

REQUEST FOR ELECTRONIC FILE OUTPUT



M & D PRINTING
A DIVISION OF KINGERY PRINTING COMPANY

In order to ensure that each customer's disk furnished job moves as efficiently as possible through the plant, we have established a set of guidelines to aid customers in collection and submission of their electronic files. Adhering to these guidelines as closely as possible is necessary to ensure that our goals of a quality product and a timely delivery are met. Please carefully read and respond to the following checklist:

Electronic File Output

M&D Printing requires that a **complete, current hard copy** accompany all electronic files submitted for film output. All files must be created on a supported platform using one of the supported applications listed below. **If there are any questions concerning compatibility or proper file setup, please call us at 309-364-3957. E-mail questions or suggestions to: brianr@mdprint.com.**

1. Operating System

Mac OS version ____
Windows version ____

2. Page Layout Application

Adobe PageMaker mac pc version ____
QuarkXPress mac pc version ____

*M&D supports only the most current and one previous version of each software title. (ex. QuarkXPress 5.0 and 4.0). File conversion from previous versions will be a chargeable operation.

3. Paint/Draw Application(s)

Adobe Illustrator mac pc version ____
Adobe Photoshop mac pc version ____
Macromedia FreeHand mac version ____
Corel Draw pc version ____

4. Raw Unformatted Text

Microsoft Word mac pc version ____

5. Document Setup

In order to impose files electronically, all final page layout documents must be set up in the following manner:

Document Size: The electronic document size must be the final trim size of the finished printed piece. For example, if the final size of your project is going to be 8 1/2" x 11", your document size must be 8 1/2" x 11".

Document Setup: The final electronic document must be in either single pages or facing pages. Pages must also be set up in "reader's spreads", meaning they progress in order (1,2,3,4,5,6,7,8). Please do not attempt to put the pages in "printer's spreads" (1,8,2,7,3,6,4,5).

Bleeds: If your document has color that "bleeds" off the page, you must set up the document so that the elements that bleed extend at least 1/8" beyond the edge of the document into the pasteboard.

Fonts: Make sure all of the fonts used in both the page layout document as well as the linked graphics are supplied on the disk. Adobe Type I fonts have two files, a bitmap screen font and a postscript printer font. Both files need to be present in order for the type to image correctly. TrueType fonts only have one file containing both screen and printing information.

Trapping: Leave the trapping set to the defaults within the page layout program.

Colors: Make sure all spot colors are defined as such under edit colors or define colors. Use common Pantone model colors across all applications to ensure that linked graphics will separate properly when imaged from within a page layout application. Likewise, if a job is to be four-color process, make sure all spot colors are converted to process within the page layout application.

6. Linked Graphics

If graphics are imported from other applications, they need to be included on the disk submitted for output. From QuarkXPress, use the **collect for output** feature. When saving from PageMaker, click the **save all linked files** button. Use the following list to ensure you have saved your graphics properly:

Bitmap linear should have a resolution of at least 600 dpi preferably saved as **TIFF** files.

Grayscale halftones should have a resolution of at least 1 1/2 times and not more than 2 times the line screen which the piece will be printed. For example, if the job is to be printed at 150 lines per inch, all scans should be between 225 and 300 pixels per inch. Highlights should be approximately 5% and shadows should be roughly 90%. Please save all grayscale scans as **TIFF** files (unless clipping paths are required).

Color halftones must be in **CMYK** mode, with a resolution of 1 1/2 to 2 times the line screen preferably saved as **TIFF** or **EPS** files.

Clipping paths should contain the fewest number of points necessary to produce the desired shape, with a flatness setting of 2.

Compression Do not use any form of compression (jpeg, LZW, etc.) on raster art. Although some applications support these formats, they take considerably longer for the imagesetter to process and subsequently print the information.

Vector graphics are any graphics created in applications using postscript vectors to define shapes, type, lines, etc. These applications are commonly known as "draw" programs (Illustrator, FreeHand, etc.) Make sure that all colors are defined as Pantone® model colors named consistently throughout all applications to ensure accurate color separation. Save all vector graphics as **EPS** files.

Filename(s): _____

Output pages: All From _____ to _____

Colors : 4/C Process Spot PMS _____
 Spot PMS _____
 Spot PMS _____
 Spot PMS _____

All fonts included on disk All graphics included on disk

Yes No Should M&D check/adjust halftone settings?*

*This is a chargeable operation

Transportable Media:

CDR/RW DVD
 Zip (100,250) Optical (128MB, 1.2GB)
 Jaz (1GB,2GB) 1.4MB floppy disk

I have read the terms listed above and understand that the time and expense required to complete my job depend on my adherence to these guidelines.

signature _____

P L E A S E S U B M I T W I T H E A C H J O B

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