. TPI will analyze your files and give you any feedback necessary to improve those files. This will ensure the job images smoothly once it is in production. There is no charge for our Test File analysis.

POSTSCRIPT/DISTILLER SETTINGS

PostScript and Distiller Settings/instructions are available for Quark and InDesign by contacting Jim Cox at 1-800-733-4111 ext. 2337 or jcox@the-papers.com.

MEDIA PREPARATION

The Papers can accept most common media types such as CD's, DVD's, Zip, Jaz, or Flash Drives. Please make sure that all media is identified so they may be returned.

E-MAIL

Recommended file size of no larger than 8 MB.

After collecting files for output, compress the folder with either StuffIt Deluxe (.sit) or WinZip (.zip). Attach the compressed folder to an e-mail message with an explanation of what it is for.

PDF files do not need to be compressed to be e-mailed. Files can be e-mailed to jcox@the-papers.com.

FTP

Recommended file size of larger than 8 MB.

FTP Uploader programs are available to upload to our server. FTP client software is not necessary. Detailed instructions can be given by contacting Jim Cox at 1-800-733-4111 ext. 2337 or jcox@the-papers.com.

WEB APPROVAL SYSTEM

The Papers uses AGFA's ApogeeX Workflow with Delano for customers to upload and approve files with a web browser. This is very useful for tight deadlines with a quick turn around. Contact Jim Cox at 1-800-733-4111 ext. 2337 to see if your files will qualify.

GOSS COLDSET WEB REQUIREMENTS

ALL UNCOATED STOCKS

LINE SCREEN: 85

DOT GAIN: 30% at the 50% dot.

UNDER COLOR REMOVAL (UCR): 235% total ink level, 90% black limit.

INK SEQUENCE: C-M-Y-K

HALFTONE ENDPOINTS:

3% highlight dot 92% shadow dot for black

CROMOMAN COLDSET WEB REQUIREMENTS

ALL UNCOATED STOCKS

LINE SCREEN: 100

DOT GAIN: 30% at the 50% dot.

UNDER COLOR REMOVAL (UCR): 235% total ink level, 90% black limit.

INK SEQUENCE: C-M-Y-K

HALFTONE ENDPOINTS:

3% highlight dot 92% shadow dot for black

SHEETFED PRESS REQUIREMENTS

UNCOATED STOCKS

LINE SCREEN: 133

DOT GAIN: 20%

UNDER COLOR REMOVAL (UCR): 270% total ink limit, 94% black limit.

COATED STOCKS

LINE SCREEN: 150-200

DOT GAIN: 15%

UNDER COLOR REMOVAL (UCR): 300% total ink limit, 94% black limit.

FOR ALL STOCKS

INK SEQUENCE: K-C-M-Y

HALFTONE ENDPOINTS:

3% highlight dot 95% shadow dot

NOTE: The Papers is a Direct-to-Plate workflow. All files are digitally mastered and sent directly to a Creo TrendSetter 1200-2400 dpi plate imaging device. Trapping is automatically applied at the raster image processor (rip) for all digital files.