

## File Submission Guidelines

Jobs that are sent into Printing Partners 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. And 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 will not be a problem at the completion of your job.

### For Conventional jobs:

- All colors and images should be CMYK, PMS colors should not be altered and should be specified correctly.
- Images should be 300 dpi and placed at 100% in the document.
- If the design calls for images or colors to bleed, there should be a minimum of one-eighth of an inch (.125) on all sides that trim.
- The document size should be the same as the trim size of the final piece.

### For NexPress jobs:

- All scans, if scanned in RGB, should remain in RGB.
- All digital photographs should be RGB
- Colors should be CMYK, Pantone colors should be specified as Pantone colors, they will reproduce as closely as possible.
- Images should be at 300 dpi and placed at 100% in the document.
- If the design calls for images or colors to bleed, there should be a minimum of one-eighth of an inch (.125) on all sides that trim.
- The document size should be the same as the trim size of the final piece.

### Submitting Files

#### For PDF files:

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.

For instructions on saving high resolution PDF files, please refer to the guides for creating PDF's.

#### For Open files:

These types of files are Quark, InDesign, Illustrator, Corel and 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. On a PC this can be difficult when it comes to locating your fonts.

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".

#### 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 Printing Partners, 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.