



## File Submission Specifications

### Why convert to PDF?

Supplying PDF's can drastically reduce the time needed to produce your job.

Ry-Gan Printing is a Direct to Plate printer currently with Heidelberg's Prinergy Workflow. All files are converted to PDF within this workflow.

Your Native files must be converted to PDF by Ry-Gan Printing before we can make Digital Proofs. We sort and organize your files, then preflight them before we convert to PDF. This is a much longer process than if we received PDF's that have all images and fonts embedded and are ready to go. Supplying PDF files greatly reduces the chance that Ry-Gan Printing will contact you with a list of missing images or fonts, risking putting your job on hold. We prefer PDF's because they create a more efficient workflow and make it possible for us to pass the savings on to you, our customer.

Ry-Gan Printing usually offers a much quicker turn around time from file submission to press date with PDF's. You can submit your job later, get your proofs back faster, streamline the revision process and get to press on that crucial date.

PDF's are here to stay, they are not just the wave of the future, they are here now! Ry-Gan Printing is committed to easing your transition into this type of workflow.

*\*It is important to understand that additional charges may be incurred due to divergence from these specifications and guidelines.*

# File Formats Accepted

## **Native:**

Quark 3 (will be converted to 4.1) Mac and PC

Quark 4.1 Mac and PC

Quark 5 Mac and PC

Quark 6 Mac and PC

Pagemaker 6.5 and 7.0 Mac and PC

InDesign 1.5, 2.0, and CS (3.0) Mac only

Microsoft Word Mac and PC

Microsoft Excel Mac and PC

Microsoft Publisher 2002

Photoshop (up to version 7)

Illustrator (up to version 10)

Freehand (up to version 9)

## **Locked:**

PDF

Tiff-its

# Media Type Accepted

CD Rom

DVD

Zip 100 & 250

FTP

Email

# Image Creation

Include all original art with Illustrator and Freehand EPS files.

**Convert fonts to outlines in Illustrator and Freehand EPS files.**

Images must have a minimum resolution of 266 if placed on the page at 100%.

Line scans must have a minimum resolution of 600 if placed on the page at 100%.

**Supply images in CMYK, not RGB or indexed color.**

Save images as EPS or TIFF files. **Not JPEG!**

Silhouettes must be in EPS format and have clipping path saved. Flatness should be no less than 4.

Please do not include the halftone screen when saving from Photoshop.

Please do not use JPEG encoding.

Please do not embed or nest scans into placed Illustrator and Freehand EPS files.

Please do not include images in Pagemaker files.

Avoid using long, complex silhouettes with unnecessary control points. Also avoid rotating large graphics in the page layout program.

## Acceptable Image Applications

Acrobat 4,5 and 6

Photoshop (up to version 7.0)

Illustrator (up to version 10)

Freehand (up to version 9)

\*Any program that saves a valid eps or Tiff file.

## Font Information

**Send all screen and printer fonts used with each job, including those used for imported graphics (or convert these fonts to paths).**

Please do not stylize fonts, use the actual font as we cannot guarantee accurate final output of stylized fonts.

### Examples of Fonts

Name	Date Modified
Arial	Today, 2:20 PM
Arial (bold)	Today, 2:20 PM
Bembo 1	Wed, Oct 1, 2003, 10:32 AM
BemboExtBolIta	Tue, Sep 17, 2002, 5:17 AM
BemboIta	Tue, Sep 17, 2002, 5:17 AM
BemboSem	Tue, Sep 17, 2002, 5:17 AM
BemboSemIta	Tue, Sep 17, 2002, 5:17 AM
Itc Kabel.t1	Thu, Jan 15, 2004, 3:06 PM
ItcKabBol	Tue, Aug 30, 1988, 1:36 PM
ItcKabBoo	Tue, Aug 30, 1988, 1:36 PM
ItcKabDem	Tue, Aug 30, 1988, 1:36 PM
ItcKabMed	Tue, Aug 30, 1988, 1:36 PM
ItcKabUIT	Tue, Aug 30, 1988, 1:36 PM
Lemonade ICG 10	Today, 2:14 PM
Lemonade ICG Bold	Today, 2:14 PM
LemonadeICGRegular 12	Today, 2:14 PM
RobustICG	Tue, Mar 16, 1999, 9:48 AM
RobustICGBol	Tue, Mar 16, 1999, 9:48 AM

This is a true type font-it has both the screen and the printer font built into it. Notice the icon with the three "A's".

