



## FILE INFO FOR CUSTOMERS

### SUPPLY ALL OF THE DOCUMENT FILES AND ALL SUPPORT FILES THAT YOU WANT THE PRINTER TO OUTPUT ON THE DISK

- Include all linked graphic files used in document.
- Include parent files for EPS and Photoshop layered files used in document.
- Make sure every graphic and image file have a unique file name. (*Two different images cannot have the same file name.*)
- Do not change linked graphic file names after they have been placed in the page layout document. If you do, you must relink to the new file name.
- Use the "Collect for Output" features provided in Adobe Pagemaker, Indesign and QuarkxPress.

### SUPPLY ALL FONTS

- If Postscript™ Fonts are used; include both printer and screen fonts.
- Truetype fonts only have one part, but are more likely to create problems in production.
- Include all fonts used in EPS files.
- Creating bold and italic type through the use of a style menu or palette can lead to substitution errors and other unpredictable results. Examine your hardcopy carefully to be sure the bold and italic text prints correctly.

### DEFINE ALL COLORS IN YOUR DOCUMENT CORRECTLY

- Colors used in EPS and Photoshop files **MUST** have **identical** color names to those used in the color palette of the page layout program. Otherwise, you will have multiple plates for the same color.  
*Example: Pantone 185 CV versus Pantone 185 CVC would equal two different color plates.*
- If the job contains spot colors, colors used in EPS files must be designated "spot" in the illustration or page layout program.
- If the job is a 4-color process job, colors used in EPS files must be designated "process" in the illustration or page layout program.
- Have all RGB images been converted to CMYK if they are printing in 4-color or converted to grayscale if they are to print in one color?

### SUPPLY HARDCOPY PROOFS OF THE LATEST VERSION OF YOUR DOCUMENT

- Include copies of both black and white or color **composite and color separated** versions of your electronic files. Trapping and color separation problems only appear when generating individual plates. (*You should run test color separations before job is sent to McCain Printing Co., Inc. Once job is received in the plant, any problems with incorrect color designations will incur alteration charges.*)
- Include crop marks and plate names when printing separations. Reduce image size as necessary to fit these items on paper.

### ITEMS REQUIRING SPECIAL HANDLING

- **Bleeds** – Check to be sure that all bleeds have been consistently set. Elements in your document that extend beyond the document trim edge should have a minimum of 1/8" of image outside of Document size boundaries. McCain Printing prefers 1/4" bleed.
- **Folded jobs** – Check the folds for your document by printing a proof; trimming it out and folding it. (*For documents that 3 or more folds, each interior panel should be 1/16" narrower than the one before it.*)
- **Duotones and Monotones** – Save these image types as DCS2 files. Be sure that color names are identical to those used in the page layout program.
- **QuarkxPress settings** – **Do not** set any background fills to less than **100%** white or none. Colored fills can be set an any percentage. The images will disappear when ripped if white or none fills are not 100%.
- **Pagemaker settings** – **Do not** use the tint feature in the color palette to screen grayscale images. You must screen them in Photoshop and place them in Pagemaker. The color palette screening is not honored when the file is ripped.
- **Font selection** – Avoid using the keystroke page layout functions that create bold, italic, etc.. Select the actual type face required instead. This assures that the font style actually exists.
- **Naming of Files** – Only use Alphanumeric letters and numbers when you name files. **Do Not** use spaces or special characters such as dashes, comas, number signs, etc. The only special characters are \_ and . Names of the file should not exceed 20 characters/spaces.
- **Resolution** – Our standard is 300 dpi, but do not go below 175 dpi. Remember, when you enlarge an image in a layout program, the resolution decreases. (i.e. An image that is 300 dpi, and placed at 200% will be 150 dpi)