



Guide for creating and submitting a PostScript file for output

I. Preparing your file for PostScript output in applications other than Quark or prior to placing them in Quark.

- 1. All colors should be converted to CMYK process colors.**
- 2. All images should have a resolution of 300dpi or better.**
- 3. When possible convert all type to outlines.**
- 4. If your design calls for a bleed make sure it is no more or less than 1/8 (.125") on each side, (there are exceptions; for example thick book productions. Call if in doubt.)**
- 5. Please do not include any crop marks, folding lines or any other information you do not intend to print.**
- 6. All items in your design should be grouped, locked and all layers should be flattened.**
- 7. Your document size should be the after cut size plus the bleed so that it is contained within the document. For example: if final cut size= 8.5x11", document size=8.75x11.25" to include bleed.**
- 8. Save your document as an EPS file before placing it into Quark. Please make sure your images and fonts (if any) are embedded.**

II. Creating a PostScript File from Quark.

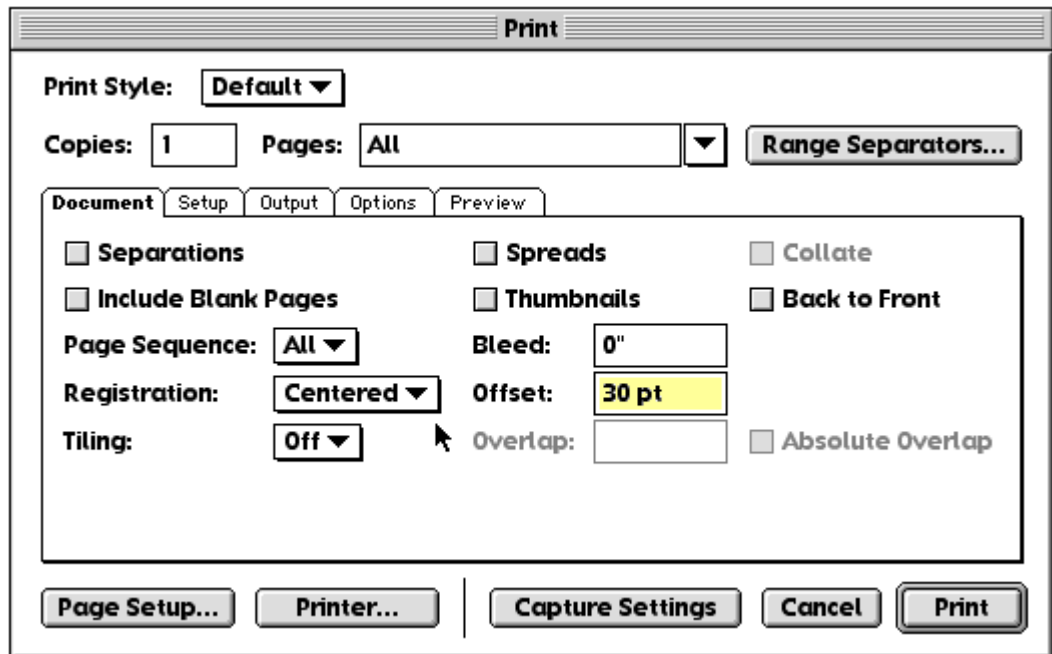
1. If your design calls for a bleed please insure that you create one prior to creating your PostScript file. The bleed should be no more than 1/8(.125") on each side, front and back. If one side has a bleed and the other does not, treat them both as if they do so that both sides back up properly. Your final document size should include the bleed so that it is contained within the document itself.

2. In the file menu select Page setup...

Print Style: Default

Copies: 1

Pages: All



3. Document

Uncheck Separations Uncheck Spreads(treat each page as an individual)

Uncheck Include Blank Pages

Uncheck Back to Front

Uncheck Thumbnails

Page Sequence: All

Bleed: 0"

Registration: Centered

Offset: 30pt.

