



## **FXO Commercial Press Procedures and Hints for Customer Supplied Files**

When sending files, please include a set of same sized, single sided, composite lasers. A folding or binding dummy is also helpful. When sending files electronically, (via email or FTP) it is a good practice to send a PDF file of the job if lasers and dummies cannot be sent. Set all book work as Single Pages. Our imposition software will properly paginate the pages.

### **PDF**

We support a PDF workflow. Use PDF/X1a compliant files for best results.

When sending PDFs:

- All fonts & graphics must be embedded.
- Bicubic downsample graphics to 300 dpi with "Automatic (JPEG)" Compression and Maximum Image Quality (Monochrome Images should be Bicubic downsampled to 1500 dpi with CCITT Group 4 compression).
- Working Spaces should be the following:
  - Gray - Gray Gamma 2.2,
  - RGB - Adobe (1998) please do not use sRGB settings.
  - CMYK - U.S. Web Coated (SWOP) v2.
- Set bleeds to print (bleeds should extend at least 1/8").
- Please Preflight PDF file before submitting it for printing.

While a properly prepared PDF file is preferred, if changes are needed to be made to the job by us, native files would work best.

### **Native Applications**

We support the following native desktop publishing applications for page layout:

- QuarkXpress
- Adobe InDesign
- Adobe Illustrator

We also support, although we don't recommend, the following applications for page layout:

- Microsoft Publisher
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel

When sending native files:

- Always include all fonts and graphics including signature files.
- Extend all bleeds to at least 1/8".
- Use vector-based files (EPS files created in Illustrator, Freehand or Corel Draw) for logos.
- Set pages to actual size. Do not draw your own crops on a larger page.
- Include clipping path in Photoshop for images that are silhouetted.
- Do not rename spot colors.
- Do not make fonts bold or italicized in the application font menu. Use the bold or italic version of the font.
- Avoid the use of JPEGs. (JPEG files are optimized for Web and screen use but do not reproduce well in print).
- Do not create Spot-to-CMYK blends. (you may see them on your screen, but they cannot be reproduced).
- Avoid using "freebie" fonts that often found on the Web. Many of these cannot be embedded.

### **Scans and Photos**

- Scan and/or save photos to TIFF or EPS files.
- Use 350 dpi when placing at 100%. Enlargements require higher dpi settings.  
(The general rule of thumb is 2 pixels per halftone dot - 300 dpi image for 150 lpi output).
- Make monotone EPS files for photos that are to be printed as a spot colors.
- Saving final color corrected file to CMYK workspace will give best results.