



# Preparing a File to Print

We know preparing your file to print is a time consuming process. We at Copy King want to ensure that your document gets produced as quickly as possible. We've put together some helpful information you can use when preparing your files. Following these guidelines will help you avoid additional charges, time delays and frustration.

## **Type of File: What is acceptable for print-ready artwork?**

Here at Copy King we prefer to receive PDF files of your print-ready artwork. Other acceptable file formats that may be print-ready include: EPS, TIF, JPG, PSD (flattened)

### **PDF Files**

To avoid potential problems and delays, our recommendation is for you to submit a high resolution PDF File. Creating PDFs properly will save you time and money.

Most applications, either Mac or PC, will allow you to "Save As" a PDF or "Export" to PDF. In doing so, make sure you select high quality (or equivalent) if you are given the option when saving/exporting.

### **File types that need Supporting Files**

Documents created in InDesign, Illustrator, MS Word, MS Publisher, and other software packages often link to images or font files. If these images or fonts are not included when you send your file to us, your project may be delayed. See the sections below on "Supporting Files" and "Preflight".

### **Supporting Files**

When you submit a file for print, you must also ensure that you are submitting all the supporting files, fonts and images necessary to print the file correctly.

**Images and other Linked or Embedded Files:** If your file includes images, photos, graphs or other files created separately, then inserted into your print file; it is good common practice to include each object (linked or embedded) into a separate "supporting files" folder when you submit your print-ready artwork. All bitmap images should be saved at a resolution of no less than 300 ppi. In some cases lower resolution images can be used, but final quality of the image may be jeopardized. If vector images are included/inserted be sure any text within the file is already converted to outlines to avoid font problems.

**Font Files:** If your file includes any text whatsoever it is a good idea to include a "fonts" folder inside your "supporting files" folder. You can copy/paste the fonts from the "fonts" folder on your hard drive into the "fonts" folder submitted with your artwork. This will ensure that your printer is working with the exact same font(s) that you are and will avoid possible printing problems later.

## Pre-Flight

The process of ensuring your file is prepared properly to print is commonly called pre-flighting. Pre-flighting is simple and doesn't require very much time. We want to make sure that when your files get to Copy King they are ready to print. Consequently, we've included some information on this page to help you in preparing your documents.

Most major applications can preflight your document. Look on the application menu bar for "file/preflight", or "file/prepare for service bureau", or "file/collect for output". Preflighting checks your document for any potential problem files or fonts.

The two most common errors are:

- 1.) Images not included.
- 2.) Fonts not included.

Once you preflight your file(s) you can, "package", "collect for output", or "pack and go" and your application will gather all the necessary files for your document and put them into a folder, ready to print.

## Images

Include all images and make sure they have been created for high resolution output for the best reproduction quality. A high-resolution scan can be saved as a TIFF, EPS or JPEG file (300 ppi). If possible, avoid using images copied from the Internet, as they are low-resolution and do not reproduce well.

## Fonts

Please include all fonts to be used in the document. Embed all fonts and subset fonts when the percentage of characters is less than 100%. Avoid using style attributes such as bold and italic. Instead, pick the font that has the attribute you need. For example, pick Times Roman bold or Helvetica Italic. Select point sizes at 7 point or higher.

## Page Size

Use standard size pages: Black and White and Color, 8.5x11, 8.5x14, 11x17, 12x18, 13x19, and 13x40. If the finished product is smaller than 8.5 x 11 we will run it on an 8.5x 11 page, perhaps multiple-up, if appropriate, and then cut to size.

## Printing Bleeds

**Non-Bleed Projects:** If there is no bleed on your print project, and nothing crosses over the "edge" of the paper you can skip this section. Submit your artwork with the document at "final flat size" and have no worries. Otherwise, read on.

**Working with Bleeds:** If any portion of your artwork will go all the way to the edge of the paper (or over the edge), you will need to include "bleeds" on the file you submit for printing. When creating files with graphics or backgrounds that you want to bleed off the trim edge of the page, allow an extra 1/8 inch from the trim size. Remember, when a document does not bleed off the trim edge there will be a 1/4 inch white space around the page.

## Color

We generally recommend that files for digital printing be setup as CMYK or Grayscale. If files are submitted as RGB we will convert to CMYK or Grayscale for you.

If you are using spot colors, you will need to list the exact colors (PMS values) used on the file when submitting your order.

## Screens

Select screens at 15% or higher.

## Rules

Select a minimum of .35-point rule. Avoid using hairline rules.

## File Organization

Document (only documents applicable to the job)

Fonts (all fonts used in document and images)

Images (all linked images)

## Documents

Documents should be set up in single page. Copy King will be able to place the pages accordingly for saddlestitch books and other setups.

## Give us YOUR "Proof" (if you have one)

If you happen to have a printed proof of your own we welcome you to provide it. This lets us see what you're seeing. Computers, operating systems, fonts and other factors all influence how an image is viewed. If there are discrepancies between the "proof" you send and the print file, we can contact you and catch potential errors before going to print.