Tiling: Off

4. Setup

Printer Description: Acrobat Distiller 3.0

Paper Size: Custom

Paper Width: Your document width size including bleed

Paper Height: Your document height size including bleed

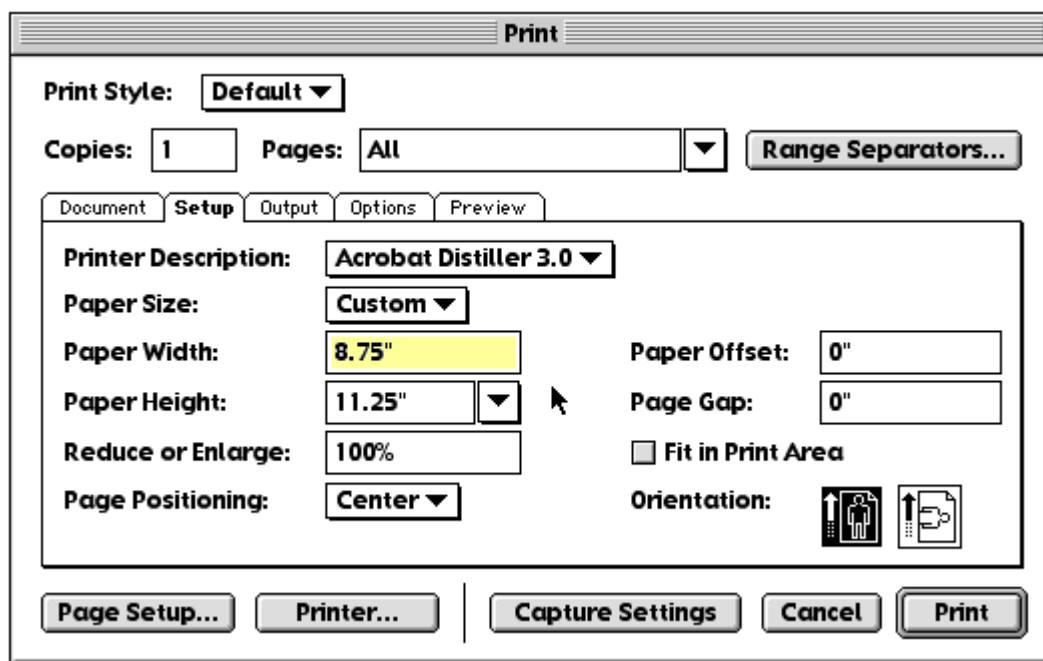
Reduce or Enlarge: 100%

Paper Offset: 0"

Page Positioning: Center

Page Gap: 0"

Uncheck Fit in Print Area



5. Output

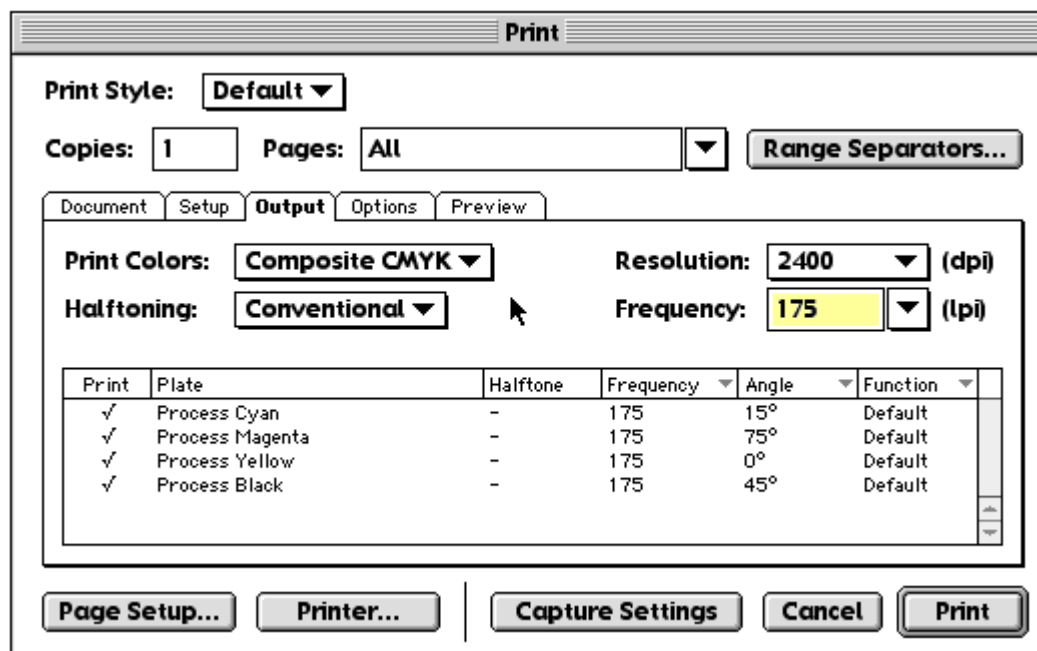
Print Colors: Composite CMYK

Resolution: 2540, 2400

Half Toning: Conventional

Frequency: 175

Check each color included in your document to be printed.



