

## **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 will 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 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 InDesign this process has been simplified by the manufacturer, all other programs will require that you collect these elements manually. With 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. 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 1/8<sup>th</sup> offset crop marks to indicate the trim position.
- When submitting Mac files, "stuff or zip" native files and folders to avoid empty transfers.

### **InDesign**

In InDesign under the File Menu, you will find the selection "Package..." select this option. At first a box will come up stating everything included with the packaging process (summary, Fonts, Links and images, etc.) as well as potential issues. Click Package. You will then be presented with a dialog box asking you to name the folder and where 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, select Copy Fonts, Copy Linked Graphics, Update Graphic Links in Package. Hit the Package button, once InDesign is finished, copy this folder to your media or compress (ZIP) the file and send it to us.

### **Illustrator**

In Illustrator under the File Menu, you will find the selection "Package..." select this option. 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 two check boxes are the most important, Copy Links (also select "collect links in separate folder" and "relink linked files to document") and Copy Fonts. Hit the package button, once Illustrator is finished, copy this folder to your media or compress (ZIP) the file and send it to us.

### **Accepted file formats (while adhering to requirements)**

PDF (preferred), .indd (packaged), .ai (packaged), .EPS

### **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 ONLY. (Offset marks at least 1/8 or .125in)**
- 2. Allow for bleeds; 1/8 (.125) 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](mailto:info@s1output.com) (501) 374-7676