



INDEPENDENT PRINTING COMPANY

Quality since 1910

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640 Tolman Creek Road · Ashland OR 97520

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541-482-4711 · FAX 541-482-4712

Files to be output direct to plate can be accepted in the following programs:

Adobe Acrobat	CorelDraw
Adobe InDesign	FreeHand
Adobe Illustrator	QuarkXpress
Adobe PageMaker	
Adobe Photoshop	

Media Accepted:

CD or DVD
Electronic Files (FTP or e-mail)

Hard Copies:

- Provide accurate color hard copies (or a current PDF) of electronic document.
- Indicate percentage of reduction on hard copies.

Copy Holdbacks:

- Independent Printing can maintain a live area-to-edge-of-paper holdback of 3/32-inch. 1/8-inch is preferable.

Bleeds:

- Bleeds should extend 1/8-inch beyond crop marks.

Fonts:

- Please include all fonts used in the document, including both printer and screen fonts. Also include any fonts used in any linked/embedded graphics.

Images:

- Use file formats such as eps or tiffs. Avoid using gif and jpg.
- Link images in page-layout programs rather than embedding them. Be sure to include the linked graphics with the rest of your files.
- Half-tone/scanned images should be a minimum of 350 dpi and placed at 100% in the layout program.
- Line art images (images without any screening) should be at least 600 dpi; preferably 1200 dpi.
- No RGB images.** Images must be CMYK, grayscale, duotone or spot color.

Four-Color Process:

- For CMYK output, be sure all spot colors have been converted to CMYK process.
- Placed images should use CMYK process (not spot) colors.

Spot Colors:

- Placed image spot colors should be named identically to the color name used in the page-layout program. Be certain the color values are the same.

Layout:

- Please layout your jobs as 1-up. Set your Document Setup the final trim size. Layout and imposition will be done on the computer at IPCO Printing.

Approving your final proof:

- Check that colors are correct. (Spot colors may be off; please include chips from the Pantone Selection Guide to ensure proper colors on press.)
- Check that crops are positioned correctly and finished size is correct.
- Check that folds will work properly.
- Check for font substitutions (particularly special characters like ®, © or ™.) First-word your document to be sure no text has re-flowed.

Miscellaneous Stuff to Keep in Mind:

- Watch for small type sizes on solid and screened backgrounds.
- Make sure the files are saved with all links up to date.
- Be sure to send only the files needed for output and be certain not to send us the only copy.