6. Options

Check Postscript Error Handler

Page Flip: None Uncheck Negative Print

Pictures

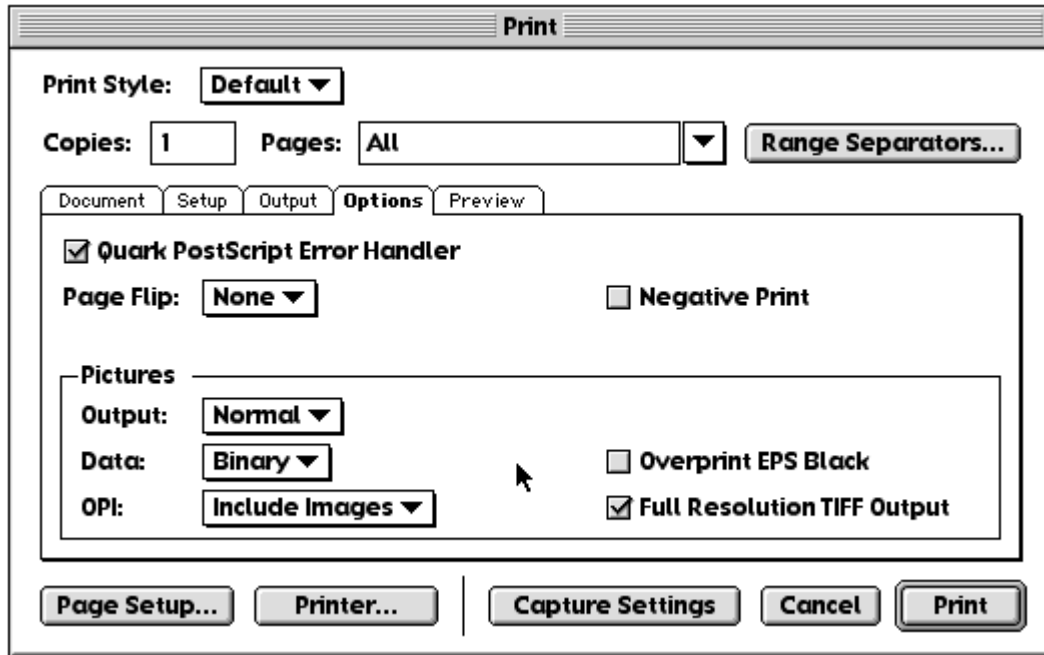
Output: Normal

Data: Binary

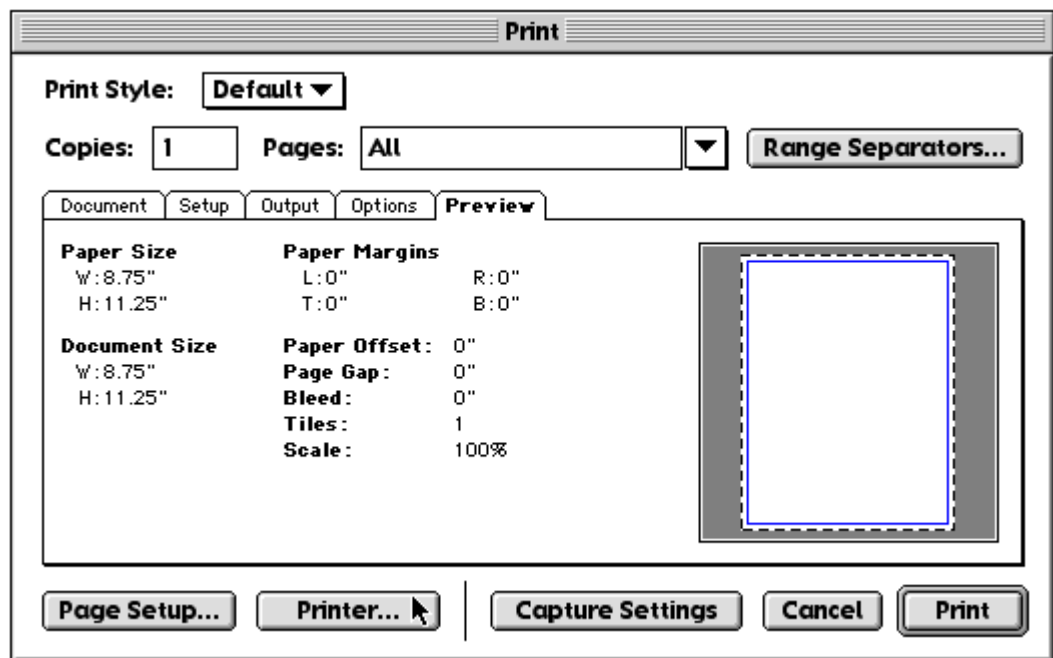
Uncheck Overprint EPS Black

OPI: Include Images

Check Full Resolution TIFF Output

