

Preflight Information

Files for print should include:

- Page layout files.
- Live art files and scanned images. Do not forget embedded art files.
- Screen and printer fonts. Be sure to check all art files for fonts needed.
- Submit a composite laser or if files are submitted via web, please send along a PDF file of the project to be used as a hard copy.

Software Applications Supported (Mac or PC):

- Our first preference is Macintosh InDesign or Quark with all linked images and fonts on the disc. We can provide a color profile to use in Photoshop if you would like.
- We can also take:
PDF (with ALL fonts and art embedded)
Illustrator
Photoshop
Publisher (Using Pack n Go for commercial printer)
- We can work with, but can't guarantee fonts/color/text flow in Pagemaker, Excel, Powerpoint and Word.

Page Layout Issues:

- Page size should be defined as final trim size.
- All bleeds should be .125".

Type/Font Issues:

- Avoid style options or buttons (choose a font from the font menu).
- Avoid specifying a rule weight of hairline (define it as a .25 point rule).

Color Issues:

- Define color names exactly the same between graphics software and page layout programs.
- Define all colors appropriately and consistently as spot or CMYK in both graphics and page layout programs (CV, CVC, CVU).
- All blacks should be 100% Black only. Deep blacks will print lighter instead of darker in iGen printing (and some other digital forms of printing).

Image Considerations:

- Saving images as EPS with embedded profiles usually produces the best color. We can provide a color profile file.
- Scan resolutions should be 300 DPI for images and 1200 DPI for scanned line work. Foil stamp and emboss orders require a minimum of 600 DPI.
- If Quark pages are saved as EPS files and placed in another document, send the original Quark page and all placed files used to create the page.
- Place all scans at 100% size or smaller (enlargements may compromise quality).
- Avoid saving screening information or transfer functions with Photoshop images.

Acceptable Media:

- CD/DVD
- USB Drive

Electronic File Transfer:

- Files may be sent through our website at www.relevantworksusa.com
- Choose "Send a File" option on left.
- Compress / stuff / zip files before sending.
- Enter project name.
- Enter project details.
- Locate the files you would like to upload by clicking the Browse button.
- Choose your project manager.
- Submit.

How to Collect Files

For InDesign Files:

- InDesign's Package function (File→Package) copies all necessary fonts and art files into a folder for job submission—under most circumstances.
- Go to File→Package and choose a place for the collected folder. InDesign will make copies of the necessary files and put them all in that one folder which you can compress and send to us. Please be aware of any missing font or image warnings.

For Quark Files:

- Quark provides an option under File→Collect for Output which copies all necessary fonts and art files into a folder for job submission—under most circumstances.
- Create a folder wherever you would like Quark to put the collected files. Make sure all Layout, Pictures and Fonts options are checked. Send us the Entire folder with the collected Images, Fonts and Layout files. Please be aware of any missing font or image warnings.

For Acrobat PDF files:

- Files that do not bleed should be sent with a page size that is the same as the trim size (with no crop marks).
- Files with bleed should include bleed and crop marks.
- We can provide a job settings file for Acrobat if you would like.

For Publisher:

- The best option for sending Publisher files is to use File→Pack and Go→Take to Commercial Printing Service. This either creates one .zip file to send or two files (a .puz and a .exe) to send. We do NOT need the .exe file. Pack and Go embeds all fonts and art so we have everything we need to print.
- Any errors when making the Pack and Go file will also create errors when printing.
- Transparency is not supported for printing to a press out of Publisher. What the conversion to PDF does is create thousands of tiny boxes of art to make the transparency possible. These are low resolution and too much information to process- creating a streaked appearance when printed on the press. Instead of using the transparency slider, a lighter color must be used or the photo must be lightened in a program like Photoshop before importing it in Publisher.
- To see if your project is compatible with a press you can go to Tools→Commercial Printing Tools→Color Printing and choose Process colors (CMYK). You can use this option just to check your document before sending or you can work in CMYK while creating the entire document (but that could cause problems when printing on your printer for proofing).

Variable Printing Information

Variable Printing Requirements:

- Macintosh InDesign CS4 or earlier or Quark 6.5 or earlier with all linked images and fonts on the disc. We can provide a color profile to use in Photoshop if you would like.
- Any variable text must be in Quark or InDesign on top layer.
- Any variable text must be Mac based font in a format acceptable to QuarkXpress 6.5.
- **No transparency may be used.** This includes drop shadows and transparent boxes in InDesign. Transparent effects may be done in Photoshop and flattened before placing in InDesign. Our variable for InDesign uses Acrobat versions that do not support transparency.