



PREPARING A FILE TO PRINT

We know preparing your file to print is a time consuming process. We at Copy King want to ensure that your document gets produced as quickly as possible. Consequently, we've put together some helpful information you can use when preparing your files. Following these guidelines will help you avoid additional charges, time delays and frustration.

Pre-Flight

The process of ensuring your file is prepared properly to print is commonly called pre-flighting. Pre-flighting is simple and doesn't require very much time. We want to make sure that when your files get to Copy King they are ready to print. Consequently, we've included some information on this page to help you in preparing your documents.

Most major applications can preflight your document for you. Look on the application menu bar for "file / preflight", or "file / prepare for service bureau", or "file / collect for output". Preflighting checks your document for any potential problem files or fonts.

The two most common errors are:

- 1.) Images not included.
- 2.) Fonts not included.

Once you preflight your file(s) you can, "package", "collect for output", or "pack and go" and your application will gather all the necessary files for your document and put them into a folder, ready to print.

Programs we support

We can accept files in both Macintosh and PC (windows) platforms.

*Please call about support for software not listed here.

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|----------------|----------------|-----------------|
| • QuarkXpress® | • InDesign® | • PageMaker® |
| • Illustrator® | • Photoshop® | • CorelDraw® |
| • Freehand® | • Publisher® | • Word® |
| • Powerpoint® | • Acrobat® | • Excel® |
| • Pages® | • Open Office® | • Libre Office® |

PDF Files

To avoid potential problems and delays, our recommendation is for you to submit a high resolution PDF File. Created by Adobe Systems, Portable Document Format (PDF) are cross platform files that can be opened on either a PC or Macintosh computer. Creating PDFs properly will save you time and money.

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PREPARING A FILE TO PRINT CONTINUED

Various methods can be used for creating PDF files but they are not all acceptable for high-resolution output. For example, avoid using Acrobat PDF Writer. These files are not created for print production purposes.

Most applications, either Mac or PC, will allow you to “Save As” a PDF or “Export” to PDF. In doing so, make sure you select high quality (or equivalent) if you are given the option when saving/exporting.

The other option is to create PDFs either by printing to a postscript file and then processing the print file through Acrobat distiller or by printing directly to the Acrobat Distiller print driver. When in Acrobat Distiller select job options. You will be able to select either screen, print, or press as the print option. Please select press. This option provides the highest quality print production.

In case of problems, sending the native file with the PDF file is also helpful. As always, if you need additional help in setting up your file, please call us at 216.861.3377.

Fonts

Please include all fonts to be used in the document, both PostScript and True Type. Embed all fonts and subset fonts when the percentage of characters is less than 100%. Avoid using style attributes such as bold and italic. Instead, pick the font that has the attribute you need. For example, pick Times Roman bold or Helvetica Italic. Select point sizes at 7 point or higher.

Graphics

Include all images and make sure they have been created for high resolution output for the best reproduction quality. A high-resolution scan can be saved as a TIFF, EPS or JPEG file (300 dpi). If possible, avoid using images from the Internet, as they are low-resolution and do not reproduce well.

Page Size

Use standard size pages: Black and White and Color, 8.5 x 11, 8.5 x 14, 11 x 17, 12x18, 13 x 19, and 13 x 40. If the finished product is smaller than 8.5 x 11 we will run it on an 8.5 x 11 page, perhaps multiple-up if appropriate, and then cut to size.

Bleeds

When creating files with graphics or backgrounds that you want to bleed off the trim edge of the page, allow an extra 1/8 inch from the trim size. Remember, when a document does not bleed off the trim edge there will be a 1/4 inch white space around the page.

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PREPARING A FILE TO PRINT CONTINUED

Screens

Select screens at 15% or higher.

Rules

Select a minimum of .35-point rule. Avoid using hairline rules.

File Organization:

Document (only documents applicable to the job)

Fonts (all fonts used in document and images)

Images (all linked images)

Documents

Documents set up in single page

All bleeds are 1/8" minimum

Keep copy at least 1/4" away from final trim

Fonts

The fonts used in the document are the same as those used in the proof

Both the printer and screen fonts are supplied

Images

All images are CMYK - Do not use RGB

All images are Tiff, EPS, or Jpeg (High Resolution)

Images should be sized, cropped and rotated in the application program

Resolution for color images must be between 266 and 300 dpi

Delete unused colors

Do not use "hairline" rules. Use specific width such as 0.35 points

Customer Provided Proofs

PDF or Hardcopy