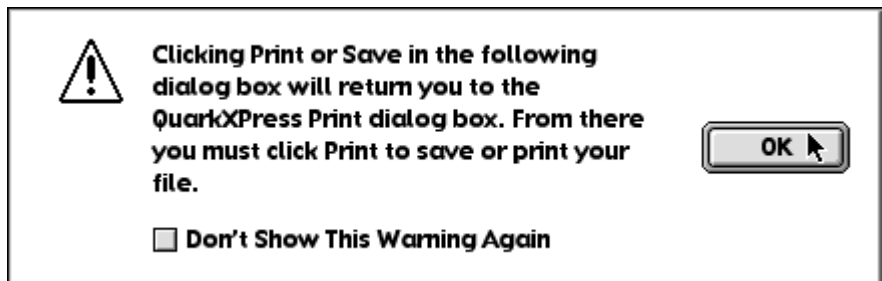


7. Preview

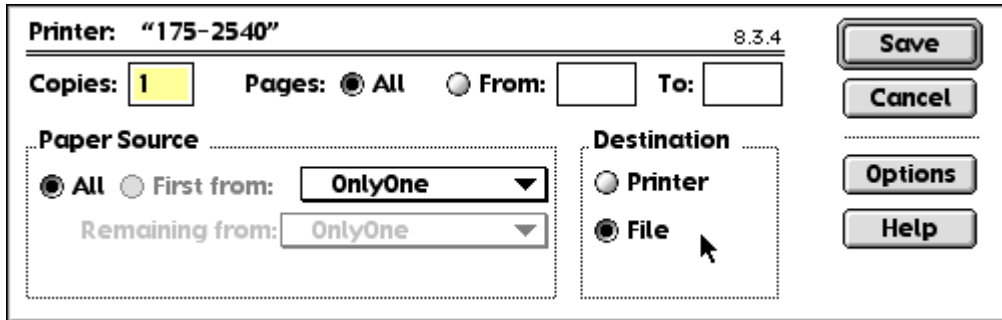


Paper size and document size should be identical.

8. Select Printer



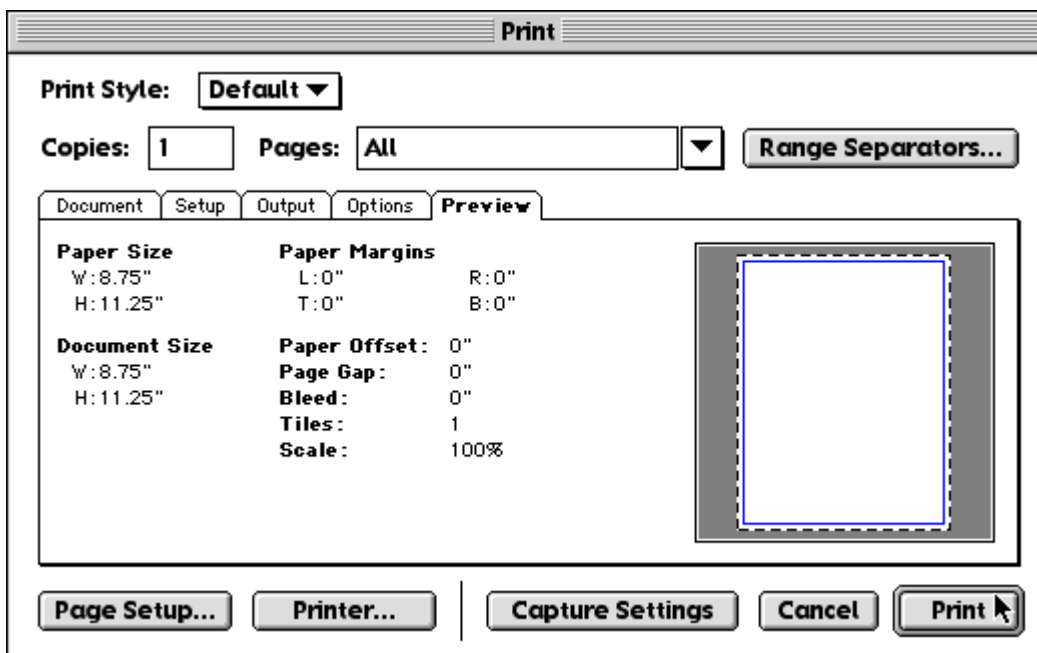
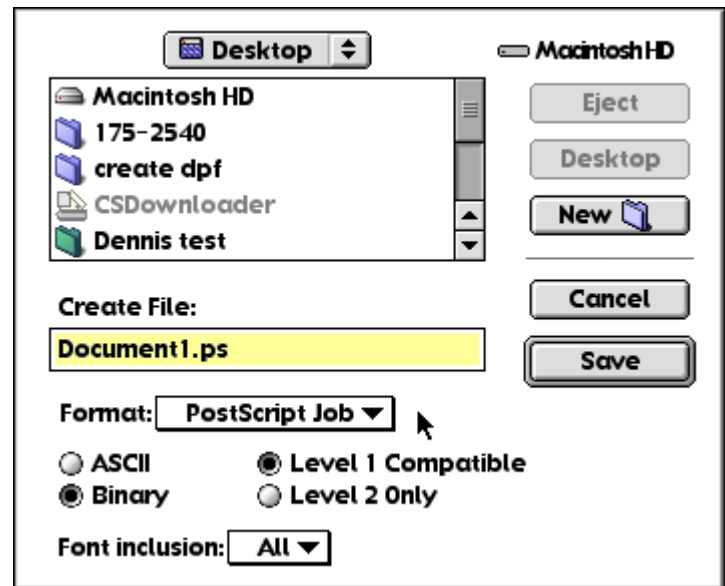
Under Destination Select: File, Click Save.



