

TUI Guidelines For Submitting Digital Files

PREFLIGHT

- Page size is correct
- Verify with your printer the page layout and how job is to be imposed
Example: Saddle Stitch, Perfect Bound, Work and Turn, Work and Tumble, etc...
Notes: Using "Facing Pages" in your page layout program is not always recommended
Some layouts require a single page format to allow adequate bleed on binding edge
- All graphics and images are included
- All modified graphics and/or images have been updated to the most recent changes
- All fonts are included (both screen and printer fonts)
- Bleeds are set to at least 1/8 inch (1/4 inch bleed if it is a book or magazine with creep)
- All RGB graphics and images are converted to CMYK
- Colors are correct for output
- Registration and crop marks set to Registration Color
- Color names in your page layout program are the same as the ones used in your graphics and/or image editing program
- Black and white or color proof of file included
- Separated lasers included
- All disks, removable media, hard copy art, proofs, or anything you send, clearly marked with your name, address and phone number
- Printed directory of contents on disks included
- TUI's Work Order completely filled out including all specifications for film, proofs, print jobs, etc...

FILE GUIDELINES

Fonts

- Use PostScript Type 1 fonts as much as possible. Do not mix TrueType and Type 1 fonts in the same document.
- Use the actual font from the font menu (e.g., Garamond Bold) rather than applying a style such as "bold" from the style menu.
- Include both screen and printer fonts with your job (screen fonts are used by the computer for on-screen display; printer fonts are downloaded to the printer for output).
- Convert fonts to outlines or paths in any graphics program you are using. By converting to paths or outlines, the need for fonts is eliminated.

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FILE GUIDELINES (continued)

Text

- Have reverses and outlines been properly built?
- Avoid the use of tiny type (6 point or below).
- Is all type aligned with tabs?
- Have you given attention to text within graphics; provided the font(s) or converted to paths or outlines?
- Has Text Wrap been properly implemented?

Graphic Elements

- Are borders and rules properly built?
- Use hairlines with caution (no smaller than .5 point).
- Minimal nesting.
- Flatness appropriately set.
- Scaling, cropping and rotating done as much as possible in the native format (e.g., Photoshop, Illustrator, Freehand, etc...).
- Attention to blends. A halftone gradient, also called a vignette, should print as a continuous blend from light to dark. If visible breaks are seen, you have banding. Banding occurs when too few steps have been used in creating the blend, when a low-quality output device has been used, or from a PostScript error. Call TUI for advice on the best ways to deal with this.
- Have die lines and varnish plates been created properly and made as separate spot colors?
- Resizing of LIVE images has been thoughtfully implemented with careful consideration given to resolution. TUI recommends keeping resizes in page layout programs under 150% (dependent on resolution).
- Are Digital Photo and PhotoCD images saved in the correct format and converted from RGB to CMYK? Is the resolution right?
- Have any crossovers in the page layout been checked carefully?

Colors

- Are colors properly defined? (e.g., Spot, CMYK)
- Have colors that aren't being used been deleted in page layout and graphics programs?
- Do the color names match exactly in your page layout and graphics/image editing programs? (e.g., it might be Pantone 185 CVC in your graphics program and Pantone 185 CVU in your page layout program)
- Be aware that the color on your monitor may not accurately represent the actual color that is output to film and what ultimately translates to ink on paper. Remember, you are seeing an RGB rendering of a Spot or Process color. Pick your colors from printed manufacturers swatch books, not from swatches represented on your monitor.
- Always run separated lasers to check your color breaks. This can save a lot of time and expense.