



Ron Smith Printing

2425 South Main Street • Bloomington, IL 61704

(309) 827-8039 • Fax (309) 827-0525

DISK SUBMISSION GUIDELINES

ACCEPTED FILE FORMATS

System:

Mac (preferred) or PC

Acceptable Programs:

QuarkXPress

InDesign

Illustrator

FreeHand

Photoshop

PageMaker

CorelDraw

Publisher

Word

Microsoft files such as Publisher, Word, PowerPoint and Excel will be accepted, but will incur additional time and cost on some jobs. Please submit your files for review prior to production.

PDF FILES will be accepted for most work, but must be created with correct color usage, fonts and graphics must be embedded properly. Please check with customer service if a pdf file will work for your job.

GO-BY'S:

Go-By's must be furnished on every job **BEFORE** we will begin production.

Please provide both color separated and composite go-by's on multiple color work.

Preflight Check List

- Send current page layout file.
- Convert all type in Illustrator & FreeHand to outlines or paths
- Include printer and screen fonts. DO NOT USE TrueType fonts, styles or attributes
- Do not specify a rule wt. of hairline. DEFINE as .25 point rule
- Clipping paths should be created in Photoshop and not QuarkXPress.
- Page/Panel sizes should be correct for item ordered.
- Save graphic files in EPS, TIFF or JPG format, not GIF.
- Process graphics must be in CMYK, NO RGB.
- Include embedded or nested images.
- Image scan resolution should be 300 dpi for grayscale & CMYK images. Use 1200 dpi for bitmap line art.
- Place all scans at 100% or smaller (enlargements compromise quality).
- Define all colors as spot PMS or CMYK in both graphic and page layout programs. Be sure to use the EXACT same PMS number for colors used in both graphic and layout programs.
- Rotate, scale and crop all images before placing on the page.
- Include bleed .125" (1/8")
- Proofread all your files. We are not responsible for errors in submitted files.

PLEASE BE SURE TO SUBMIT THE FOLLOWING WITH YOUR FILES:

Document/page layout file

Fonts (screen and printer)

Graphics (embedded and nested images)

Hard-Copy go-bys, both composite and color separations

Any jobs provided that do not include the above will be held from production pending receipt of these items.

We may require additional items, please speak with customer service regarding any questions you may have.