Your Town Press • 2773 Cherry Ave. N.E. • Salem, OR 97301 • www.yourtownpress.com
1-800-272-2122 • Salem 503-364-2122 • Portland 503-222-2388 • FAX 503-362-4896

DIGITAL PREPRESS GUIDELINES

Please review these guidelines before sending your job.

STORAGE MEDIA ACCEPTED:
- CD
- DVD
- Flash (or "thumb") drives
- IOMEGA ZIP (100mb & 250mb)

OPERATING SYSTEMS SUPPORTED:
- Macintosh OSX
- Windows 2000, NT 4.0, XP

Note: We do not support Windows 95.

SOFTWARE APPLICATIONS:
- Adobe InDesign CS6
- Adobe Illustrator CS6
- Adobe Photoshop CS6
- Adobe Acrobat 10
- Adobe PageMaker 7.0.1 (will be opened/processed in InDesign)
- Quark XPress 8.5

Note: We do not accept files in Microsoft Publisher, Microsoft Excel, Microsoft Word, Word Perfect or Corel Draw; you will need to create a PDF file from these files.

SUBMITTING FILES:
- Send files in their native applications and include all linked graphics. In general, it is best to not embed graphics in your documents, instead link them and send us the linked graphics, along with your document,and all fonts used in it.
- If you are sending PDF files that are for viewing only, please mark these files as such, otherwise we retain the right to use the PDF files submitted at our discretion.
- If your document has bleeds, please extend your bleed elements at least 1/8" beyond the edge of the page.
- Send current color-separated laser proofs for every page. Send composite color or b/w lasers, too.
- Please provide multiple page documents in single consecutive pages, in one document, not spreads.
- Multiple page document files should be built in InDesign or QuarkXpress.
- Please do not name any files more than 32 characters long, including the file extension (.tif, .jpg, .indd, etc.)

PROCESS/SPOT COLORS:
- If your job is printing in four-color process, make sure that the graphics imported from Illustrator, Freehand or Photoshop, are set as process builds, not spot colors.
- If your job is printing with spot colors, make sure the graphics imported from Illustrator, Freehand or Photoshop are set to spot colors.
- Be sure to note the exact names of colors. They must match with any custom colors that you create in your page layout program. For example, if you define a spot color as Pantone 104 CVU in Illustrator, it must be named Pantone 104 CVU in QuarkXpress. The names must match exactly.

FONTS:
- Do not use system fonts with "city" names such as New York, Chicago, etc. in your files as they will not image properly.
- Include all fonts used in your document. Please exclude unused fonts – edit style sheets and delete unused style sheets which could contain unused fonts.
- Be sure to include all fonts used in logos, graphics and other linked files.
- Do not menu bold or menu italicize your fonts. Instead select the actual bold or italic font.
- If you do not submit a complete fonts folder with screen and printer fonts, and it becomes necessary to substitute fonts, YTP cannot be responsible for resulting type wrap or other related problems.

TRAPPING:
- We will trap files whenever possible; we prefer that you do not trap your files, as our RIP will discard, and not follow your trapping preferences.

LINE WEIGHTS:
- When designating the line weight of elements in your designs, please avoid using the line weight "hairline," as our RIP does not recognize this as a valid line weight designation, and these elements may drop out. Instead use an actual point size (i.e.: .25 pt., .5 pt., 1 pt.)

IMAGES:
- Use at least 300 ppi at final image size and a CMYK conversion setup for color scans and digital images.
- We recommend 1200 ppi for line art scans.
- Import scans and digital images into your layout program in CMYK as TIFF or EPS files. Do not use RGB, DCS, or Indexed color.

DISK PREPARATION:
- Include the document layout files. Include all linked images. Place all of the fonts in a separate folder (include screen and printer fonts). If you plan to FTP or e-mail the files to us, please compress the entire job using .zip compression.
- Don't forget the laser proofs.

QUESTIONS? Please don't hesitate to call us at 503.364.2122 x.333, or 1-800-272-2122.

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