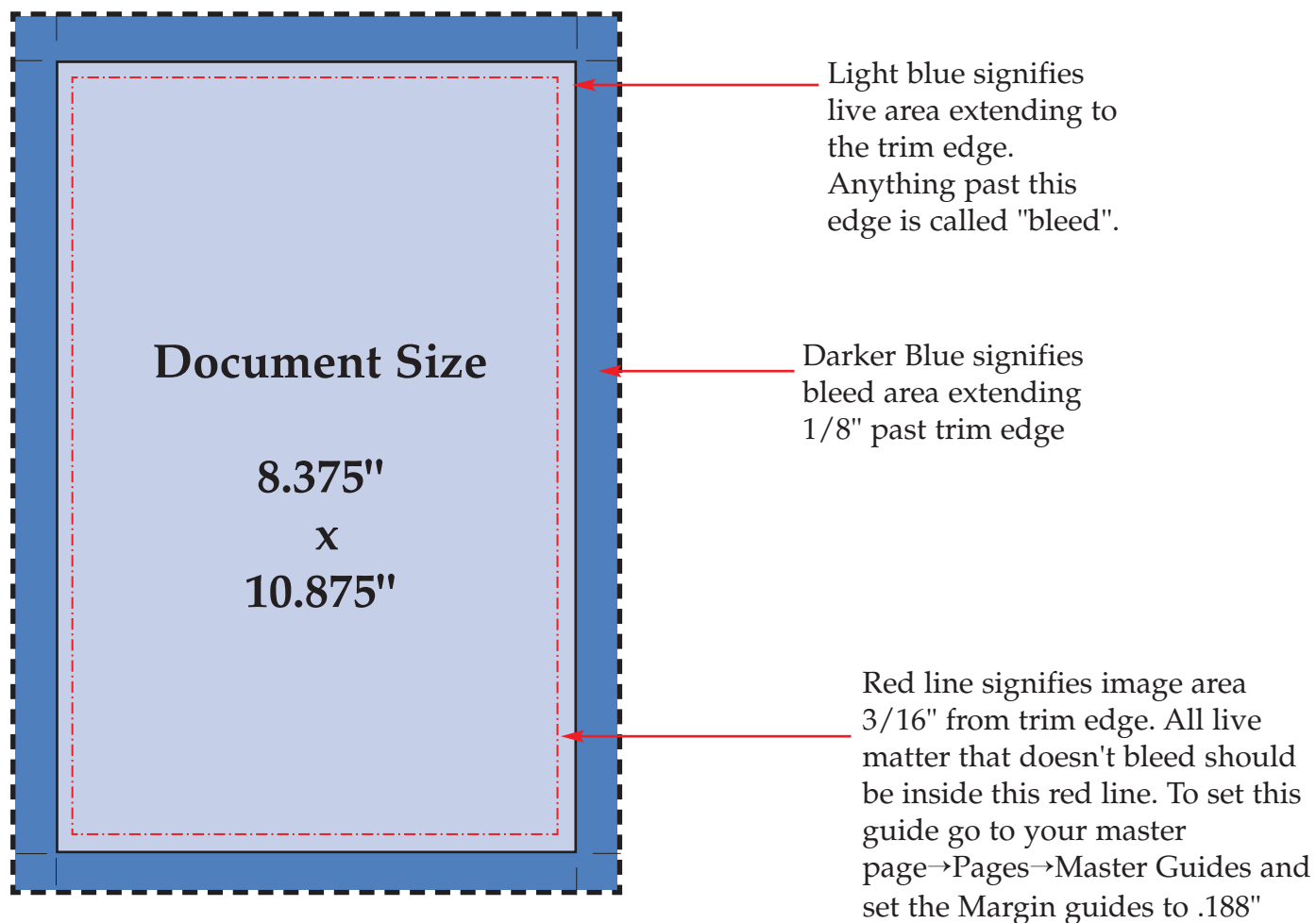
This is a font suitcase- it can contain screen and true type fonts but not printer fonts.

This is a printer font-it is what your screen font needs to print a high resolution font.

This is a screen font-it can be stored loosely in a folder or within a suitcase. This is what allows you to view the font on your screen. Notice the icon with one "A"

# Document Set Up

## "Bleed and Trim"



Do not include the bleed in your document page size. The size should be the exact trim of the final piece. Extend anything that bleeds to at least 1/8" past that trim edge and include the bleed in your PDF set up. See the PDF instructions for your Page Layout program on our website.

# Preflight

Preflighting your documents before they get to the printers saves time and money. There are various ways to check your files that take a little extra time and effort up front but save your job from going on hold once it arrives at our facility. There is software available that inspects your documents for color, fonts and images. Many will even collect your document, your images, and your screen and printer fonts. Ry-Gan Printing uses one or more of the following to check your files. If you need any assistance in finding the right Preflight software for your business please don't hesitate to contact us.

Quark:

Markzware Flightcheck Professional or Designer

*Professional* - the full version. Professional offers many more options. Inspects fonts, images and color for potential print related problems.

*Designer* - the lighter version. This is sufficient for most Designers and typesetters. To see a comparison chart between the two versions visit [www.markzware.com/](http://www.markzware.com/)

Pagemaker:

Save for Service Provider (plug-in)

This checks all the fonts, links, color, and print-specific information to make sure that everything is in order and nothing is missing. Second, it creates a package of all the files needed to print this publication at a service provider.

<http://www.adobe.com/support/downloads/detail.jsp?ftpID=69>

InDesign:

Preflight & Package for Service Provider

*Preflight* - This checks the fonts, links, colors, and warns of problems that may prevent a document from imaging as desired.

