

WHAT ARE OUR FILE SUBMISSION REQUIREMENTS?

When submitting your file(s) to us, we kindly ask you to follow these guidelines.

- At all costs, we ask that you please provide a hard copy of your project at 100% to scale. If you do not provide a hard copy to size, please indicate the scale provided.
- With emailed or FTP transmitted files, please provide a PDF with all fonts embedded. This will enable us to output a laser copy to size for reference for our team to accurately and efficiently complete your project. In addition, please indicate any spot colors used (PMS numbers) and any special treatments that will be included in your project (i.e. - spot varnishes, foil, emboss, deboss, etc.).
- Within current desktop publishing applications, there are automated functions that enable you to gather all images, graphics and fonts that relate to your project. This will help minimize the need for our prepress department to spend any extra time on your files than necessary - thus saving time and money and helping you get your project completed on time.
- If you use QuarkXpress for your desktop publishing, execute a "Collect for Output", to gather all images, fonts, and graphics related to your project. If your project has bleeds, we ask for them to be set to 1/8th of an inch all the way around.
*Additionally, we ask that spot colors be identified using the Pantone "coated" color library system, regardless if it is actually going onto a coated sheet.
- If you use Adobe InDesign for your desktop publishing, execute a "Package" option, to gather all images, fonts, and graphics. If your project has bleeds, we ask for them to be set to 1/8th of an inch all the way around.
- If you use Adobe Illustrator, please be sure to include all fonts, and any embedded images or placed artwork as to alleviate any issues with files that may need color correcting or changes with the type, copy, etc - otherwise, please remember to "outline" your fonts. Please do not create your document oversize to accommodate for bleeds. We recommend the following:
 - + create your document to size to ensure you have the page setup correct
 - + extend the artwork desired 1/8th of an inch beyond the document "edge"
 - + designate a "crop" area equal to your page setup to ensure we have the right dimensions and can manipulate if necessary.
- If you use Adobe Photoshop, please ensure the following:
 - + the resolution is no less than 300 dpi
 - + color space is CMYK, not RGB (if you are creating a MONO-, DUO-, or TRI-TONE, please make sure Pantone color libraries are identified.)
 - + color space is Grayscale if photo or image is in black and white
 - + if artwork is to bleed, make document size .25" bigger than actual size to accommodate 1/8th inch bleed all the way around
- If you are submitting PDF files, please ensure the following: (feel free to contact us if you need assistance in any of these areas.)
 - + they are "press-quality" and of the highest-resolution (images being 300 dpi minimum, lineart or bitmap images at 600 dpi minimum.)
 - + they have a 1/8th of an inch bleed all the way around, including crop marks that are offset outside of the "printed" area (do not make your document oversize to accommodate)
 - + they utilize CMYK process and/or Pantone color library color spaces and NOT RGB (if you are using any Microsoft application like Office or Publisher, this is the default color space and will require additional time to correct the files.)
 - + they have ALL FONTS EMBEDDED
- If your project utilizes what is known as a "rich" black (extremely helpful in achieving the best results in process printing for a solid "black" area), we recommend setting up your artwork with the following formula: [30C 30M 30Y 100K]

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· When creating a booklet or multi-page newsletter, please do not set up your document in printer spreads. Layout your document in single "reader-spread" pages. Our prepress department will paginate your project according to our equipment and paper specifications. If your project will require folding, make sure the panels are adjusted correctly to accommodate for "creep."

Please feel free to contact us if you have any further questions regarding preflighting your artwork or submission of your file(s).

HOW TO SEND FILES VIA OUR FTP SITE:

We request that ALL files be "stuffed" [.sit format] or "zipped" [.zip format] for file compression purposes. This enables us to maximize our server space and prevent file corruption. We also ask that you DO NOT USE SPACES in the file name and if need be, please use these alternate characters: dash (-) or underscore (_). We appreciate your cooperation in this matter. If you are sending us Press Quality PDF's, stuffing or zipping is not necessary. Please feel free to contact us if you have any questions on preflighting your file(s) or creating "press-quality" PDF's.

You will also need an FTP client to upload the compressed files to our site. The following are recommendations for free FTP clients* for both Macintosh and PC.

For MAC users - We recommend either:
"Cyberduck" [<http://cyberduck.ch/>] as your FTP client.

For PC users - We recommend:
"FileZilla" [<http://filezilla-project.org/download.php?type=client>] as your FTP client.

The URL of our FTP site can be located here: <ftp://ftp.scottssprinting.com/>

The login and password information can be obtained by emailing our webmaster at: admin@scottssprinting.com

Thank you,
Scott's Prepress Department

**(These are solely the opinions of our prepress department. Scott's Printing and Design is in no way soliciting for any of the manufacturers listed above...)*