

Paragon Prepress Guidelines

File Preparation Considerations:

- Enter exact page dimensions in the document setup. Do not place crop marks manually.
- Allow for bleeds when an image goes to the edge of the page by extending it 1/8" past the page.
- **Do not use the "Style" menu for type styles.** (*bold, italic, etc.*)
Use the actual font in the "Font" menu.
- **Any scanned image or graphic should be at 300 dpi.** (*Not 72 dpi as are most images from the web*)
Illustrated graphics or line art should be at 600 - 1200 dpi.
- **Always Flatten Image** in all Photoshop files before sending.
- Confirm that your job is process color or spot color. (*Remember to change from RGB or INDEX to CMYK*)
- When sending a PDF file, be sure to **EMBED ALL FONTS** and select for **PRESS** in job options.
- When using transparency in InDesign, place text on top layer and then flatten before sending.

Tips for Trouble Free File Output:

- Update or re-link all imported files before sending. (*Some files are altered or renamed before final version*)
- **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*)
- **Do not send any files that do not pertain to the current job.**
- Check spelling and layout **BEFORE** sending the job. (*Interruptions in workflow can affect your due date*)
- Send along a composite proof of the **FINAL** file so we have a sample for comparison.
- When requesting alterations during the proofing process, return the preceding proof with editions marked so we can determine how to proceed with the changes. Most alterations can be made without requiring a new file from you.

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 in planning your job.



checklist

File Format: Mac PC

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)

* _____ _____ _____

Paragon Applications: (Preferred)

PDF (*embedded fonts, correct color, bleeds, high resolution*)

Adobe InDesign CS5 (*or earlier version*)

Adobe Photoshop CS5 (*or earlier version*)

Adobe Illustrator CS5 (*or earlier version*)

Adobe PageMaker 7.0 (*or earlier version*)

QuarkXpress 7.0 (*or earlier version*)

FreeHand 8.0 (*or earlier version*)

**ALTHOUGH WE SUPPORT PUBLISHER, POWERPOINT,
and COREL FILES, PLEASE TRY TO AVOID THEM!**

Transport Media:

USB Flash/Jump Drive, CD, DVD, FTP, Email, etc.

E-mail:

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