Format: PostScript Job

Select Binary Select Level 1 Compatible

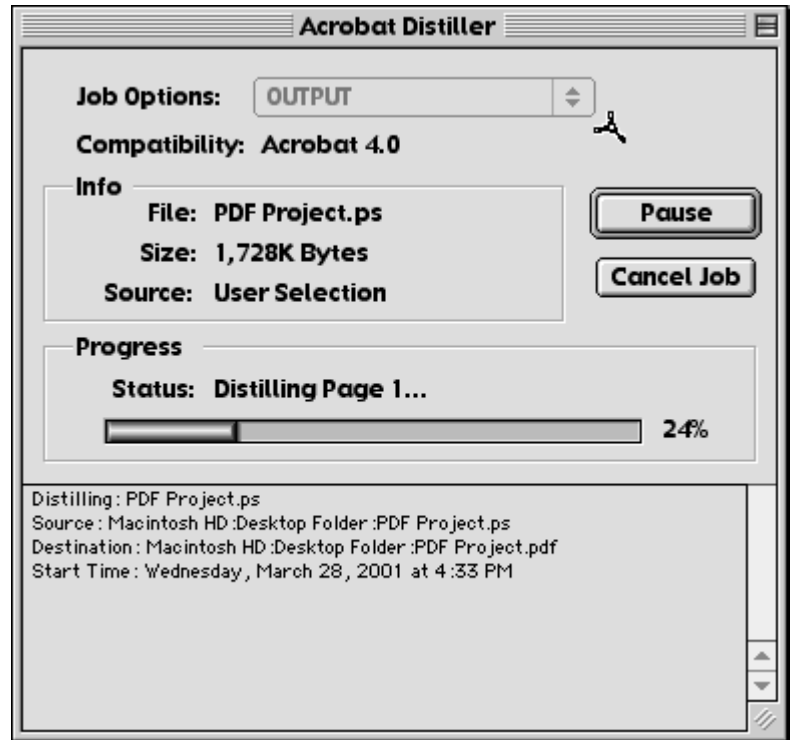
Font Inclusion: All



Print File
Save File

III. Creating a PDF file from Adobe Acrobat Distiller 4.0

1. Producing a PDF is as easy as dragging and dropping your PostScript file into the Acrobat Distiller dialogue box. For our purposes there are a few necessary adjustments to be performed in Distiller's job options. A single file containing the pre-defined job options can be downloaded for both



Macintosh and Windows

versions of Distiller from the ScenicSoft website at:
www.scenicsoft.com/support/PrepsTechnotes/13019-Preps.html.

This file can then placed in the Acrobat: Distiller: Settings folder on any work station. We recommend you verify your font settings in Distiller to ensure that fonts are correctly embedded. You could then save these new settings as "OUTPUT" to use before submitting a file to us.