*Package* - This allows you to gather the files you've used, including fonts and linked images, for easy handoff to your printer. This also includes a final preflight before packaging.

PDF:

Enfocus Pitstop

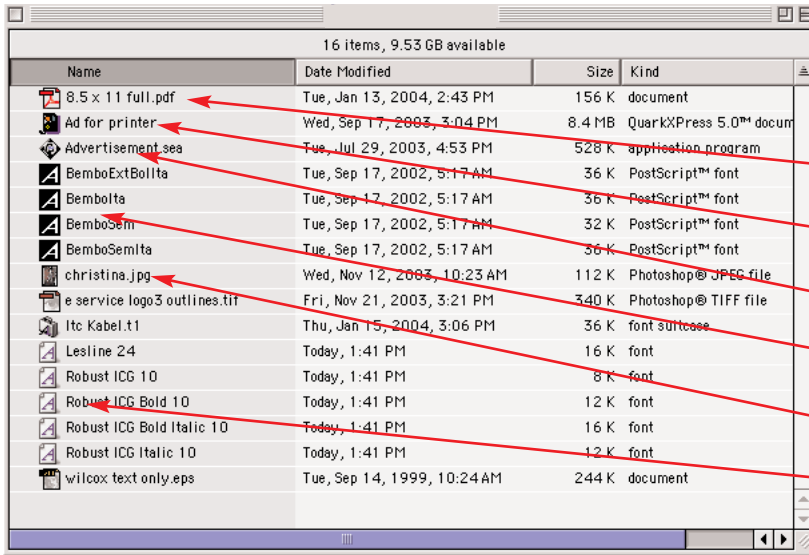
Preflight - This checks the fonts, images, text, color, images and line art of a PDF.

# Speed up the Workflow

Send Test Files so we can take care of any issues before your job is in the schedule!

Organize your files! Much time is wasted trying to process your job if files are unclear. (See below)

## Time Wasted.....



These fonts, images, pdf's, self extracting archives and Quark are all in the same folder. This makes it harder to sort.

Is this PDF an image or a Page file?.

What page is this?

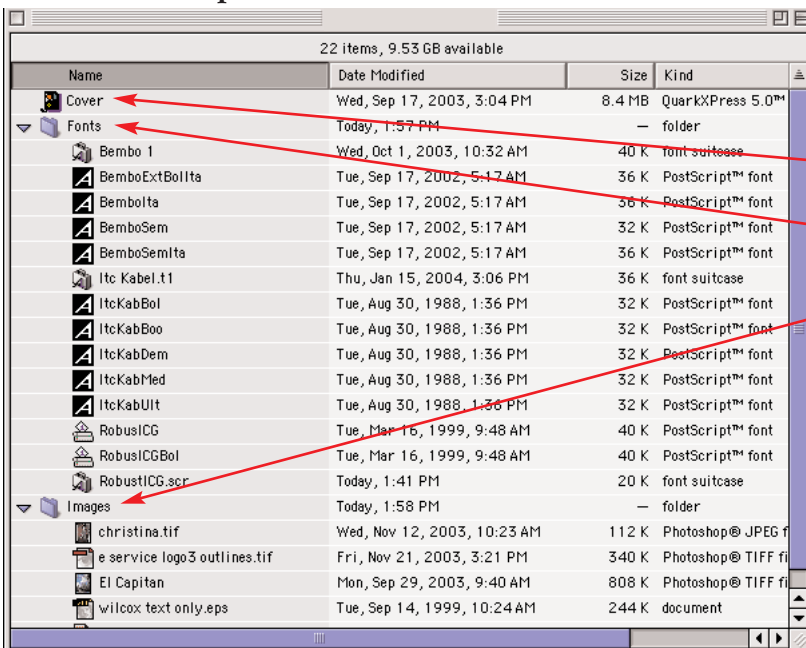
Self extracting archive is not extracted. (Do we need it?)

Printer fonts supplied with no screen font.

Jpeg supplied (it might be RGB-do we convert it?)

Screen font supplied with no printer font.

## Time Well Spent.....



These fonts, images, and Quark are separated in an organized fashion. This makes it easier to work with.

The Quark document is clearly labeled for page position.

The fonts are all in one folder and it's clear they have screen and printer included.

The images are all in one folder.

- Format all removable media before copying files to them and Make a directory printout out of the contents of each disk.
- Supply final hard copy with file submission (composite laser printed at 100% preferred, if not 100% please specify size).
- Send Pages at correct final trim size. Do not include bleed in the document size.
- Bleeds must extend a minimum of 1/8 past trim. and all live matter should be a minimum of 3/16" from the trim line.
- Set your guides on the master page to be .188" and keep everything inside these lines that doesn't bleed off the page.
- Label your hard copy, Documents and PDF's
- Documents must be linked to the most up-to-date graphics, reflected in hard copy and do not set up documents to auto update.
- Black versions are required to be an exact copy of the 4 color common page with black version changes noted for all versions.
- Please do not send printer spreads, as prep costs will reflect additional processing times.
- Please do not stylize images or fonts in the page layout program.