

# PREPARING ARTWORK



**When you are ready to submit your electronic files to Colortech Printing, please use this information and the checklist to make sure you've included everything that is needed to ensure successful output of your document.**

## **Is your media compatible with Colortech for delivering your files?**

We accept:

- Electronic Transmission (E-mail)
- Floppy Disk
- CD-Rom
- DVD (Digital Video Disk)
- ZIP Disks up to 250 Meg

Make sure the format you send is compatible with the computer system that will do the actual design, color correction, pagination, and output. Be sure to lock your disks and do not send the only copy of your files. It is the customer's responsibility to maintain a copy of the original file.

## **Is your software compatible with Colortech for commercial printing?**

We accept the following programs:

- QuarkXPress
- Freehand
- Adobe Illustrator
- Adobe Photoshop
- Pagemaker
- InDesign

## **Have you supplied all the necessary files?**

- Supply document file
- Include all images and graphic files imported into your document.
- Supply original and editable copies of all graphic files.
- Supply all fonts included in your document.
- Do not send unnecessary files/fonts.

## **Have you reviewed your document set-up?**

- Set all document pages to the final trim size. Do not include the bleed in the document size.
- Extend all images and elements that will bleed 1/8" onto the pasteboard.
- Remove any unnecessary items from your files. This includes:
  - items left on the pasteboard
  - pages not required for output
  - unused colors
  - unused styles

## **Have you converted all your colors properly?**

- Make sure all images and graphics are converted to CMYK if printing 4-color process.
- Make sure all spot colors used in your file are spot and not a CMYK or RGB build.
- Make sure all files are in CMYK setting if your program gives you a choice.

## **Have you supplied a full size proof of your file?**

- Supply hard copy originals for all files delivered. (Copy tends to reflow from computer to computer, we need to have original to compare.)
- Supply hard copy separations for multiple color jobs.
- If supplying files electronically, mail hard copy originals to Colortech, fax a copy, or email composite pdf proof that show's registration, bleed, page size, etc.
- If your proof is too large to send at 100% of its finished size, write the reduction on the proof.

- If you supply a black and white proof, clearly label all elements that print in color. Color specific items can not be guaranteed exact when proofing from a black and white proof.

## **Did you make all alterations and corrections?**

- File intervention includes all work performed in addition to the original specified quote. (i.e. files set-up incorrectly, color adjustments, type changes, etc.) All such work will be charged at a rate of \$60 per hour and may interfere with production schedule.

## **Have you included written instructions and labeled everything?**

- Clearly write your name, address, and phone number (include an after hours number) on all diskettes, removable media, hard-copy art, your proof - in short, everything you are sending to Colortech.
- Names of all files that are to be output for you job along with the applications and versions that were used to create each file.
- Page size and number of pages.
- Type of color separation to be used (i.e. spot or four color process) and names of spot colors used as they appear in your document.
- List all fonts and whether they are Postscript or TrueType.
- Any additional information that will be necessary to ensure the smooth flow of your job through the production process.

**Thank You for reviewing our artwork preparation list to ensure you receive the best quality product and service.**