



actionprint

File Submission Standards 8/1/06

Three file formats typically used when submitting a file for print:

1. Native Page Layout File

Quark Xpress
Adobe InDesign
Adobe Illustrator
Adobe Photoshop
Microsoft Publisher

2. PDF

3. Microsoft Word, Excel and PowerPoint

Related submission requirements:

1. Native Page Layout File

- All printer and screen fonts must be provided with the page layout file. It is best to use Quark Xpress Collect for Output or InDesign's Package functionality when working within those applications.
- Avoid using True Type Fonts in your page layout file. Adobe Type One or OpenType fonts are best suited for print purposes.
- Never use the style menu within the page layout application to alter a font. If a typeface is intended to be bold then the bold version of that font must be supplied.
- All Linked graphics and images must be provided with the page layout file. It is best to use Quark Xpress Collect for Output or InDesign's Package functionality when working within those applications.
- Always size and rotate graphics and images before using them in your page layout application.
- Images should be supplied in a CMYK format and at 300DPI.
- Image files should be supplied as a TIFF (.tif) or JPEG (.jpeg) file and graphics files as EPS (.eps). Bitmap (.bmp) and GIF (.gif) are not suitable for print.
- Multi-page documents should be built using facing pages or readers spreads.
- Page layout files should be built to the trim size of the document. All images or graphics that

bleed should then be extended .125" past the page Layout size.

Note: Images that are supplied as RGB or Pantone Spot will be converted to CMYK when the Adobe PostScript file is created for printing. This conversion is not exact. Upon printing, some colors may vary slightly and not reflect the output of your desktop laser printer or what is seen on your computer monitor.

Microsoft Publisher creates RGB color documents. All images and graphics used in these applications are converted into RGB. Upon printing, some colors may vary slightly and not reflect the output of your desktop laser printer or what is seen on your computer monitor.

2. PDF

- Follow the native page layout submission requirements above.
- If the page layout file requires bleed, PDF's must be submitted .125" larger all around allowing for the extended images or graphics. *Example: A document that has a final size of 8.5"x11" must have a PDF size of 8.75"x11.25"*
- All fonts, graphics and images must be embedded in the PDF.
- Do not embed font subsets. The complete font must be embedded.
- Use Adobe Acrobat 6.0 or higher for conversion to PDF.

3. Microsoft Word, Excel and PowerPoint

- Supply the Microsoft Document as is, Action Print will prepare the file for print.

Note: Microsoft Word, Excel and PowerPoint create RGB color documents. All images and graphics used in these applications are converted into RGB. When the Adobe PostScript file is created for printing the RGB Microsoft file is converted to CMYK. This conversion is not exact. Upon printing, some colors may vary slightly and not reflect the output of your desktop laser printer or what is seen on your computer monitor.