



Twin City Printing
Prepress Guidelines
and Specifications



PREPRESS SUBMISSION SPECIFICATIONS

It is critical to the success of your job that we work together very closely before you submit your files for printing. With the many software packages on the market today and with many different workflows and operating systems, it is almost impossible to develop universal file submission standards. At Twin City Printing, we have narrowed the possibilities down to what will work best for our print workflow.

We have developed our specifications in accordance with our unique production and manufacturing systems' requirements. Before you begin designing your job to be printed it is important that you understand such things as live copy area dimensions, minimum bleed area, needed resolution of scans, and acceptable file formats, just to name a few. We encourage you to review our specifications or call your Sales Representative if you have any questions.

PAGES

- All pages are to be built to the actual final trim size of your project. For instance: if your final printed size is 8.5" x 11" your document size should be set accordingly.
- All bleeds should exceed the final trim size by a minimum of 1/8"
- All copy should be kept a minimum 1/4" from final trim.

TYPE

- To maintain quality, black line copy should be a minimum 6 point sans serif medium font.
- Fine lines and rules should be restricted to one color
- Specify rule width to maintain consistency. The use of "hairline" rules should be avoided.
- Reverse lettering should be used with a minimum number of screens.
- Type may be reversed out of screens, PMS areas, or separations.
- To maintain quality, reverse type should be a minimum 8 point sans serif bold face font.
- Please set black objects and type over 18 point to be 60 cyan, 40 magenta, 40 yellow, 100 black.
- Type should extend no closer than 1/8" of trim.
- Fonts should be Type 1 Postscript or TrueType. Type 1 fonts require screen and printer fonts to be supplied with submission if the customer is supplying original files.

SCANS

- TIFF files should be saved with no LZW compression.
- EPS files should be saved with Mac preview and Binary encoding with no compression.
- 8-bit (grayscale) and 24-bit (color) scans should have an effective resolution between 225-350 dpi. 300 dpi is optimum.
- Linework scans should have a minimum effective resolution of 600 dpi. We recommend 1200 dpi for linework to print with optimum quality.
- Total ink coverage of a scan should not exceed 320%.
- Images should be scanned as close to 100% of final size as possible.
- Do not enlarge a scan in your page layout program more than 25% or you will begin to see a noticeable reduction in image quality.

FILES, APPLICATIONS & FOLDERS

- For page layout on the Macintosh, use InDesign or QuarkXpress. For page layout on a PC, use InDesign or QuarkXpress. All InDesign and QuarkXpress jobs done on a PC will be converted to Mac.
- Accepted support programs include: On Macintosh - Photoshop, Illustrator and Freehand. On PC - Photoshop and Illustrator.
- Please avoid the use of special characters in file and folder names such as: < > / \ : * ? " |

File Formats (Standard)

Twin City Printing accepts the following page layout applications in order of preference:

- | Macintosh | PC |
|--|--|
| <ul style="list-style-type: none">• InDesign• QuarkXPress• PageMaker | <ul style="list-style-type: none">• InDesign• QuarkXPress• PageMaker |

Twin City Printing will also accept support files created in the following applications:

- | Macintosh | PC |
|--|---|
| <ul style="list-style-type: none">• Photoshop• Illustrator• Freehand | <ul style="list-style-type: none">• Photoshop• Illustrator |

Twin City Printing accepts the following image file formats in order of preference:

- EPS or EPSF — Encapsulated PostScript
- TIFF — Tagged Image File Format

File Formats (Non-Standard)

Twin City Printing has the ability to process files generated from many different types of programs such as Microsoft Word or Publisher. These files may take extra steps during production which would incur additional charges. Please contact your Sales Representative or if you wish to supply any type of file other than those listed above under File Formats (Standard), accepted page layout and support files.

Source File Submission

If you are submitting source files, (i.e. InDesign, Quark, PageMaker, fonts, graphics, etc.) the elements you need to include on or with your transportable media are:

- Page layout files
- All printer and screen fonts
- EPS and/or TIFF files used in your documents
- Hard copy proofs

POSTSCRIPT AND PDF FILE SUBMISSION

Twin City Printing prefers that press-ready PDF files, which have been saved with the “TCP-Press” job options, be supplied for all jobs. These PDF files should have a resolution of at least 1200 (2400 is preferred) and must have all fonts and images embedded. The PDF must either include bleed or be created 1/4” larger in both height and width to compensate for bleed.

ACCEPTED MEDIA

Twin City Printing can currently accept the following types of transportable media:

- CD-ROM's
- DVD
- Firewire Drives
- USB Thumb Drives

As technology changes we will update the list of removable media that we will accept. If you would like to submit files using our dropbox, please compress your files with a program such as Zipit or Stuffit to insure that their file structure stays intact and to aid transfer speeds. Jobs submitted via our dropbox must have a “softproof” of the job (PDF, Tiff, Jpeg) or a faxed copy of the job must be sent. The web address for our dropbox is:

<http://dropbox.yousendit.com/tcprint>

HARD COPY PROOFS

Accurate hard copy proofs are vital to ensure the integrity of the final product. We cannot process your electronic files without furnished hard copy proofs. Thank you for respecting our legitimate desire to provide you with the smoothest production process available by providing the following proof items with every project:

1. Hard copy laser proofs. We cannot be held responsible for the integrity of the final product without a hard copy proof since this is used as a quality control device.
2. Print your proofs with file name, crop marks, and date and time. Click the registration marks option in the print dialog box when printing from InDesign, PageMaker or Quark Xpress.
3. Hard copy proofs that match the supplied electronic files. This is critical to our internal quality control process.