



Tips for Creating Plate-Ready Files

We want your artwork files to image properly the first time! Please take a few minutes to review these tips about how to prepare plate-ready files. If you have any questions, please contact us. We're here to help.

HOW TO SEND US FILES

- We can accept plate-ready files created in Adobe Illustrator, Quark XPress and ArtPro, as well as Acrobat PDF files.
- You may send your files to us by uploading them to our FTP server or by sending them via CD, DVD, Flash drive, or email. If you'd like to use our FTP server, please contact us to obtain a username and password.

WHAT IS A PLATE-READY FILE?

- Please let us know if your file is plate-ready. If we need to spend any time on your file, it is not considered plate-ready, and it may be subject to additional prep time and charges. If you tell us your file is plate-ready, we expect that the file is completely ready and ALL work is complete. This includes all trapping, stepping, distorting, tags, color indicators, density blocks, bearer bars and registration marks. If you want color indicators, density blocks, etc. on your plate, you must include them before the file is sent. **Please do not apply cutbacks to screens however.**
- We recommend that you check all plate-ready files by printing separations (not just a composite) on an inkjet or laser printer. We do not check plate-ready files for correct trapping, stepping, distorting, etc.
- **Line screen** – Please indicate the line screen in your file and order.
- **Fonts** – For files created in Adobe Illustrator, ArtPro and other graphics applications, you must convert all fonts to curves or outlines (paths). If your file includes linked or embedded files, you must convert the fonts in those files too. The only exception to this rule is type set in Quark XPress, which cannot be converted to outlines. If you have type set in Quark, you must send your fonts with the job. Use "Collect for Output" to be sure your fonts are properly collected.
- **Distortion** – You must indicate in your file and order if the art is distorted. If a Quark job is not distorted, the file and order must indicate that and you must provide your tooth size for proper distortion.
- **Cutbacks** – Do not apply any cutbacks to art files that are plate-ready. We will apply cutbacks at the time of output and select a calibration according to the appropriate cutback per customer.
- **Color** – The color palette in the file should only include the colors used for the job. We recommend that you delete all other colors. (We realize that some applications do have certain colors that cannot be deleted.)
- **Layers** – If you have art on a layer that does not print, we recommend that you delete the art and the layer. If you use layers for multiple versions of a file, be sure to clearly indicate this in the file and the order.
- **Dielines and special instructions** – Dielines and special instructions should be on a layer labeled "DOES NOT PRINT" and be the first layer listed. Do not use the "Registration" color for items that you do not want to print. Items set to "Registration" will appear on every plate.