

Just-Us Printers

Digital File Preparation Notes

Applications we support:

Quark XPress

Adobe Illustrator

Adobe Photoshop

Adobe Indesign

Adobe Pagemaker

Adobe Acrobat

Freehand MX or earlier

Microsoft Publisher (see application notes)

Microsoft Word (see application notes)

FOR ALL OTHER APPLICATIONS:

Please call for instructions.

General File Prep Notes:

1. In all applications, minimize your color palette - leave only colors used in the document (as well as CMY&K).

2. Be sure you are using only Pantone or process colors. We do not support hexachrome. Keep in mind also that Pantone 2X colors indicate an extra color.

3. Construct your document for final page size, in sequential page order (printer's pairs take extra time to rework - we have imposition software to order the pages for most efficient printing).

Elements that bleed should extend a minimum of 1/8" beyond the page border.

Correct

	1
2	3
4	5
6	7
8	

Incorrect

8	1
2	7
6	3
4	5

8	1
2	7
6	3
4	5

4. Images downloaded off the web are not appropriate for print. They are for low-resolution screen display only. They will be extremely pixelated when printed. The exception is images from web-sites that feature print-ready clip art (e.g., clipart.com).

5. Make sure spot colors are designated as such - if you employ, for example, “Red” or “10C 30M 10Y 5K,” we will ask you to select a Pantone color, which can delay your job, and give you results you may not have expected.

6. File types to avoid:

- Windows Metafiles (WMF)

- Word Art

- JPEG (unless at high resolution - not RGB mode)

- GIF (for web use only)

- BMP

7. A document that looks fine on your screen, or printed on your inkjet, may not be acceptable for offset printing.

APPLICATION-SPECIFIC NOTES

Quark XPress

We support up to version 6.1.

Please use the “Collect for Output” function and include all fonts and graphics. Be sure graphics are **not** copied and pasted into picture boxes. Use the “Get Picture” command instead.

Avoid bolding or italicizing type using the measurements palette - for some fonts, the bold version is another typeface entirely, and others have no bold and/or italic version. Use fonts from commercial vendors - freeware fonts may not output.

Illustrator

We support up to Illustrator CS.

We prefer graphics (e.g., photoshop files) be linked rather than embedded. In any case please include all placed images.

Make sure you are working in CMYK (not RGB) color mode - color shift can be dramatic.

Illustrator is not intended for multipage documents. Use page layout software instead. We recommend Adobe Indesign.

Macromedia Freehand

Up to version MX. Same file prep requirements as Illustrator.

Adobe Photoshop

Up to version CS.

For full color, use CMYK, **not** RGB or Index color mode. Layered files are acceptable, but fonts must be included unless the type has been rasterized.

Photoshop is **not** intended to be used for page layout. Use Indesign.

Do not create clipping paths using the magic wand. Such paths are often unmanageably complex and may not print. Draw clipping paths with the pen tool.

Color and grayscale files should be at a resolution of 300 DPI. Line art should have an effective resolution of at least 600 dpi. 1200 is better.

Pagemaker

Link rather than embed graphics files. This reduces file size, and we must have the original graphic in any event. DO NOT copy and paste into your document.

Use the “Save for Service Provider” plug-in to save files to disc before delivery. This provides us with all the fonts and graphics we need to print your job.

Pagemaker PC can have font reflow problems, even when we load fonts identical to yours. This is a printer driver issue (see section on Microsoft Word).

MICROSOFT APPLICATIONS

These are **not intended** for commercial offset printing. Please check ahead of time if you intend to submit a job in one of these applications.

Word

1. Microsoft Word is a **word processing** application, not a **page layout** application. This present several problems:

a. Your job’s appearance depends on the printer driver used. Type may reflow significantly, or font substitution may occur without warning.

b. Word only supports **RGB color** mode. Spot color output is difficult if

not impossible; 4 color process printing is unpredictable.

Microsoft Publisher

1. Create the job using the color mode it in which it will be printed. Use only:

- a. CMYK
- b. Spot Color, or
- c. Single color

2. Use the Pack and Go feature (under **File**) to save to disc. This gives us access to all original fonts and graphics.

3. Do not create jobs in composite RGB mode. For spot color jobs, use the Pantone palette. Keep in mind that graphics created in Wordart, or any RGB based application, will **not** output as spot color. For process color jobs, use CMYK color mode.

Adobe Indesign

1. Use the **Package** function (under **File**) to collect all job elements.

2. Include all fonts, linked images, and fonts from linked images.

3. Please do not embed images.

Adobe Acrobat

Job Settings:

Minimum 2400 dpi

All Fonts Embedded

No Image Compression

Jobs that bleed need to be set up on a larger page size (for 8.5”x11”, make your page size 8.75”x11.25”).

We can provide you with our joboptions file for file preparation. Make sure you have the capability of producing high-resolution PDF files. Many Windows-based PDF creator applications produce only 72 dpi (e.g., screen resolution) files.

2. Little editing can be done to Acrobat files. Any changes should be submitted as a new file.