

# ABBOTSFORD PRINTING INC. FILE SUBMISSION GUIDELINES

Abbotsford Printing Inc. can accept output materials from files created in the listed programs on both Apple Macintosh and Microsoft Windows platforms. Please ensure your material is submitted as per the following requirements. **NOTE: Not all types of fonts are supported by our systems. We cannot accept PC formatted type 1 postscript fonts. We will make every attempt to substitute your font with the same named font on our systems. In the event we do not have the font, you must either choose a similar font or convert your fonts to outlines.**

## Quick Reference Guide to Supported File Types

### Supported File Applications

*Up to and including version numbers*

Adobe InDesign CS3 (5.0)  
Adobe Illustrator CS3 (13.0)  
Adobe Photoshop CS3 (10.0)  
Adobe PageMaker 7.0  
(PC version 7.0 ONLY)

### Unsupported File Applications

*Alterations and changes cannot be made*

Adobe Acrobat PDF 8.0  
Microsoft Publisher 2002  
Microsoft Word  
Microsoft Excel  
Macromedia FreeHand EPS only  
Microsoft PowerPoint

### Unacceptable File Formats

Microsoft Paint  
Microsoft Works  
WordPerfect  
Claris Works  
Corel Files  
Web Site Images  
GIF Images

**ANY OTHER FILE TYPE NOT LISTED IN THE PREVIOUS THREE CATEGORIES WILL NOT BE ACCEPTED**

### Acceptable Disc Formats

DVD±R(W)

CD±R(W)

ZIP 100

ZIP 250

3.5" FLOPPY

E-MAIL (10MB limit)

USB DRIVES

WEB UPLOADER (call for info)

This information is considered up to date as of November 2007.

## Supported File Applications

### Adobe InDesign CS3 (5.0)

Abbotsford Printing Inc. accepts InDesign files saved in their native format up to and including version 4.0. When submitting this file type please be sure to preflight and package your file. Failure to include support files will result in improper output.

### QuarkXpress 6.5

We accept all QuarkXpress documents up to and including version 6.5. When submitting Quark files be sure to collect for output all linked files and fonts used with the file. Failure to include these support files will result in improper output.

### Adobe Illustrator CS3 (13.0)

We accept all versions of Adobe Illustrator up to and including 12.0. These files can be saved as either AI, EPS, PDF (with PDF 'preserve Illustrator editing capabilities' must be checked). If the file has linked images either include the images along with the file or choose to embed the images when saving (all images must be CMYK or Grayscale at a resolution of no less than 350 dpi @ 100%). All fonts must be included or converted to curves prior to saving.

### Adobe Photoshop CS3 (10.0)

Acceptable file formats include PSD, TIF, EPS, JPG, PDF. All versions of Photoshop files are accepted up to and including version 9.0.

For colour accurate output we use ICC profiles on all of our artwork. Full colour files will output correctly when using the following profile: U.S. Sheetfed Coated v2. Failure to embed a profile in raster artwork may result in an unexpected colour shift upon output.

When submitting PSD files to reduce file size please flatten all layers. If you must send a layered version of your PSD file all vector text layers must be rendered (version 6.0 or later).

When submitting TIF files the acceptable compression type is LZW only. Select a byte order (IBM PC, Macintosh) for the type of computer you are using.

Duotone artwork must be submitted as EPS or PDF. In the EPS Options pop-up menu select - Preview: Macintosh (8 bits/pixel); Encoding: Binary; uncheck all other options. This step is very important as your file will not output correctly with any other options turned on!

JPEG files are not the preferable format for printing but may be acceptable if they are not highly compressed and the resolution is 300-400 dpi. High compression and/or low resolution will result in fuzzy images and text. Please check your files before submitting as Abbotsford Printing Inc. cannot be responsible for

reproduction quality of JPEG images.

### Adobe PageMaker 7.0

Abbotsford Printing Inc. accepts PageMaker files saved in their native format up to and including version 7.0 for the Mac. PageMaker PC files will only be accepted in version 7.0. When submitting this file type please be sure to include all fonts and all linked images. Failure to include these support files will result in improper output.

## Unsupported File Applications

*We can accept the following files under certain conditions. We cannot make any alterations or changes to these formats. They must be submitted correctly or they will be returned. Note: Any file we need to convert may incur additional charges.*

### Adobe Acrobat PDF

We will accept high resolution files in Acrobat PDF form. All fonts must be embedded and subset to 100%. Files must be saved as Binary data, Acrobat 7.0 compatibility, Optimized at a resolution of 3600 dpi with all colour and grayscale images compressed at 300-400 dpi on the high setting and Monochrome bitmapped images at no less than 1800 dpi using CCIT Group 4 compression. Colour must be left unchanged (under the colour tab), Use Prologue.ps and Epilogue.ps turned on, and all other advanced options turned off.

### Macromedia Freehand

Export file as an EPS file and convert all fonts to curves.

### Microsoft Word & Excel Documents:

These programs are not Postscript quality programs and will not produce quality output. Due to the incompatibility of these files Abbotsford Printing Inc. cannot be held responsible for any changes that may incur from your file to the final output (ie. wrong fonts, different text flow).

## Unacceptable File Formats

**Corel files** (ie. Photo Paint, DRAW) - these files are not accepted.

**Web Site Images** - Images from websites are usually highly compressed GIF or JPEG files produced at 72 dpi and will output poorly. **Note: If you are downloading images from web sites other than your own without permission, you may be violating copyright laws.**

**GIF files are not accepted.**

**Proprietary Formats** - Claris Works, Microsoft Paint, Microsoft Works, Word Perfect, etc. are not accepted.

If you have any further questions about file formats, resolution and/or technical, please contact your Customer Sales Representative or the Creative Department at Abbotsford Printing Inc.

## To package your publication for printing using Microsoft Publisher

Due to the increased demand for printing Publisher files, we have provided the following instructions to minimize any problems that may occur.

The Pack and Go Wizard is extremely easy to use, and it will greatly simplify the process of preparing your files for commercial printing.

### To use the Pack and Go Wizard

1. On the File menu, point to Pack and Go, and then click Take to a Commercial Printing Service....
2. When the Pack and Go Wizard opens, click Next.
3. Do one of the following:
  - \* If you want to save your publication to disk, click A:\, and then click Next.
  - \* If you want to save to your computer (for example, to create a CD of your publication) or a Network Place, click Browse, and then click Next.
4. Select Embed TrueType fonts, Include linked graphics, and Create links for embedded graphics, and then click Next.

**Note:** The wizard asks you to decide if you want to embed your TrueType fonts, include your linked graphics, and create links for embedded graphics. Unless we have told you otherwise, accept the default settings. Embedding and linking ensures that we have access to the graphics and typefaces you want to

use in your publication.

5. Click Finish. The packed files are copied to the directory or location you've selected and the file Unpack.exe is also created. All the files created must to sent.
6. The final action of the wizard is to offer you the option to print a composite and/or create color separations for the printing service. Click Print a composite.
7. Click OK.

Your document is now packaged and ready for delivery Abbotsford Printing Inc.

The wizard will also list any fonts that it can't embed and will report any problems with linked graphics. If problems arise, you should correct them and run the Pack and Go Wizard again. This will avoid delays and save you the additional expense of having Abbotsford Printing Inc. fix your publication.

If you make changes to your publication after packing your files, be sure to run the Pack and Go Wizard again, so that the changes are part of your packed publication.

### More information

For more information about using the Pack and Go Wizard in Publisher, see Microsoft Publisher Help.