

Designing and Submitting Your Files to Graphic Composition, Inc.

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To ensure successful output of the files you send us, we suggest that you review this checklist before submission. Although we pre-flight your files, by conducting your own pre-flight check you can avoid delays and/or extra costs.

The optimal procedure is for you to supply a high resolution pdf ([click here for PDF instructions](#)) and the native files (including images used, unflattened images and fonts) and a mock-up of how it will fold, drill, backup, etc. if possible.

Documents:

Include only documents applicable to the job.

Keep filenames unique, short, and using only letters, numbers, hyphens and underscores (if you rename images, make sure the links are updated in the layout program).

Set up as single pages in sequential order (when practical) the same size as the final trim size.

Fonts:

Include all used fonts, or convert all fonts to outlines.

Stuff or Zip fonts when sending electronically.

For Mac users, avoid using style attributes such as bold and italic. Instead, pick the font that has the attribute you need to ensure the font is available.

Images:

Include all images; check that they are as close to 300 dpi as possible, as placed in the document. Embed images placed in Illustrator.

Images using the RGB color mode should be converted to CMYK using profile ???

When designing with transparencies, review your program's help file to ensure successful output.

Bleeds & Borders:

Elements or graphics that go to the edge of the page must be extended an extra 1/8" beyond the trim size. If there is a keyline border (or any element) that is close to the edge, either bleed it off or size it in so there will be 1/8" to 1/4" white space between the element and the trim edge.

Colors:

Large, solid black areas and text over 36 points should use Rich Black consisting of 40% Cyan, 30% Magenta, 20% Yellow, 100% Black. **NOT for IGEN**

Convert RGB to CMYK color mode.

Process out Spot colors for 4-color files.

Ensure that your file uses only the colors you intend to output (many newer programs have a separations preview, including Acrobat Pro).

When using spot colors, make sure the name stays consistent in all programs being used.

Trapping:

In your program's preferences or options, turn off any trapping that may be available (except a spot color dieline which should overprint). Many programs have "Overprint Preview" mode — it is a good idea to check that in the final composition stage.

Use the Program's Preflight:

Use your program's Pre-flight option if it has one.

Also use: Quark: Collect for Output • InDesign: Package • MS Publisher: Pack and Go
CorelDraw: Prepare for Service Bureau