

# Digital Prepress Guidelines

You've spent plenty of time making your print project look as professional as possible. Now, by choosing Input Technology and properly preparing your files, your job will turnout just as you envisioned.

To ensure the smooth processing of your job, please follow these guidelines:

Our mission is to make your job look great on the press. In order to achieve this we need the fonts and graphics you have used in your program. There can be numerous files associated with even a single document.

**It is without any question, the number one cause of errors and production delays is missing graphics or fonts.**

## **Fonts:**

Fonts are usually represented on your hard drive by anywhere from 2 to 20 or more separate files. If your font has bold, semi-bold, demi-bold, oblique or light versions, and italic versions, it is easy to understand why missing one or two critical files is a common error.

You must include every screen and printer font used anywhere in any version in your project – that includes the font you used to make those cool looking comma's. If not we most likely will be calling you before your job is complete.

## Collection Fonts & Images:

You need to do something we call packaging your files. Basically it's making a folder that contains the document, fonts, linked graphics, text files, and customized report. Make sure images are saved correctly, if full color then images need to be saved CMYK (NOT RGB).

[See Next Page...](#)



### **Adobe InDesign:**

1. Choose File > Package.
2. If a dialog box appears alerting you to possible problems, do one of the following:  
Click View Info to open the Preflight dialog box where you can correct problems or get further information. When you're satisfied with the document, begin the packaging process again.  
Click Continue to begin packaging.
3. Fill in the printing instructions. The filename you type is the name of the report that accompanies all other packaging files.
4. Click Continue, and then specify a location in which to save all packaging files.

For more information on Packaging Files in InDesign click [HERE](#).

### **QuarkXpress :**

1. Choose File → Save to save the project. Then choose File → Collect for Output.
2. Create a new folder, and specify a location to save files.
3. Check the following files to collect: Linked Pictures, Embedded Pictures, Color Profiles (if needed), All fonts
4. Click Save.

For more information on Packaging Files in Quark click [HERE](#).

### **ACCEPTED FORMATS :**

**MAC** or **PC** Platforms.

**Programs include:** QuarkXpress, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and even Microsoft Publisher and Word. Call first if using Microsoft product.

**Common File Types:** Adobe PDF (.pdf), Native Files from program list above, and EPS (.eps).

