

# TechLines

## Technical Information Sheet

EPP2

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*Tips for submitting a clean file*

## Electronic imaging success is only a test disk away!

**1** We encourage customers to send us a Test Disk – whether the customer is new or an established customer changing file formats or applications. The earlier in the design process we get a Test Disk, the better. Ripon will analyze the files on a Test Disk and make recommendations to the customer to help ensure the job images without problems once it is in production. There is no charge for our Test Disk analysis.

**2** Jason Hauman, customer education specialist, is Ripon's point of contact for the Test Disk program. Customers can address questions or concerns to him at 1-800-321-3136, extension 312. All Test Disks should be routed to him.

**3** The Test Disk should include all of the following:

- A representative portion of the job we will be producing — *more than a page, please.*
- Appropriate application files.
- A complete list of screen and printer fonts.
- Current laser proofs at the same percentage the job will be output.
- A letter specifying customer expectations for the test files.

**4** Our Prepress Department will evaluate the files using our "Clean Files" checklist and any requests or expectations stated by the customer. After analysis has been completed, Jason provides feedback to the customer, highlighting improvements that could be made and returning materials to the customer with a follow-up letter.

*Ripon's goal is to reply by phone within 48 hours, with a followup with written information if requested.*

### **Conforming to "Clean Files Standards" results in efficient and timely processing of your project**

If electronic files come to us clean and image error-free with all necessary fonts and graphics included, we are able to produce jobs with fewer problems, less alterations and a smoother flow

#### **Software we support at Ripon Printers\***

##### **Macintosh**

Adobe Illustrator CS, CS2, CS3, CS4  
 Adobe InDesign CS, CS2, CS3, CS4  
 Adobe PageMaker 6.x, 7.x  
 Adobe Photoshop CS, CS2, CS3, CS4  
 QuarkXPress 5.x, 6.x, 7.x, 8.x

##### **Windows '98 & XP**

Adobe Illustrator CS, CS2, CS3, CS4  
 Adobe InDesign CS, CS2, CS3, CS4  
 Adobe PageMaker 6.5, 7.x  
 QuarkXPress 5.x, 6.x, 7.x, 8.x

*Please note that we have older software versions [ie. QuarkXPress 5.x, InDesign 2.x]. If you have questions about older versions, please contact your customer service representative or customer education.*

*If a program you use is not listed above, please call before submitting your job.*

\*Current as of October 2009

through production. Customers who provide clean files might expect to see quicker, cleaner delivery of their jobs.

You or your designer can control the elements listed below. We encourage you to consider these points and use them as a guideline for successful electronic imaging:

- All removable media used is supported by Ripon Printers.
- All files are virus free.
- There are no corrupt files.
- Multiple disks are labeled to reflect their contents accurately.
- All software applications used are supported by Ripon Printers.
  - The applications we support are listed on the front side of this sheet, in our publications and on our Web site at [www.riponprinters.com](http://www.riponprinters.com). Ripon does offer limited support for other applications, but these may present schedule problems for your job.
- Files are organized as follows:
  - Fonts are in a single dedicated folder.
  - Document and graphic files are in the same dedicated folder.
  - Supplied PostScript or PDF files are in dedicated folder(s).
  - There are no irrelevant files in any folder for the job being produced.
- All fonts (screen & printer) have been submitted with the job.
- All graphic files are submitted with the job.
- All graphic files are submitted uncompressed.
- All graphic files have been saved as .tif or .eps.
- Resolution of graphic files is between 1.5 and 2 times the line screen used for output.
- Color format of graphics is appropriate for desired output (e.g. 4/color process is saved as CMYK; spot color is saved as spot color – neither in RGB).
- Color in page layout document is separated properly for desired output (e.g. if we need three plates, we get three plates).
- Common elements back-up properly.
- Document set up matches the final trim size specified on the quote.

### Prepress Equipment at Ripon Printers

#### Input:

Power Macintosh workstations  
Windows XP workstations  
Iomega Zip 100 & Zip 250 drives  
Iomega Jaz 1gb & 2gb drives  
Heidelberg Nexscan F4100 flatbed scanner  
CD-DVD  
USB Portable Drives

#### Output:

Epson Stylus Pro 9800 inkjet contract color proofers  
with GMG Color Management RIP  
Epson Stylus Pro 9900  
ImproProof Canon W7200 imposition proofers  
ImproProof Canon W8400 imposition proofer  
ImproProof Canon W8000S  
Creo Trendsetter 800 Quantum platesetters (2)

- If you submit lasers, they should be current.
- Submitted lasers are at the same percentage the job is imaged at.
- Submitted PostScript or PDF files RIP error-free.

If you have questions about how to meet these criteria, please contact Sue Kohl, customer education manager, at 800-321-3136, extension 232; or Jason Hauman, customer education specialist, extension 312.