



## File Submission Guidelines

Printing Partners utilizes a proprietary color management system. This requires that all files (colors, images and vector art) to be in an RGB format. Files that are supplied to us in CMYK will be converted to RGB and run through our color management system. Our new system will reproduce the colors in the document based on our new profiles for solid colors and images.

Printing Partners strongly suggest that clients supply us with open files for the best results. Files supplied in PDF format will be placed in InDesign and re-PDF'd using our color profile and settings.

### For Conventional jobs:

- All colors & images should be in RGB.
- PMS colors should not be altered and should be appropriately specified.
- Images should have a minimum effective DPI of 400dpi when placed within the document.
- If the design has images or color that bleed, there should be a minimum of one-eighth of an inch (0.125in) on all sides that trim.
- The document size should be the same as the trim size of the final piece.
- Open files are preferred, please see instructions to the right on how to package & send open files.

### For NexPress jobs:

- All scans processed in RGB should remain in RGB
- All digital photographs should remain in RGB
- Colors should be CMYK
- Critical spot colors should be specified as spot Pantone colors, not as a Pantone Bridge CMYK Build
- Images should have a minimum effective DPI of 400dpi when placed within the document
- If the design has images or color that bleed, there should be a minimum of one-eighth of an inch (0.125in) on all sides that trim
- The document size should reflect the trim size of the final piece
- Open files are preferred, please see instructions to the right on how to package & send open files.

### 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 our 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. A window will appear, and the first section you will see is a summary. Check that in both "Fonts" and "Links and Images" that it states "0 Missing." Check that your colors are as outlined in the column to the left, then click "Package...". You can decide to fill out the instructions or just simply hit "Continue." You will then name the folder for the files to be saved in. Hit the Save button, once InDesign is finished, copy this folder to your media or compress (ZIP) the file and send it to us.