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**DIGITAL PREPRESS
INFORMATION**

**Please supply a
completed form
with each project**

Date: _____

Rose Sales Representative _____ Rose Docket # _____

Job Name: _____ P.O. _____

Customer: _____ Contact Name: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Pager: _____ E-Mail: _____

Client to supply digital artwork by:

MAC PC PDF - See Notes. Software/version : _____

CD DVD ZIP FLOPPY

FTP - See "Sending Files" Email - See "Sending Files" art@roseprinting.ca

Client to supply proof with all projects:

PDF Proof Laser/Inkjet Proof Fax Proof Email Low Res Proof FTP Hi Res Proof

Proof requested for client approval:

Low Resolution "Position Only" Proof Hi Resolution Colour Corrected Proof

PDF Digital Proof Special Proof Instructions:

Project Details

No. of Pages: _____ Trim Size: _____ Bleeds (allow 1/8") Y__ N__

CMYK - See Notes and/or PMS Colours _____

Varnish or Die Line files included - Special Details: _____

DIGITAL PREPRESS NOTES

File Preparation

These are a few simple directions to help you prepare digital prepress files for lithographic sheet fed print production.

Provide a Hard Copy Proof

Please provide a printed copy with your disk. Check it carefully for size, spelling, phone numbers and details. Design and content changes later in the process will result in additional costs and delays.

Note any special details including die cuts, special inks, varnish or other production considerations.

Supported Applications

We handle both PC and MAC formats. We accept files in most popular DTP formats including Adobe Acrobat, InDesign, Illustrator & Photoshop, as well as QuarkXPRESS and CoreIDRAW.

Adobe Acrobat PDF files, set for prepress, is the preferred format for prepress workflow. (See ACROBAT NOTES)

Office applications and other programs are accepted with the understanding that some file work may be required to prepare the documents for print.

Preparing Your Files

Set your document size to equal the trim size of your finished piece. Trim marks are not required since our imaging software generates them. Do not prepare work in printer or reader spreads. Extend bleeds by 1/8" (.125") beyond the trim on all sides. This applies to every file with bleed. Trapping should not be set as we will control that with our imagesetter software.

Ensure all high resolution images are included with the document. Identify

and prepare fonts as required. Collect your file for output and delete any files that are no longer needed in your document. Avoid covering graphics, images or type with white boxes.

Colour Specifications

Check all images for colour space (CMYK, Spot or Special) and image resolution (recommended 300 dpi for colour - gray 600dpi, mono - 1200 dpi) (Convert all images to CMYK, Check Pantone Specifications i.e. coated/uncoated.)

Saving Your Work

Name your files and Label your disks clearly. Include a contact name and phone, order number, date etc. On your disk, include a copy of every placed image in your document including images, clipart and placed graphics. To ensure your files will output correctly, please include a copy of all the fonts used in your documents unless they are converted to curves. Please check your recorded disk to ensure the file opens correctly.

Sending Your Files to Us

We prefer all customers provide disks for all digital files. We currently accept files on floppy, Zip, CD or DVD for Macintosh and PC platforms. Disks provide a permanent record of the document and ensure all file elements are together. Never send us your only copy of any files - keep good backups. **EMAIL** - art@roseprinting.ca You may send files under 5 Mb directly to us by attaching them to e-mail. Please include contact information, sales rep name, customer name etc.

FTP - Larger files should be uploaded directly to our FTP site. Please contact us for your password and access information.

All electronic files should also be accompanied by a low resolution jpg or pdf representation of the job. This allows us to view of the work before opening the complete document. To reduce large file sizes, Macintosh users should compress large files into one file using Stuffit. Windows users should compress files into one file using WinZip. The utilities are shareware and can be obtained on sites like www.shareware.com and www.download.com.

Acrobat PDF Notes

Prepare files for prepress with consideration to the following: CMYK colourspace, Downsampling to 300dpi CMYK colour, 1200 Monochrome, Fonts Embedded or to curves. An Acrobat Profile will be supplied on request.

Preflight Notes

Preflighting is the simple process of checking your files. This can be done via many software methods. These can check and convert RGB to CMYK, check fonts, check image resolution and uncover and repair many other key elements which may pose a problem when ripped to the imagesetter.

Your skilled eye is still the key tool. Please review your proofs and files carefully to avoid additional charges or unacceptable results.

WE ARE PLEASED TO ANSWER ANY PREPRESS QUESTIONS YOU HAVE.