

SPECTRUMPRINT Supplied File Requirements

■ Spectrum Prepress

Supplying files with an understanding of the following requirements will ensure the success, quality and cost efficiency of any project we undertake together.

We will always check files at the outset for potential problems and advise if we have any concerns before incurring costs. There are two options for altering a file if problems are found, the first is to have the file corrected by the originator, and the second is for us to fix the file. There are certain points to bear in mind, and we can guide you on the easiest and most cost effective method, taking into account the following points.

- If you make changes yourself it means you have the current up-to-date file on your system, but if you want us to make the changes we are happy to supply you with the updated file.
- With the security options available, it is easy for the originator to make files impossible for us to alter.
- With large or complicated files, we often spend considerable time working on them before problems may become apparent. If this is the case, it is usually more cost-effective for Spectrum to correct the file. This we will normally do, and charge as an additional cost.

■ PDF Requirements

PDF is our preferred format for supplied files. We recommend exporting to the PDF/X-1a format, this will stop most of the avoidable transparency issues. Our standard bleed is 3mm and 5mm on covers. Please make your PDF without trim marks, registration marks, colour bars, etc. and with correctly positioned PDF trim boxes. Please preview separations of your PDF to check for correct colour breakdown, extra colours, four colour black, bleed, etc. Also preview the overprinting of your PDF to check for whether elements knock out or overprint as you have intended.

■ Mac Files

We are Mac based, using all the latest desktop publishing applications, including:
Acrobat Illustrator InDesign Photoshop

■ PC Files

Please supply PC files as PDF's (see above for PDF requirements). Bear in mind some PC applications can not work with spot colours but are usually fine for 4 colour printing.

■ File Requirements

Files can be supplied by email to your Spectrum Account Manager, via our Mass Transit FTP site (a link can be sent on request), your own FTP application, or on CD/DVD/Flashdrive. Please compress (ZIP, Stuffit) any files sent by email or FTP to reduce file size and speed up the transfer.

You will need to supply:

- The latest file, please supply only the job that is being printed
- If supplying raw files, 'Package' (InDesign) will help you gather all the files you will need to supply with your job including:
 - All fonts used in job, don't forget to include fonts in any EPS's used
OR convert to paths/outlines (remembering this may cause problems for any 'last minute alts')
 - All linked files used in the job, please supply these as linked files rather than embedded files and make sure the links have up-to-date names (do not rename links after they have been placed in the file)
- Please supply die lines on the artwork (not a separate file), in an OVERPRINTING SPOT COLOUR named accordingly
- Please supply foiling, overglossing, embossing, etc. images on the artwork (not a separate file), as separate SPOT COLOUR, either knocking out or overprinting as you intend it to be printed

Please check (Acrobat's Preflight will make this job easier on PDF's):

- There is at least 3mm bleed (5mm on covers)
- Photo's and coloured images are at least 300dpi AT THE OUTPUT SIZE
- There are the correct number of colours in the job. Ensure there are no unused colours, no doubling up of colours and no mixture of spot and process colours (unless it is intentional)
- You have not embedded any profiles, they can cause unexpected results
- There is no 4 colour black in the job, particularly in text (quite common from Word), unless it is intentional to create Rich Black, in which case our standard breakdown is 40% cyan, 20% magenta, 20% yellow and 100% black.