



FILE PREPARATION GUIDE

www.courtneycolour.com.au

Here at Courtney Colour, we strive to ensure you create a professional look for your business. We use our industry expertise to manage your business communications strategically and with outstanding cost effectiveness. Our objective is to produce your project to perfection. On time, every time. By reviewing the following information and completing the quick checklist, you will assist our staff in ensuring your project flows through the production process with no complications.

Quick Checklist

- Bleed 3mm external from trim
- Links and fonts packaged (see technical information)
- All colours and images are in CMYK or PMS as specified in job
- Images are no less than 300dpi at 100% (350dpi max)
- Ensure all files have been spell checked
- Supplied hard copy lasers of artwork

Whilst Courtney Colour has taken all reasonable care to check your artwork, please ensure that all files are checked against the Courtney Colour specifications and proof read thoroughly.

Sending your file

Artwork can be supplied via

- :: **CD or DVD**
- :: **Email** (files emailed with attachment must not exceed 8Mb)
prepress@courtneycolor.com.au
- :: **FTP*** (max 100Mb) to register for an FTP account please contact your Sales Representative. *File Transfer Protocol

File formats

Courtney Colour accepts files from the following Mac OS applications that conform to the following specifications.

InDesign

We prefer to receive native **InDesign** files packaged with supporting links and fonts. If you can not supply native files you can supply PDF files created from **InDesign** using the Courtney Colour Acrobat Distiller Settings. www.courtneycolour/prepress.html

QuarkXpress

We prefer to receive native **QuarkXpress** files packaged with supporting links and fonts. If you can not supply native files you can supply PDF files created from **QuarkXpress** using the Courtney Colour Acrobat Distiller Settings. www.courtneycolour/prepress.html

Pagemaker

We prefer to receive PDF files created from **Pagemaker** using the Courtney Colour Acrobat Distiller Settings. If you have no option, please make sure you collect all **Pagemaker** files, links and fonts. www.courtneycolour/prepress.html

Illustrator

If you have no other alternative and need to supply **Illustrator** files, please make sure you collect all links and fonts. Flatten all transparency effects (v9+ only). If you don't, although appearing fine on the screen, there may be problems when it goes to print (check program **Illustrator** manual for explanation). Do not save as v7 if your job uses or needs spot colour to be recognised. Use eps for vector-based files. (ie. Freehand, Illustrator) No jpeg encoding.

Photoshop

If you have no option and need to supply Photoshop files, and you are using **Photoshop** v7+ make sure the file is flattened and saved as a tiff file.

NOTE: Use tiff for raster-based files. (ie. Photoshop) Only use the 'LZW Compression' option if emailing files to us and you have no compression software. (ie. Stuffit, Winzip)

Courtney Colour distiller settings

Always use Adobe® Acrobat Distiller where possible. Courtney Colour distiller settings can be obtained through the following link. www.courtneycolour/prepress.html

Sending press ready PDF

When preparing PDF files for submission to Courtney Colour, you need to follow the specifications for PDF creation from your layout application of origin. This will ensure your job is printed both quickly, problem free and to the highest standard.

We recommend that you download "How to Create Press Ready PDF files" from the Adobe® website (link below). This document outlines easy ways to create press ready PDFs from most PC and Mac page layout and graphic design applications. www.adobe.com/products/acrobat/readstep.html

Things to Remember

Line screen (lpi)

Courtney Colour standard line screen ruling for offset print is 175lpi. Other line screen rulings are available please contact Courtney Colour prepress staff for further information.

Colour mode

Colour mode must be CMYK (NOT RGB). Files supplied as RGB may not be detected and will print discoloured and dull.

Resolution (dpi)

Colour and Grayscale raster images should be 300dpi, (350dpi max) Mono raster (bitmaps) should be 600dpi (1200dpi max).

NOTE: Lower values will result in a pixelated, lower quality image. Higher values increases file size, processing time and ink density without any quality benefits. Paths Output Resolution (vector/linework/curves) = 800dpi minimum (usually set in preferences). Lower than this value will result in loss of points and jaggedness in vector paths.

Fonts

When supplying (PDF) files make sure that all fonts are embedded. If you are not supplying a (PDF) file you MUST supply all fonts. When converting type to paths/outlines/curves, remember that stray points still contain fonts. These stray points need to be deleted.

Bleed

3mm external bleed – anything that touches a trim edge must be extended 3mm past it.

Type Safe Area

We recommend a 3mm internal bleed or type area – we recommend you keep all important information at least 3mm in from the trim

Trapping

There is no need to manually trap any files as all vector elements are auto-trapped in our RIP process, and raster files are not affected.

Hard Copy Laser & Dummy

We recommend that you supply hard copy lasers when supplying print ready files to ensure files are viewed accurately. When supplying multiple page books we recommend a page layout dummy is supplied.

Spine Width

Check spine width with Courtney Colour on perfect bound, burst bound and section sewn cover books. Consider in the design the effect if the cover varies from calculated width.

Creep

Creep occurs when the pages of a saddle stitched book become progressively shorter in width as you progress towards the centre of the book. It is more evident on saddle stitched books 32pp and over e.g. an 80pp book on 115gsm Art paper would have approximately 4mm creep. Check with Courtney Colour prepress staff.

