

REPROGRAPHICS DIGITAL FILE PREPARATION DIRECTIONS

We want your job to run smoothly and on time. We accept various file formats but we suggest that you supply us with either a pdf and/or a tif file. Please follow these guidelines to ensure the proper preparation of your files to avoid additional charges.

1. Be sure to convert all text to outlines or curves so that we don't have any font issues. Otherwise be sure to include all fonts used in creating the file, even if they are standard fonts. Be aware however that your text could layout slightly different due to your copy reflowing when opened up in the application.
(Mac - this includes screen fonts and printer fonts)
(PC - postscript .pfm and .pfb, TrueType .ttf)
2. Be sure placed images are of sufficient resolution for output. Images should be at a minimum resolution of 150 pixels per inch at full size of your final output size. We accept both RGB & CMYK.
3. Images placed in files need to be in TIFF or EPS format without compression or separation.
 - include any photographic images shown in position
 - the final size of your piece
 - Convert PMS spot colors
 - the amount of product we are producing
 - all mounting/laminating instructions on your proofs

Please include a proof of every page that needs to be printed.

We cannot be responsible for prints that are run without a supplied proof. Our systems produce "pleasing color", which is to say that we don't consider blue or green skin tones as "pleasing". When necessary we make minor adjustments to overall color. If however your project requires "matching color" your project will be subject to additional color matching fees.

Any questions, please call one of our Reprographics color technicians at 970-224-9999.