Associated Printing Productions Inc.
File Format Submission and Preparation

File Format Submission:
APPI currently accepts native files created with the following programs
Layout • Adobe Indesign, CS4 CS5 • Quark 8 • Adobe Acrobat 9 Professional PDF
creative • Adobe Illustrator CS4, CS5 • Adobe Photoshop CS4, CS5

File Delivery:
Artwork or files may be delivered via:
• **E-mail, stuffed or zipped files 5 mb or less** • **CD** • **DVD** • **Other portable media, USB compatible**
• **FTP (file transfer protocal)** please contact your sales representative for information on acquiring a secure account on our FTP site or Idisk site.

Artwork and Images:
To be supplied at **(300dpi) CMYK Photoshop files 300dpi CMYK,** not RGB and grayscale for bitmap images 600DPI to 1200DPI

Laser Proofs:
Please supply hard copy, full size lasers when possible. Be sure lasers are the final versions of digital files. If reduced, please indicate percentage of reduction on laser. if submitting artwork electronically, fax hard copy ATTN: Customer Service.

Die Lines:
Die line should be sent with your files, but it must be a layer or element that can be turned off or omitted when printing. It cannot be embedded in Photoshop, the PDF or un-editable PDF. Color of die line must be spot and set to overprint.

Preparing Artwork:
Certain steps can be taken to ensure APPI receives your files in the most efficient manner. Please be certain to include all necessary files including fonts, support art and native files. This can easily be done from Quark (file collect for output) and Indesign (file/Package).

Document page size:
When building your piece, the document page size should always be the same size as the final printed trim piece (not placed into a larger size document with manual crop marks added.) bleeds should not be included in the document size, Make sure documents are built as 1up single pages. Pages should be in consecutive order. Please do not build files as reader spreads. Documents should only include colors that you want printed. **Do not use Illustrator for page assembly**

Bleed Area:
We require at least 1/8" bleed from all fold, and trim lines. Any design artwork or color blocks that print to trim must pass the trim by at least 1/8" to make bleed. **If you are providing a pdf you must include bleed, pdf files are not editable.**

Live Area:
All art and copy should be positioned 1/8" inside of all trim, score and fold lines for safety areas.

Naming Colors:
When using pantone or custom spot colors in a graphics program such as Illustrator and Photoshop, make sure that all color names are exactly the same in your page layout file and all linked images as well. Colors with different names, no matter how slight the difference will produce a separate plate. example: CVC, CV or C

Fonts:
Send all fonts used in your files, If you have fonts in your vector EPS files, conflicts may arise when the file is output. We suggest converting any text in EPS, Adobe Illustrator, and PDF files to outline (paths) characters if possible. The letter characters then become a graphic object and do not require the fonts to be downloaded to the output device. Avoid assigning type attributes (bold, italics,bold italic). Instead, use the correct font (for example, use Futura bold instead of Futura with bold face applied). This will avoid using a type style that has no actual printer font.

Summit-up
Send us the following
All Fonts
All graphics
All high resolution files
Link all files before downloading
Flatten all layer files
Build all pages to the correct trim size
Do not use Illustrator or Freehand for page assembly Use Quark Xpress or Indesign
Include a 1/8" bleed for all elements that extend off the page.
Convert text in Illustrator or Freehand to paths or outlines
Always stuff or zip your files before uploading over the internet

We at APPI are happy to print your already designed documents. We are here to help you with any problems in getting your documents ready to output, but to expedite your projects in getting your documents ready for output and minimize any prepress charges, please follow these guidelines. If you have any questions, please feel free to contact us at 305-623-7600

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