



GUIDELINES FOR SUPPLYING DIGITAL FILES FOR OUTPUT

Preferred application for output:

Illustrator, FreeHand, Photoshop, Pagemaker, QuarkXpress, In Design

Other programs

Any file created in business programs such as Word Perfect, Word, Works, Microsoft Publisher, Excel and PowerPoint do not create the files needed for film output. It may be necessary to re-create your files in Quark or PageMaker in order to output to film. If your files were created in any of these programs, or programs not listed, please consult with our Output Department to discuss what we can do to meet your output needs.

IMPORTANT TIPS WHEN SUPPLYING FILES FOR OUTPUT

Always work with your printer. Knowing what they need in order to print your project properly helps us and your printer!

Before sending your files to us, follow the tips below:

Single page layouts should be built to size (ie. an 8.5 x 11 finished piece should be set up with a document size of 8.5 x 11). If any part of your design runs to the very edge of the finished piece, the background, image, line, etc. will need to extend 1/8" beyond the edge of the document on all sides that should bleed.

Discuss your job with your printer and determine whether your design will be printed in Spot colors or 4-color Process, and what line screen the film should be run at. All images will need to be converted from RGB to CMYK (for 4-color process printing) or to the appropriate PMS spot colors. A quick check to see if all graphics have been converted as necessary for output, is to print color separated laser proofs, sizing the document to fit the paper with crop/registration marks. Every color used in your file should print on a separate page, notating which color plate it would be. If unnecessary or incorrect color plates are printing, you may want to edit your color palette in your layout program to remove any unused colors and/or double check that all graphics have been converted correctly.

Collect the files needed to print your project. Include all placed graphics, tiffs and eps files (avoid PICT files), and any supporting documents that may have been used to create the eps files. If eps files have type, be sure to convert the font(s) to outlines and/or include any fonts used. Tif files should be resized, to the size you want them to print, in the original program they were created in. Images that are not resized in this manner, but are than sized down in a layout program, will require longer imaging (RIP) time. Images placed at 100% that have a resolution higher than 300 dpi or that have been rotated or flipped in your layout program, will also cause a longer RIP time. For images that are not supplied properly, require color conversions or need to be resized, there will be an additional charge to correct them. You will be contacted if any changes are necessary.

It is the client's responsibility to maintain licensed versions of the fonts they are using. Be sure to include all the fonts used in your design. Without the original fonts we cannot guarantee the film output will match the original file. Remember, when using PostScript fonts to always include BOTH the screen font and the printer font. Avoid using True Type fonts. True Type works with some Mac systems, but not all, and can cause problems when outputting to film. Also, remember to include any fonts that may be required to print eps files used in your layout.

When working with a traditional printer, it may be necessary to know what type of press they are using and what their gripper requirements are. Depending on the printing process used (Work-and-Tumble, Work-and-Turn, or Work-and-Twist) it may be necessary to make changes in the layout in order to meet the requirements of your printer. Please let us know of any special requirements you may have.

Print a final hard copy of your file at 100% so that we will have something to compare our file to in order to verify that it is printing correctly. If last minute changes are necessary, please notate all changes on your hard copy proof. (If you have problems printing a laser proof, most likely we will have problems sending it to film as well.)

Download a copy of Colorline's Output Form. Print and complete the form and include with the disc and final hard copy of your file. Or if you are sending your files electronically, fax completed Output Form along with a final hard copy to Colorline's Output Department at 303.238.0405. If you need to size down your final hard copy in order to fax, please notate what percentage it was printed at.

Include a .txt file, or a document to be enclosed with your disc, with the following information: Think of it as a safeguard in case Colorline receives your files, but does not receive the output form. This way there is no question as to who the file is from and what is to be done with it.

ACCEPTABLE MEDIA

We can accept files provided on any of the following media: 3.5" floppy, CD, 100MB & 250MB Zip, 1GB Jaz.

You can bring your files in personally, have them sent by courier, or we can also accept files via email or FTP. If you send files electronically please compress them in either Win Zip and StuffIt! to help eliminate file corruption.

QUICK CHECKLIST OF WHAT TO SEND OUR OUTPUT DEPARTMENT

1. The most recent page layout files, including all placed images and support files.
2. All fonts (screen and printer) including those necessary to print eps files
3. A full color hard copy proof printed at 100%
4. Printing information: Your name, Company name (if applicable), phone-fax-email information, the name of the file to be output, and a complete listing of any supporting files or graphics and fonts that will be needed to output the file.
5. Completed Colorline Output Form
6. If you intend on sending files electronically, please fax completed output form and hard copy to 303.238.0405 and call our Output Department to let us know that you are sending a job over.

If you have any questions please call us at 303.238.2323.
We look forward to doing business with you!