PRE-PRESS GUIDELINES- BEST PRACTICES

The prepress department at Quality Printing,
have created a "Best practices Guidelines" for you when
sending files to ensure that your project goes smoothly, and
stays on the time frame required. As always, there may be:
special circumstance, issues not covered, and items that
may require further clarifications.

Please do not hesitate to our prepress department at 601-353-9663 for any questions or further assistance!

Programs that we support for best results.
Adobe High Resolution PDFS with 1/8" Bleeds

If possible please send the below native file formats for easier manipulation by our team in case alterations or changes need to be made to your file:
- Adobe InDesign
- Adobe Illustrator
- Adobe PhotoShop

Layout:
- Design to Flat Sizes
- Always include a 1/8" (.125) bleed on any side that bleeds
- Include Die-lines in separate layer and set not to print
- Allow 1/8" for inside folds (like a double-gate fold)
- Provide separate versions or pieces as separate documents
- Try to keep all type 1/8" away from all cut lines
- Use solid colors (Pantone or 100% K, for example) for small type for Digital

Page Counts:
Projects with multiple pages must have page counts in file
divisible by four (4) for saddle-stitching:
8 page, 12 page, 16 page, 20 page, 24 pages etc.
Blank or Notes Pages may be added to make your project divisible by 4.

Fonts:
- Place fonts in a separate folder (ie. in a directory named "Fonts")
- Include all families (screen & printer) for the job
- OpenType (.otf) fonts preferred
- No Fake styles (bolding, italic, etc) use the correct font from the family version

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Colors:
- Use Pantone Matching System names from swatch books
- When using Pantone Colors, remember the substrate
the piece is being printed on (ie 'C' for coated, 'U' for uncoated.)
- Always include a 1/8" (.125) bleed on any side that bleeds
- NO RGB colors, kindly convert them to CMYK values
- Consider using Rich Blacks when doing large solid areas of black for Offset (C=75 M=68 Y=67 K=89)
- If possible, use black grays (levels of K) for solid panels
- When using color profiles be sure to embed them

Graphics:
- Send all linked graphics separately in their own folder
- Should be sized 100% and with the dpi around
250-350 dpi, default 300dpi
- Use .TIFF, .JPG or .EPS formats
- DO NOT send RGB images, convert these to CMYK
- Flatten effects like transparency and drop-shadows for Digital

Print Ready Files:
- Use PDF formats that are transparency friendly: PDF/X-1a, PDF 1.3 (Acrobat 4)
- Include a 1/8" bleed where appropriate
- Fully Embed all fonts
- Run the document through an Acrobat Preflight:
Advanced -> Print Production -> Preflight -> (Sheet fed offset or Digital Printing Color)
- Produce Spreads, where appropriate

Sending / Collecting / Packaging:
- Use OS independent friendly names: shorter than
128 characters, ASCII alpha-numerics, use file extensions, and no special characters
- In InDesign and Quark, use the built-in Package/Collect facilities and
collect into a separate folder
- Remember to include any fonts or images used within placed Illustator files
- Compress all files into a .zip file, per document.
For example, if collected a document into Folder
"Collected" compress that into "Collected.zip" or
"Collected.sit" format
- Upload files to our UPLOAD Area on our website

**Please call us with any pre-press or production questions.
We will be glad to help!**
601-353-9663 or 1-800-843-1135