



FILE PREPARATION AND SUBMISSION GUIDELINES

Jobs that are sent to SourceOne should adhere to these guidelines as closely as possible. By meeting these guidelines, there is a greater opportunity to reduce the overall cost of your job, by reducing the amount of time that we spend altering, correcting or preparing your file. Subsequently, the faster it will move through our shop. The requirements are fairly straight-forward and if you take them into consideration prior to starting the job, they should not be a problem at the completion of your job.

DEFINITION OF PRINT-READY

A print-ready file is a file that SourceOne can process successfully for output without further intervention or manipulation. Quoted price assumes standard digital file preflight with additional file manipulation billed at current rates.

PDF GUIDELINES

Make sure the PDF is high resolution. If you supply us with a low resolution PDF the output results may not be what you want.

- Embed all fonts
- PDFs should not use 'PDF security' to ensure files can process through the file workflow
- Images/pictures recommended to be at least 300dpi, but less than 1200dpi to avoid processing issues
- Full-sized monochrome (1-bit) scans recommended to be 600dpi, but less than 1200dpi to avoid processing issues
- Each file recommended to have consistent page size (foldouts or oversized covers to be in separate PDFs)
- Black and white images preferred to not be CMYK
- Avoid converting to CMYK during PDF output
- Avoid converting Pantones to RGB or CMYK builds
- Avoid using Pantones over transparent elements
- Avoid using elements not intended for print
- To avoid 'visible dots in text' (text screening), when printing black and white, text values should be:
 - 100% for grayscale
 - 0% for all RGB channels
 - K value at 100% for CMYK
 - Pantone at 100% or black (K) equivalent

NATIVE FILES

These types of files are Quark, InDesign, Illustrator, etc. When you send this type of file to us, you will need to supply all of the elements that go with that job. Items such as fonts, images, and any artwork that may have been placed or used on your pages. If you are using Quark or InDesign this process has been simplified by the manufacturer, all other programs will require that you collect these elements manually. With Quark and InDesign you have a function within the program that will gather all of the elements, including your fonts and package them for sending to us. In Quark it is called "Collect for Output" and InDesign calls it "Package".

- Additional time is required to process native files in SourceOne's PDF environment and therefore additional charges may be incurred.
- Send all fonts, graphics, images, and source files used in document layout
- Do not lock files or folders
- When images or artwork are intended to bleed off the trim sides, please provide at least 1/8" of bleed, as well as crop marks to indicate the trim position
- When submitting Mac files, "stuff or zip" native files and folders to avoid empty transfers

QuarkXpress

In Quark you should open your document and load your fonts. Check to make sure all of your links are "ok" and then proceed to the "Collect for Output" located under the File Menu. You will be presented with a dialog box that asks where you want to save the document and what you want to include in this collecting. It is best if you create a new folder, and include the fonts, linked images, embedded images, and layout. Once Quark is finished you will have a layout, fonts folder and picture folder in the folder that you created. Copy all of this to your media or compress (ZIP) the file and send it to us. Quark will give you a warning about collecting fonts. It is true that copying fonts and giving them to someone else is not legal, however, for companies such as SourceOne, you are allowed to give us copies of the fonts you used in your job. It is our requirement to only use them for your job. Your fonts will be used for your job only and then archived with your job in case we need to re-run that job at a later date.

InDesign

In InDesign under the File Menu, you will find the selection "Package..." select this option. At first a box will come up asking for instructions, this gives you the opportunity to tell us what you need done. If you want, this step is not necessary, so you can hit the Continue button. You will then be presented with a dialog box asking you to name the folder to save the elements to. At the bottom of the window are a series of check boxes, these are your options of what to collect. The first three check boxes are the most important, Copy Fonts, Copy Linked Images, Update Graphic Links In Package. Hit the Save button, once InDesign is finished, copy this folder to your media or compress (ZIP) the file and send it to us.

TRANSFER MEDIA

- Preferred method: - SFTP (Secure File Transfer Protocol) - please compress folders with Zip or Stuffit
- Other acceptable media: - CD, DVD, or USB

FINAL CHECKLIST

- 1. Provide crop marks**
- 2. Allow for bleeds; 1/8 inch beyond the borders**
- 3. Provide all fonts or convert fonts to outlines**
- 4. Make all colors Spot or CMYK (each color equals a plate)**
- 5. Supply all linked files (scans, photos, artwork)**
- 6. Provide a High Resolution PDF or hard copy proof**
- 7. Make sure the size is correct**
- 8. Eliminate all unnecessary files**
- 9. Give us your contact information: tel / fax / email / address**
- 10. Tell us what kind of a proof you want (pdf or printed)**
- 11. Spell check all files**

QUESTIONS

Contact our info@s1output.com (501) 374-7676