

File Preparation Guide

Here are tips to efficiently submit your files for production.
Your customer service representative is ready to assist you with job preparation.

DESKTOP PUBLISHING APPLICATIONS:

- Adobe Indesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Acrobat

TRANSPORTING FILES:

- USB Flash Drive
- Email
- Dropbox or Google Drive
- Spectra Portal

SUPPLYING NATIVE FILES:

Native and high resolution PDF files are acceptable formats for file submission. Keep file naming conventions to 30 characters or less.

Fonts need to be supplied for your job each time you submit a job. If we do not receive the necessary fonts to process a job, type reflows or substitutions may occur and your job may be delayed.

All Graphics need to be supplied either as CMYK or grayscale with file size at a minimum of 300 dpi.

- **Images** can be submitted as Jpg, Eps, Psd, and png files.
- **Line Art or Vector** files should be submitted as .ai, .eps or .pdf file formats.

COLOR MANAGEMENT:

Any supplied RGB files will need to be converted to CMYK and additional charges may occur.

CREATING PDF FILES:

In modifying job options, disable all image compressions and embed all fonts. Crop marks should be offset .125" and bleeds need to be a minimum of .125" (Crop marks are recommended so size can be verified and bleeds are visible.) Export PDF as single pages. No security – No OPI. Spectra's PDF preset is available for download on our website for Adobe InDesign.

PAGE CONSTRUCTION:

It is best to create pages as single pages, set up as facing pages, built to their actual trim size. Elements that bleed off of the page must extend .125" over the edge of the page on all three outer edges. Live matter must be a minimum of .25" inside the final trim to ensure that no essential information is trimmed off.

DRILL HOLES:

Drill holes should be .1875" from spine.
Live matter should be at least .125" from drill holes.

PANEL SIZES:

When creating brochures and panel pieces that fold into itself, consult with your estimator to make sure your panel sizes are correct in conjunction with the fold.

HARD COPY PRINTOUTS:

It's always beneficial to supply final color or B/W laser printouts with your digital files. Printouts should be at actual size or note what percentage the lasers have been reduced. Note any special instructions. Indicate on your proofs any areas in which you have trapping, overprinting or knockout concerns. Indicate color pages or spot colors when printing B/W lasers.



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