

ELECTRONIC FILES

Guidelines & Checklist

Rapid Printers of Monterey accepts electronic files in the
MAC OS FORMAT

Our software applications include (but not limited to):

- QuarkXpress • Adobe Illustrator • Adobe InDesign • Adobe Photoshop
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Files may be submitted on CD, DVD, USB Flash Drives,
OR emailed to: **prepress@rapidprinters.com**
and files can be posted to our **FTP site**. (*call Customer Service for information*)

When submitting files to RPM, please follow these guidelines

DOCUMENTS

Be sure your document is in *reader's spreads*, built to size. Provide bleeds (1/8") where necessary.

COLOR

For spot colors, use the Pantone Matching System (PMS). For files to be printed in 4 color process (CMYK), be sure all RGB images are converted to CMYK before submitting. Be aware there may be a color shift in this conversion. An additional charge may apply if RPM is to do this conversion. Be sure your text, if it is to be only black, is not a build of color (CMY or RGB). Additional charges may apply to make the conversion.

FONTS

Include ALL fonts used in ALL documents when submitting your file. You may want to outline fonts where appropriate or necessary. Embed fonts in Press Ready PDFs.

GRAPHICS • LOGOS • ARTWORK

If photos, artwork or graphics (EPS, TIFF files, etc.) have been "placed," "imported," or "linked" to your document, please include a copy of these files along with your document. Photoshop files ideally should be in TIFF format (whether grayscale or color), with a resolution of 300dpi at the printed size.

PACKAGING OR COLLECTING YOUR FILES

InDesign and QuarkXpress have in-document collection features:

InDesign—go to *File*, then *Package*;

Quark—go to *File*, then *Collect for Output*.

Be sure to include fonts and links.

PDF file format

RPM will accept **PRESS READY PDF** files. Include bleeds, and embed all fonts in the PDF document.

PC WINDOWS FORMATS

RPM will accept *some* PC files. *Call Customer Service for more information*. Also, keep in mind that formatting and text stylizing **can be lost in translation** to the Mac OS. QuarkXpress, InDesign, Illustrator, and Photoshop files will translate with little or no appreciable loss of formatting—however, inherent differences between the two platforms may result in some changes which will need to be addressed.

A solution for cross platform compatibility is to convert your PC document to a **PRESS READY PDF** file format.



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OF MONTEREY

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Always remember to back-up your files