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# **Oversized Color Digital Printing File Prep**

Good file preparation makes all the difference in getting the best possible color output and getting your files back as quickly as possible. With scanned images in particular, good planning can result in a higher quality oversized print. With oversized printing in particular its possible for small problems to become oversized as well.

Please don't hesitate to contact us to discuss the best solution for your job. We are always happy to help.

### **Preferred file formats**

We prefer TIF & EPS & PDF in either RGB or CMYK. Typically these would be considered "print ready" formats. If for some reason you need provide a native file format please provide all linked or placed files. Currently we accept the following native formats:

MAC: Adobe Illustrator & Adobe Photoshop & Adobe InDesign.

PC: 2007 Microsoft Office Applications, CorelDraw.

Please Note: some of the Microsoft applications make it difficult to produce suitable files for oversized printing and we can't always guarantee the best results. We can usually work around these problems but these jobs can be subject to preparation surcharges.

# **Artwork Page Setup Sizes**

Vector artwork created in programs such as Illustrator & CorelDraw can be created at any size and enlarged by our systems without loss of quality. Assuming you don't have any raster images (photos and scanned images). If you have raster images take note of the information in the next section, "imported graphics". You can layout multi panel pop-up stand artwork as one large page, as our software can splice or tile it into individual printed panels. Avoid splicing areas of text and fine images that cross over panels as they cannot be guaranteed to line up. Splicing between words is best.

Try to produce your artwork at it's finished printed size when working in Photoshop & PhotoPaint. If possible leave your images in RGB mode. RGB mode has a larger color gamut than CMYK. If you already have converted to CMYK, leave them that way. When working with these (raster) images at their finished printed size, try to create your image with a resolution no lower than 110dpi, preferably in the 120dpi – 150dpi range. If you choose to create your image at a smaller size then remember to create, scan and/or import images with enough resolution to account for the enlargement.

Example: Your file Photoshop file is  $10'' \times 20''$  and you are going to want us to enlarge your file to  $30'' \times 60''$ , a 300% enlargement. In order to meet our 110dpi minimum your file has to be at minimum 330dpi (300% x110dpi). The preferred resolution would be 360dpi - 450dpi (300% x 120 or 150). It's not as confusing as it may sound.

Remember, you can call us if you have questions we are happy to work with you to get your files into the best possible format for your job.

# Imported Graphics (InDesign, Illustrator, CorelDraw)

Photos and/or scans (raster images) should always be placed or imported in TIF format (always turn LZW compression off). This is unless you have used clipping paths in which case .EPS format is required. Always create a true clipping path in Photoshop and save it as a clipping path (with a flatness of about 3) before exporting as .EPS. Remember to limit the amount of points in your path as too many will also cause problems. Imported vector based graphics such as logos created in (Illustrator, Freehand and CorelDraw) should always be saved in .EPS format. Preferably as editable versions, and always with a preview when it is an option.

#### **Fonts**

**C**onvert your fonts to paths, curves or outlines. This eliminates font substitutions. Fonts are the single biggest cause of delays when printing your projects.

# **Color Matching**

We produce "pleasing color" output. That is to say, we don't produce green faces and purple skies. We have an excellent reputation for producing quality but if you have a need for "matching color" you must request and approve a color proof prior to production of your project.

Color is the 2nd biggest cause of delay on your project. Our enhanced ink system and papers are not identical to your desktop printer. This can cause some color differences and will require your approval if you are looking for a specific color. If you are using spot colors in the design process you must convert them to CMYK before saving, keep a particular eye on placed and/or imported graphics such as Illustrator, Freehand and CorelDraw .EPS files. Duotone photos should also be converted to a CMYK TIF. Please remember that Pantone colors cannot be accurately reproduced in CMYK print devices, so if it is important that you match a Pantone color as closely as possible then refer to the Pantone 1000 solid to process guide.

# Limitations

Always use the best quality originals and best quality scanning facilities for large format work, and carefully check your scans for dust and scratches as they will be magnified many times on the final print. We can scan images for you if necessary.

For the absolute best results you should consider professional drum scans from the photographer's transparencies or negatives.

# Paper Sizes and Finishing

Maximum image size in one piece: 59.5 inches x 50 feet. Larger images are possible by tiling. Substrates: Photo Semi-Gloss and Gloss, Photo Matte, Backlit Material, Scrim Vinyl, Window Films, Self Adhesive Vinyl, Coated Artists Canvas, Tyvek, Clear Film, Bond Paper, Low-Tac Wall Paper. We always recommend laminating finished prints as the some of the inks we use are water based and can be damaged if they come into contact with moisture. We do all of our own laminating in-house. We use UV Pigment Based Inks to reduce on fading. We will suggest what would be best based on your individual project needs.

We can also mount onto various foam and pvc boards and substrates contact us for details.

# **Accepted Media**

Most of our clients send us files via email and our web uploader at <a href="www.reprofortcollilns.com">www.reprofortcollilns.com</a> We also can accept files saved onto: CD/DVD and flash drives. We accept files 24 hours a day, 7 days a week. Be specific with instructions when placing orders online and make sure we have current contact info for you. Please clear on sizes, quantities and deadlines.

# **Pricing and Quotes**

Due to the variety of stocks, sizes & quantities available it would be impractical for us to produce a complete pricelist. We are happy to quote individually for your project(s). Please refer to our quotes when sending in any orders, this will save a lot of time and potential confusion. If your requirements have changed between getting an initial quote from us and sending your job in, then please request a re-quote. We will have to re-cost it anyway and would much prefer that you know the cost of your order before the job is started, to avoid any misunderstandings later.

### **General Conditions**

# **Additional Charges**

Additional charges will be made when:

During production process the Customer requests additions or deletions of items not covered in the original quote. Charges to Customer would be based on time and materials at current rates. Changes that are made due to an error (typo's) on our part will not result in any additional labor charges. However if the error(s) are not caught by the Client during the proof process then any materials needing replaced will be done so at the Client's expense.

# **Proofs**

Proofs may be submitted for Customer approval, Reprographics shall incur no liability for any errors not corrected by the Customer at this time. Customer's alterations and subsequent proofs are can incur an extra fee.

### Payment & Delivery

For those clients without an account with Reprographics payment is due upon completion unless previous arrangements are made.

Although we make every effort to meet advised or promised delivery dates, we will not be liable for any loss to the Customer contingent on any such delivery not being met. Especially in cases where third parties i.e., Carriers, Suppliers are involved. Neither will any such failure to meet a delivery date constitute a breach of contract on our part.

Delivery costs, unless agreed otherwise, will be charged to the Customer.

# **Claims**

Advice of damage, delay, partial loss or non delivery of goods in transit must be notified in writing to us and the Carrier within three days of delivery. Any claim in respect thereof must be made in writing to us and the Carrier within seven days. Any claims regarding faults or incorrect output must be made in writing to us within seven days of delivery and the work in question must be returned to us for examination. We shall not be liable in respect of any claim unless the above requirements have been complied with.

# **Materials Supplied by the Customer**

We may reject any disks, paper or other materials supplied or specified by the Customer which appear to be unsuitable. Any additional costs incurred if materials are found to be unsuitable during production will be charged to the Customer. Where materials are so supplied or specified we will make every effort to secure the best results, but responsibility will not be accepted for imperfect work caused by defects in, or unsuitability of such materials.

Thank you for choosing Reprographics we value your business.