

File Specification Guidelines

We strive to provide you with the highest quality product at the lowest cost as fast as we can. You can help us with that goal by making sure your files are prepared properly so that our prepress technicians spend minimal time repairing broken files and correcting images to insure a quality print job.



Please follow these guidelines when preparing your files.

File Formats Accepted

QuarkXpress 4-7 Mac and PC
PageMaker 6.52 PC

InDesign CS3 Mac and PC
Photoshop CS3
Illustrator CS3

Acrobat 4-7
Freehand MX

Document Settings

Page Setup

- Do not set your pages as reader or printer spreads
- All files should be set up in single page format
- Use facing pages to create crossovers
- Page must be able to be output to a single page

Page Size

- Page size should be set to exact trim size of the finished product
- Don't include bleed and trim marks in you document page size
- Bleed is set up by extending the image or graphic past the trim edge of the page by 1/8"

Page Colors

- Colors should be clearly defined as process or spot and named consistently through all applications
- Remove any unused colors
- On CMYK process jobs, any solid black area should be created as a rich black color (40-cyan 100 black) or (40-cyan 30-Magenta 30-yellow 100-black)

Fonts

- Fonts used in vector images must be either sent with the files or converted to outlines before placing into the document
- When sending open document files all fonts must be supplied. Stuffit, or some other type of compression program, should always be used when sending fonts and files through e-mail or FTP
- When sending PDF files, all fonts must be embedded

PDF Files

- Resolution should be set at 2400dpi
- PDF page size should be 1" larger than the document trim size to allow for trim, bleed and registration marks. The page should also be centered with equal 0.5" margins on all 4 sides when postscripting
- All black text should be set to overprint
- Must embed all fonts
- Do not downsample raster images below accepted tolerances. See below resolution versus screen line ruling
- Name you files clearly and briefly. Do not use any special character. (^[^] 12 characters or less is preferred. (001-48_broch.pdf)

Document Settings (Cont.)

Images / Graphics

- Vector (Illustrator) graphics should be saved as an EPS. When using Freehand make sure to save as an editable EPS
- Use CMYK colorspace when creating vector graphics for both spot and process jobs
- Raster Images should be saved as either EPS or TIFF files. Avoid using JPEG images as they may lose detail with their compression
- Images with silhouettes must be saved as EPS files
- Raster images should have a resolution (ppi) twice the output screen line ruling (lpi). (e.g., 300ppi-150lpi, 355ppi-175lpi, 406ppi-200lpi) Minimum effective resolution should not be below 266 dpi.
- Bitmap images require higher resolution to reproduce clean radius edges.
- Preferred resolution is 2400 ppi.
- Save all images as CMYK. Spot colors are acceptable and can be converted to CMYK during processing.
- Do not save images in RGB, LAB or Indexed color. These will not convert to CMYK reliably and will have potential color variation.

General Rules of Thumb

- Always send hard copy of all pages submitted to Fineline. If sending files via FTP or e-mail then fax a hard copy to the appropriate CSR.
- Files can be submitted by email, FTP, InSite or by disc. Please stuff or compress all files before sending via e-mail or FTP. Do not forget the hard copy.
- Email can be used for small files as an attachment. Avoid email of 5mb or larger.
- FTP can be used for any size file. Files should be compressed. Call your CSR for access to our public or private folder. Name your files clearly as many customers use our FTP daily.
- Know your quote. If your submitted files do not conform to the quote on file then the job may be stopped in order for a new quote to be pulled. This may effect the original deadline and delay your job.

Please call your Customer Service Representative at Fineline if you have any questions about setting up and sending files. They will be glad to put you in contact with someone from the prepress department.