Cutting Formes

If you are using a new cutting forme, please supply in the same document as a .35pt PMS spot colour set to overprint. We have many standard cutting forms available including presentation folders. Please contact your Sales Representative for further information.

pre press

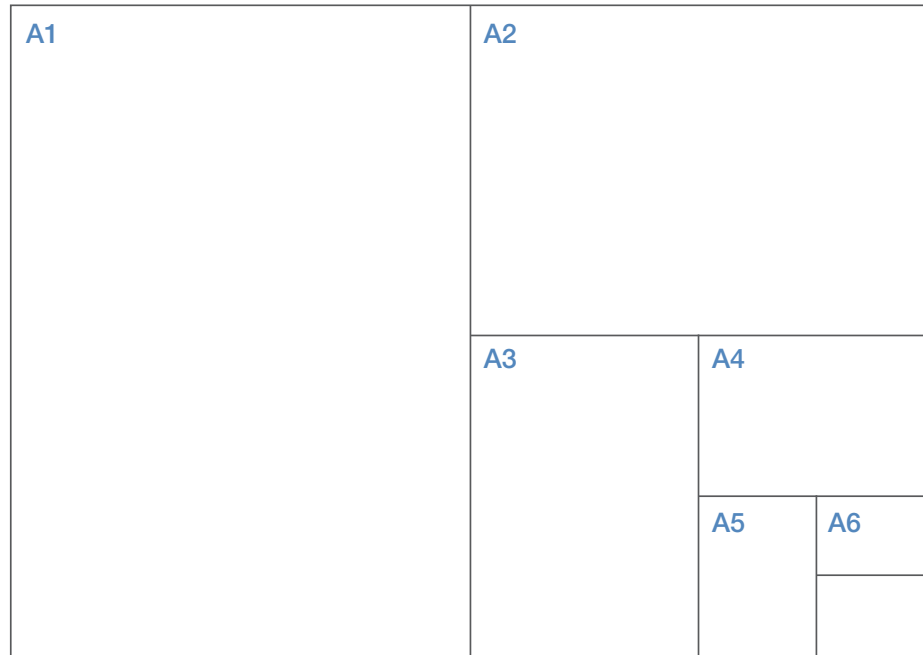
- :: Macintosh Workstations x 7
- :: Heidelberg Prinect Printready Workflow Cockpits x 4
- :: Heidelberg Prinect Signastation
- :: Heidelberg Prinect Metashooter
- :: Hewlett Packard HP Designjet 5000 Proofer
- :: Hewlett Packard HP Designjet 5500 Proofer
- :: Heidelberg Prinect Printready Server
- :: Heidelberg Prinect Metadimension Image Processors x 2
- :: Heidelberg Prinect Prepress Interface CiP3
- :: Heidelberg Topsetter 74 CTP Platesetter and Auto Processor
- :: Heidelberg Hi Resolution Scanner

presses

Heidelberg Speedmaster 74 CD - 5 Colour	Max Sheet Size 740 x 530	Min Sheet Size 280 x 210	Max Image 720 x 500
Heidelberg Speedmaster 74 - 5 Colour	Max Sheet Size 740 x 520	Min Sheet Size 280 x 210	Max Image 720 x 490
Heidelberg Speedmaster 52 - 4 Colour	Max Sheet Size 520 x 370	Min Sheet Size 105 x 145	Max Image 510 x 350

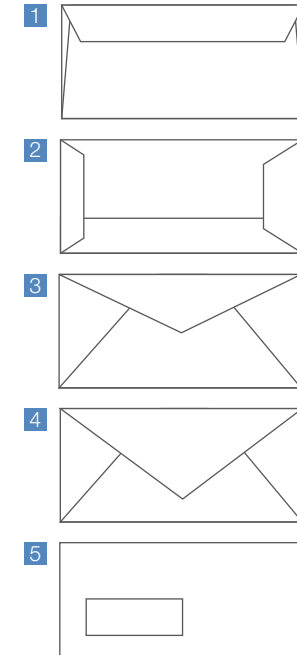
bindery

- :: Stahl Folding Machines
- :: Polar Guillotines
- :: Bench Top Folding Machine
- :: Shrinkwrapper
- :: Muller Martini Gatherer Stitcher Trimmer
- :: Drilling Machine
- :: Paper Banding Machine



paper sizes

A1	840mm x 594mm
A2	594mm x 420mm
A3	420mm x 297mm
A4	297mm x 210mm
A5	210mm x 148mm
A6	148mm x 105mm

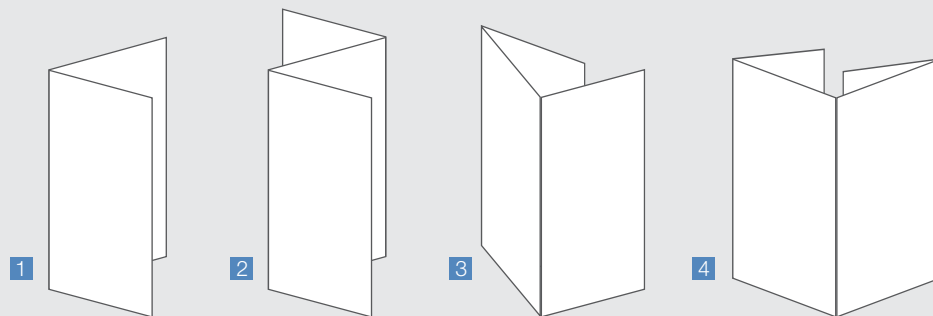


envelope sizes

B4	324mm x 229mm
C4	229mm x 324mm
C5	229mm x 162mm
C6	114mm x 162mm
DL	110mm x 220mm
DLX	120mm x 235mm

envelope profiles

- 1 Wallet Envelope – Lick & Stick
– Self Seal
– Peel & Seal
- 2 Pocket Envelope – Lick & Stick
– Peel & seal
- 3 Banker Envelope – Lick & Stick
- 4 Card Envelope – Lick & Stick
- 5 Window Face – Lick & Stick
– Self Seal
– Peel & Seal



folding

- 1 Single Fold
- 2 Concertina Fold
- 3 Rollfold
- 4 Double Gatefold