INSiTE
PRINTING
& Graphic Services

PREPARING your FILES for printing

Our goal is to provide you with a pleasant printing experience, free of errors and with quick turnaround. Using the following checklist and information about preparing your files for output will ensure that your job will turn out the way you expect. This also helps avoid delays that can occur when file intervention is necessary, saving you both time and money.

SUPPORTED APPLICATIONS (Mac & PC Format)

Adobe Illustrator
Adobe InDesign
Adobe Photoshop
PDF Files

Quark Xpress
Microsoft Office
Microsoft Publisher

Click on the name of the layout program used and it will take you to a web page for additional information.
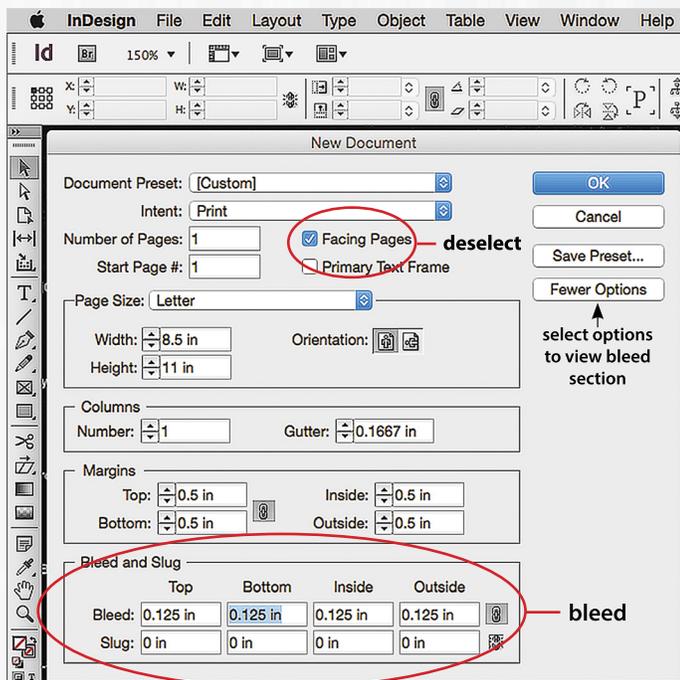
FONTS

To ensure your files output correctly, please include a copy of all the fonts used in your files, including all fonts used in linked files. Include both the screen and postscript/printer fonts. ***See COLLECT FOR OUTPUT/PACKAGE section***

Making a font bold or italic by applying bold or italic in the application menu could cause a type substitution and result in an additional charge. Select the specific font face (i.e. Helvetica Bold) from the font menu instead.

For PC files, TrueType fonts are preferred.
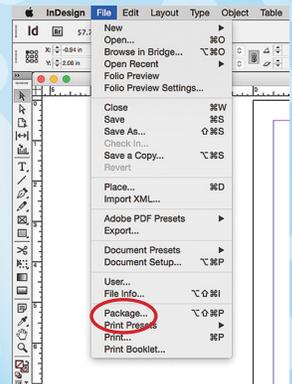
PREPARING YOUR FILES

- Set your document size to equal the trim size of your finished piece. Extend bleed by 1/8" (0.125") beyond the trim on all sides.

- Multi-page documents should be saved in "reader spreads (no facing pages — see illustration above)," *not* "printer spreads." Your document size must equal the size of a single page, not the spread size.

- Include a copy of every placed image in your file including scans, photos, clipart and .EPS graphics. Please do not embed images in your document. We can only troubleshoot linked images.
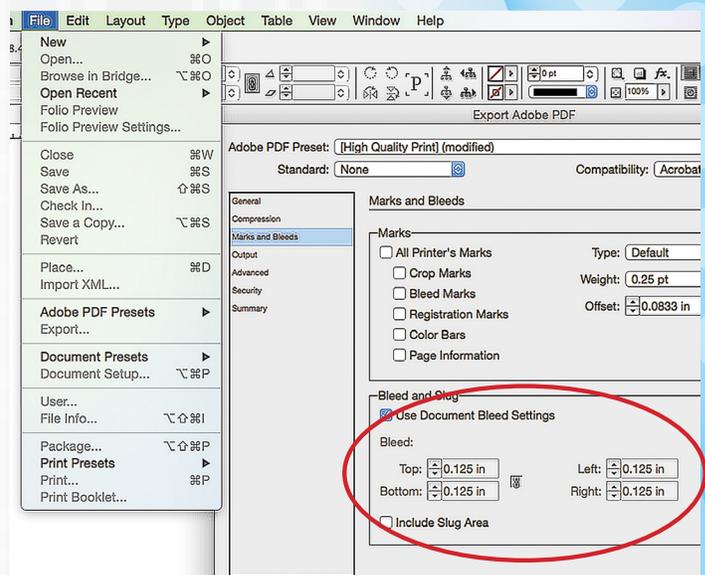
- Set all colors to preview and separate in CMYK. All PMS colors are converted to CMYK before processing unless your job is being printed in spot color.
- InDesign and QuarkXpress have a **"collect for output" or "package" feature*** which can collect your document, linked files and fonts (in some versions) for you. Please refer to your software documentation for specific instructions.

PLACED GRAPHICS

- Convert RGB files to CMYK mode before placing the image.
  RGB files do not separate correctly, and will not print correctly.
- Preferred dpi for all image files is 300 dpi. 72 dpi files (i.e. from the internet), generally produce in low quality.
- Line art should be scanned at 800 dpi and saved as a bitmap TIF.
- Scan images at the final dimensions you intend to use them.
- Crop and rotate your images in Photoshop rather than the file layout.

PDF FILES

- When exporting or printing to a PDF, be sure to include a 1/8" (.125") bleed beyond the trim on all sides, and do NOT use printer's marks such as crop marks, bleeds, color bars or registration marks.
- When creating your high resolution PDFs, please use your "PDF/X-1a" setting, also deselect compress text and deselect crop image data to frames.

CONTACT US

If you have questions or concerns about how to prepare your files, or information to upload your files to our ftp site, our customer sales representatives will be happy to assist you in any way possible. Please contact us at (979) 823-5567 or (800) 364-2665.