



Document Creation Specifications

This document describes procedures for electronically producing pages for processing and imaging Direct to Plate

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General Document Setup Guidelines

- All documents must be built to final trim size as single pages.
- Live image area (except for bleeds) must be centered within the document as you intend your page to appear after final trim.
- Leave at least 1/8 inch clearance on all four sides of your page, free of any element that is not intended to bleed.
- All bleeds must be extended at least 1/8 inch beyond the document's edge on all four sides. Color images must be specified as CMYK, not RGB.
- For 4-color process printing, all color elements must be specified as CMYK values. Pantone color values must be set to separate to CMYK values. You should double-check your color usage to make sure that you have no extra color separations beyond the four process colors.
- Best results will be achieved if images are rotated, flopped, or skewed in an image manipulation program such as Photoshop, instead of your page layout program.
- Blends should not be created in your page layout program. Blends can be created in Adobe Illustrator and then imported to your page. Remember that if your blend needs to be rotated you should apply the rotation in Adobe Illustrator.
- All fonts used must be PostScript fonts (usually called "Type 1" fonts) and must be licensed to the client. Fonts used other than PostScript Fonts are used at the client's own risk and may rip incorrectly, incurring additional Mac time and expense.
- Fonts should not be stylized in the page layout program; use the font containing the desired attribute. In the event that the desired font is not available a different font must be chosen.
- All fonts used must be supplied in a separate folder labeled "Fonts." For Macintosh, the Adobe PostScript Font must be provided. For the PC platform, "PFBs" must be supplied for every font used.
- All fonts used in EPS files must be converted to outlines if fonts cannot be supplied.
- Build crossover spreads as true spreads in your page layout application. Do not build spreads on a single page that has been made to be as wide as the final spread — pages built this way cannot be split apart for imposition.



Acceptable File Formats

Pro Print can accept the following file formats:

Macintosh

QuarkXPress
Adobe Pagemaker
Aldus Freehand
Adobe Illustrator
Adobe InDesign
Adobe Photoshop

PC Platform

QuarkXPress
Adobe Pagemaker
Adobe InDesign
Adobe Photoshop

Additional Charges May Apply (Please call First)

MS Word
MS Excel
MS Publisher 2002

- If you do not see your application on either of these lists, please contact a Pro Print representative ahead of time to see if your file format is acceptable. A test file may be required for estimating.
- If you are unsure of what version of your application we can accept, please call ahead and get our specifications. (Due to upgrades, we are continually changing)

Images

- All images must be at a final resolution of 300 dpi.
- Bitmap images should be at a resolution of 800 dpi.
- Color images intended for process printing should be saved as CMYK (cyan, magenta, yellow, and black).
- Black and White images should be saved as Grayscale.
- Place all images in page layout program at 100% (scaling an image more than 100% within a layout program will decrease the image's overall resolution).
- Desired orientation (rotation, flop, skew) and scale should be applied in Photoshop or a similar application, not in the page layout application.

Fonts

- All fonts used must be supplied in a separate folder labeled "Fonts." For Macintosh, the PostScript font file and the screen font file must be provided. For the PC platform, "PFB's" and "PFM's" must be supplied for every font used.
- An additional charge may be incurred for fonts missing and/or fonts not supplied in the font folder.
- Fonts should not be stylized in your page layout program. Use the font containing the desired attribute. In the event that that desired font is not available a different font must be chosen.
- If you create your own typefaces, make sure they are named and numbered uniquely to avoid conflicts with industry standard fonts. Custom-designed fonts are to be tested and approved by Pro Print in advance.



Proofing

- All files submitted to Pro Print must be accompanied by a hard copy laser proof.
- Hard copy laser proofs must be an exact representation of the submitted file and are to be full size.
- Hard copy laser proofs are to be printed with crop marks, file name, date and time.
- Hard copy laser proofs are to be marked with a page number that identifies its position in your publication.
- Composite lasers may be used only to create a paginated book to confirm your pagination. They cannot be used to confirm content or color unless the job is a single-color job.
- Contact your Pro Print sales representative if you have any questions. Your representative will direct you to someone that will be able to offer advice and/or solutions.

Media

- Pro Print accepts the following Macintosh & PC platform media types: CD, Zip, or Floppy disk. We also except several types of removable media. Please contact us ahead of time to ensure that we are compatible.
- Do not include any unnecessary files when submitting your pages.
- Provide a printout of the contents of each disk, and highlight the files to be output.

Electronic File Transmission

Pro Print is able to accept files electronically using the following methods:

- **Internet FTP:** Contact Pro Print about setting up an account from our ftp server. Pro Print's internet service is over a T-1 line.
- **Email.** Send files as attachments to prepress@proprintduluth.com. Pro Print's email gateway is limited to files averaging 5 megabytes. Please contact us about our FTP site if your file exceeds this limit.

File Compression

- The requirements for File Compression will change depending on the file transfer options you elect to use. We support the Macintosh compression and archive utility "Stuffit", and the PC Zip protocol.
- **Removable Media:** Compression is NOT recommended.
- **Internet:** Compression is recommended when transferring files via Email or FTP. Macintosh files can be set to "Self Extracting" .

Film Supplied Pages

- Pro Print can arrange to have supplied-film ads digitally or 'copy-dot' scanned if necessary.
- Notify your Pro Print representative well in advance when you have film to be scanned.