



# Electronic Prepress Guidelines

## File Preparation Considerations:

- **Do not use the "Style" menu for type styles.** (*bold, italic, etc.*)  
Use the actual font in the "Font" menu.
- Confirm that the page layout is the correct size and an allowance is made for bleeds.  
(1/8" minimum area past page dimensions)
- Allow for "Gripper" when providing camera ready art. (3/8" margin from image to edge of paper)
- Establish crop marks in the page setup or document setup. Do not place them manually.
- Be sure to note process color or spot color. (*Remember to change from RGB or INDEX to CMYK*)
- **Any scanned image or graphic should be at 300 dpi.** (*Not 72 dpi as are most images from the web*)
- Check spelling and layout **BEFORE** sending the job. (*It is costly to make changes from negatives*)

## Tips for Trouble Free File Output:

- **Send ALL document and source files including linked files.** (*TIFF, EPS, JPEG, etc.*)
- **Send ALL font files for every typeface used.** (*Printer and screen fonts*)
- **Remove all files from the disk that do not pertain to the job.**
- Update or re-link all imported files before sending. (*Some files are altered or re-named before final version*)
- Supply the following information: File name, application, fonts, placed images, number of pages and page dimensions, color separations, and a contact's phone number.
- Provide a composite proof of the **FINAL** file for output and retain a copy for your records.
- On spot color jobs, provide proof separations of each color, properly labeled and retain a set.

## Just In-Case!

- **ALWAYS make a backup copy before sending the job.**  
(*We are not responsible for damaged disks and files*)
- **PHONE FIRST!** We have specialists on staff who can help you with **ANY** desktop dilemma and can assist you in planning your job.

## Paragon Applications: (Preferred)

QuarkXpress 5.0 (*or earlier version*)  
 Adobe PageMaker 7.0 (*or earlier version*)  
 Adobe InDesign 2.0 (*or earlier version*)  
 Adobe Photoshop 7.0 (*or earlier version*)  
 Adobe Illustrator 10 (*or earlier version*)  
 Macromedia FreeHand 8.0 (*or earlier version*)  
**ALTHOUGH WE SUPPORT PUBLISHER, POWERPOINT,  
 and COREL FILES, PLEASE TRY TO AVOID THEM!**  
*\*(Call about specific instructions when using these formats)*

## Compression Programs:

Stuffit, Zip, DiskDoublor

## Removable Media:

CDs, Jazz & Zip Disks, Syquests, 3.5" Diskettes

## Email:

Art Department is [art@paragonprinting.com](mailto:art@paragonprinting.com)



## checklist

File Format:  Mac  PC

Removable Media:

Diskette  Zip Disk  Jazz Disk (1GB)  CD  Syquest

Application(s) Used: \_\_\_\_\_  
(include version no.)

File Name(s): \_\_\_\_\_

Font(s) List: \_\_\_\_\_  
(continue on back)

Imported Image(s): \_\_\_\_\_  
(continue on back)

Number of Pages: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_  
(don't forget to send samples)

Color Separations:

4 Color Process  Spot Color (\*List PMS colors)

\*  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_