

Output Requirements

Miscellaneous

- Build pages to trim size with 1/8" for bleeds.
- Only send us copies of your electronic files - never the originals.
- Label all transfer media (CD's, Zip disks, etc.) with your company name, disk number, title and issue.

Laser Proofs

- Using the final version of your layout, output single page composite laser proofs.
- Output all lasers at 100% so that we can use them to check each page for content. It is not necessary to show bleed on the lasers.
- Label all scans and graphics on the lasers that are FPO (For Position Only).
- All laser proofs must have a page number. If the page does not have a folio, write the page number on the laser proof.

Fonts (for Native file formats)

- Always include a copy of the screen and printer fonts used in your layout(s).
- Avoid using TrueType fonts, OpenType fonts, and Multiple Master fonts. The Adobe version may be substituted resulting in possible copy reflow.
- When creating text with attributes, such as bold and italic, use that specific font (i.e. Helvetica Bold Oblique) not the style menu to assign these attributes.

Fonts (for Postscript and PDF file formats)

- Always include a copy of the screen and printer fonts used in your layout(s).
- Avoid using TrueType fonts, OpenType fonts, and Multiple Master fonts. The Adobe version may be substituted resulting in possible copy reflow.
- When creating text with attributes, such as bold and italic, use that specific font (i.e. Helvetica Bold Oblique) not the style menu to assign these attributes.
- Always include/embed all fonts.

OPI LowRes Images

- Never open and resave an OPI LowRes image in Photoshop that was supplied by Banta.
- Never apply picture styles (contrast, color, etc.) to OPI LowRes images supplied by Banta in a page layout program.
- Do not enlarge a Banta OPI image beyond 105%.

Graphics

- Include ALL supporting files placed in your page layout when supplying native file formats.
- Avoid altering images after placement. Size, crop or rotate live images in their original application before placing them in layout.
- If you rotate an image in the layout, enter degrees without any decimal places.
- When placing any type of image, do not use the layout program to apply attributes such as ghosting, contrast, skewing, etc.
- ☞ If you must apply picture style attributes to images in your page layout program, please indicate which pages you made changes to. This will ensure that your files are imaged correctly.

Acceptable Media

Disks
Jaz
Zip
DVD
CD-ROM
Firewire Drive
FTP site

Colors

- RGB and Indexed Color images must be converted to CMYK.
- When specifying Spot colors as 4/C process in your layout, in the Edit Color menu set the output to Process Separation.
- Whenever possible, use CMYK builds in the page layout program unless printing a specific PMS color.

Trapping

- Avoid editing traps in your page layout program. Unless you are well experienced with your program's trapping options, use the program's trapping defaults.

File Preparation (for Native file formats)

Performing a "Collect for output" in Quark or using the "Save As" option in PageMaker will automatically copy all of the images placed in your page layout to your transfer media. This will ensure that we will have all of the necessary images to output your job.

Font Verification

Please verify that you have also included copies of all fonts used in your layouts before postscripting or gathering natives.

Creating PostScript Files

BPG-KC offers savings incentives for customers to provide PostScript files for output. Please check with your sales representative for pricing information.

- If you choose to send us PS files, please be aware that there are specific drivers and settings that must be used. Please visit the Electronic Prepress website for detailed instructions. www.bantapublications.com

Sending Files Electronically

Banta offers several methods of receiving files electronically. Please contact your CSR for detailed instructions on how you can send files electronically.

Basic Output Check-List

- Bleeds set to at least 1/8"
- Included all fonts used in layouts for native file formats
- Included/embedded fonts for PostScript and PDF file formats
- Composite lasers output at 100%
- FPO images labeled on lasers
- RGB and Indexed Color images converted to CMYK
- Graphics saved as TIFF or EPS, DO NOT USE JPEG OR LZW COMPRESSION
- Included all placed graphics
- Visit

www.bantapublications.com
for tips on setting up files for perfectbound covers.

Helpful Design Recommendations

- Non bleed image must be no closer than 1/4” away from trim.
- Bleed image should extend a minimum of 1/8” beyond trim for text and 1/4” beyond trim for covers.
- Reverse images:
 - Avoid reverse type from screens less than 70% for greater legibility.
 - Avoid reversing thin type, serif type, less than 8 pt type or rules less than 1 pt.
 - Limit reverses to one color backgrounds when possible.
- Borders, screentints, etc.:
 - Minimize color combinations to a maximum of two process colors, especially when small images, type and thin rules are involved. If an image requires three colors, try to use black as the third color. Avoid using all four colors to create a color.
 - Large black solids will look richer if a 40% cyan screen is combined with the black solid.
 - Avoid thin rules, borders, and images that require precise alignment between facing pages and along trim edges.
 - Avoid thin rules of 1/2 point or less which must border a different color.
 - Avoid borders that go around pages to minimize the impact of ghosting.
- Colors:
 - Matching Pantone colors is not always achievable with process colors. Fewer than 60% of the Pantone colors can be reasonably matched using process colors. We recommend using the Pantone Process Color Simulator to determine whether an acceptable match is achievable or not.
 - PMS colors and spot colors should be converted to CMYK unless intending to print as a spot color.
- Image Selection:
 - Avoid printing low-key or dark images with an excessive amount of shadow detail on uncoated papers because it will be difficult to maintain the shadow detail. The use of coated papers is highly recommended.
 - Avoid excessively large amounts of ink coverage such as full page solid backgrounds.

General Guidelines

Bleeds

Allow an additional 1/8" image on material which is intended to bleed. Live matter should be kept 1/4" from final trim.

4-Color Separations

4-color separations are to be done using UCR (Under Color Removal). The total color of 280% maximum can be printed in the halftone areas. This allows for improved trapping, better shadow detail and more consistent printing reproduction. 4-color films must be produced to allow for 26% dot gain on press.

Off Press Proofs

All contract quality proofs must contain a color control bar. All proofs provided are to be made on a substrate similar to the actual product stock. The colors used on the proof must conform to SWOP Standards. Dot gain is to be held to 22% \pm 3%.

■ Samples of SWOP colors can be obtained by contacting:

International Pre-Press Association
552 West 167th Street South
Holland, IL 60473
Phone: (312) 596-5110

Alterations

If any color corrections have been made to the files, we require that a new proof be made.

Register

All proofs must be in exact register.