

CLEAN FILES

QUICK REFERENCE CARD


- Please review the first set of these items before you begin your project and the second set before you send it to us.
- If you ever have questions about preparing your files, please feel free to call our customer education department at 800.321.3136, ex. 312.
- You will find more detailed information on our Web site: www.riponprinters.com

Before setting up your job

1. Document set-up should match our trim size for your printed piece as stated on our quotation.

- We'd like to ensure that you achieve your desired margins. Many times document set-up (trim size) is 8-1/2" x 11" by default. Based on our web press equipment, however, our preferred (and most efficient) trim size is 8-3/8" x 10-7/8". Please refer to our quote to confirm the size we are planning to trim your job.

2. The color format of your graphics should be appropriate for the desired output (i.e., 4/color process elements saved as CMYK; spot color saved as spot color). The color in the page layout document should be separated properly for desired output (i.e., if your job is quoted to print three colors, the files are separated for those three colors).

- When setting color format, you need to know how specific images are going to be used. Is your job black only or does it print in different colors? If it prints in color, is it spot color or 4/color process?
 - Images for all-black jobs should be either a grayscale or bitmap.
 - All 4/color images should be saved in the CMYK mode, not RGB.
 - All monotone images should be saved in the grayscale mode and colored in the correct Pantone/PMS colors in a photo handling program. If they are saved as a black Grayscale image and colored in a page layout software, we may encounter problems when the job goes into the Raster Image Processor (RIP); our RIP sometimes loses colors created in Quark, for example. Please make sure that the Pantone/PMS color is labeled as a "spot color," not as a "process color."
- When the color format of your files doesn't match the format your job was quoted for, we may have to reparate color elements for proper output. This delays your job.
 - All spot colors should be labeled consistently 

using the correct Pantone/PMS number.

- All 4/color or process colors should be labeled as process and be saved in the CMYK mode.

3. We prefer that you use PostScript Type 1 fonts.

- PostScript Type 1 fonts are made to run on high-end imagesetters and platesetters. TrueType fonts are not; they present several problems for us. For speedy and accurate output once the job arrives, we recommend you do not use TrueType fonts.

4. Fonts should be kept in a single dedicated folder.

- As our RIP cannot link to folders nested inside other folders, we will have to move fonts into a single folder before outputting the job if you do not provide them that way. This may slow the processing of your job.

5. We prefer that graphic files be submitted uncompressed.

- The need to uncompress your files slows processing of the job. And since data is lost during a JPEG compression, quality may be compromised as well.

Before sending us the job

1. Please be sure to send all the fonts needed for your job (both screen fonts and printer fonts).

- Historically, missing fonts has been the biggest cause of delay when projects come to us. This seems to be true throughout the graphics arts industry. For best efficiency when your job arrives at RCP, it needs to have with it all the fonts used for the project, not only those used in the document but also any fonts in the images you are sending with your job. Please double-check.

2. We encourage you to send laser proofs – which should be current, one-sided and at the same percentage the job will be output at.

- For electronic projects, laser proofs are the only indication we have of what you want the job to look like. Your lasers should be current so we can be certain we are outputting what you really intend for us to print. If you send us outdated lasers, the files we output won't match the lasers and we'll have to ask why.
- In the computer-to-film workflow, we lay your supplied laser over the film on a light table to check our output against the laser. We want to see the type and images on film lining up exactly with the laser. If the lasers aren't current, if they aren't one-sided, or if they are not at the same percentage the job is output at, we cannot efficiently determine that the files have imaged properly.
- If a job goes computer-to-plate, we use the lasers to help ensure that the image on our digital proof will be what you intend to appear in the printed piece.

TIPS FOR ON-TIME DELIVERY

How can you help us ensure your job delivers when you want it to? Follow these tips:

1 Early on, call our customer education department at 800.321.3136, ex. 312, to review preparation of your electronic files. When appropriate, send us a "Test Disk."

2 Look over your project one more time before submitting it to us. The most common issues we encounter with electronic jobs are: fonts are missing; files are set-up for the wrong trim size; color has been formatted improperly; fonts are not PostScript Type 1; fonts have not been gathered into a single font folder; files have been compressed; lasers, if supplied, are not current, are not one-sided, or are not at the same percentage as the job will be output.

3 Firm up job specifications with your Account Service Representative (ASR) early enough so we can get stock here in time to meet your desired delivery date.

4 Make sure all materials arrive here as scheduled.

5 Turn proofs around the same day you receive them, using a next day service to return them. This is what is allowed in the schedule you are given.

6 At the proofing stage, keep alterations to a minimum; excessive alterations cause missed delivery dates. Promptly sign and fax back your authorization for alterations charges.

7 For jobs on house stocks, be sure we have a firm print quantity when you return the proofs.

8 If the job mails, provide your mail files at least one week prior to the expected mail date.

9 Postage checks MUST arrive two days prior to the mailing drop date.

10 If the job has inserts, provide samples or specifications so we can ensure they'll meet the requirements of our equipment.

11 Provide firm shipping information by the time you return proofs. If there will be a large number of drop shipments, we'll need to know this initially when we schedule the job.

12 Avoid special-sized cartons whenever possible.

