

# Tips on File Preparation



---

Not enough can be said for the advantages of having your job well organized. Invariably, it saves both time and money. When we quote a job "on disk", we are expecting that you will provide the following:

---

- Hard Copy - provide corrected printouts of all pages, at actual size, and in color if the job is in color.
- Fonts - provide all fonts, even those in EPS files. Use only Postscript or OpenType fonts. Truetype fonts are still only about 85% successful in imagesetting. If you use Truetype fonts, expect minor imaging problems. Use only those fonts available in font menus and not style buttons. Do not use Macintosh OSX ".dfont" files.
- Placed Images - provide all placed images, embedded or not. All images should be in one inclusive folder (not multiple folders). All color images should be in CMYK -- not LAB or RGB.
- List Files - provide a list of all files on disk and highlight the document(s) to be used.
- One Disk - put all files on one disk. Additional charges apply for multiple disk handling. We support all popular media.
- Applications - create documents in QuarkXpress, PageMaker or InDesign, either Mac or Windows.
- One Document - include all pages in one document. If PDFs send individual page files.

Any exceptions to these specifications are likely to cause extra charges and delays.

We support QuarkXPress, Pagemaker and InDesign as primary document layout applications. We support Illustrator and Photoshop as secondary applications. PDF files from Acrobat 4.0 or higher are acceptable, but please contact us before sending them. Use of other applications yields undependable results. We reserve the right to decline files that cannot be processed accurately and efficiently.

Various postscript-imaging engines may react differently to digital files. Your file may image correctly on one device and faulty on another. It is a good idea to get familiar with one source for digital reproduction. We have developed a strong, well-equipped team, and hope you choose us.

## ***Collect for Output and Preflight***

The most productive way to gather files for print is to use Quark's "Collect for Output" or PageMaker's "Include Files for Remote Printing" or InDesign's "Package." This ensures all required files are submitted. This function is limited where all files will not fit on one disk. Multiple disks slow production because they must be copied to our file server before they can be preflighted. We charge \$30.00 for handling of each additional disk. QuarkXpress, PageMaker and InDesign do not collect fonts. If all fonts are not included with your job, add \$60.00 for additional handling.

Markzware's Flightcheck Collect works with many applications and also collects fonts and placed images. All files are copied to our file server, and your disk remains at Panaprint as a backup until the print job has shipped.

***Important*** - Never send us your only copy. Keep backups. We do not archive files that you submit, only files that we create.