



Next Day Color Printing, Inc.

FTP CHECKLIST

To produce the best possible results from digital files, they must meet certain requirements:

Trim and Bleed: Files are to be constructed on the correct page size. For example, a 4" x 6" postcard must be created on a 4" x 6" page, not floating in a larger page size (example: a 4" x 6" card on an 8.5" x 11" page.) Any elements that extend to the trim (edge of the page) must extend 1/8" past the trim or "bleed." This extra image area ensures there are no white edges or gaps when the sheet is cut to final size.

Safety Edges: Any type or other elements that don't bleed off the page should not be any closer to the trim than 1/8." This is the "safety margin" so that these elements don't get cut off when the page is cut to final size.

Resolution and Color Space: Minimum resolution is 200 dots per inch (dpi) at actual size. Optimum resolution is 300 dpi, and not more than 400 dpi. We print 4-color process (CMYK) and as such we require files that are CMYK. Converting color from any other color space (RGB, LAB, etc. etc) will result in a color shift/variation. Convert all images to CMYK before submitting files for printing. When using a black background be sure to make it a rich black. The CMYK values for this are: Cyan: 30%, Magenta: 20%, Yellow 20%, and Black 100%.

PDF: It is best to print a postscript file to the disk and then use Adobe Acrobat Distiller to convert the postscript file to a PDF file. Be sure to use "press" or "pre-press" quality settings to ensure images will be Hi-Res. Always embed your fonts.

Quark Express: Links must be in CMYK mode, and at least 200-300 dpi resolution. Text should to be set to 100% Black, not as registration or 4-color black. Be sure file names for links are kept short. Do not include any control characters in the file names (i.e.: # & * / etc...), only alphanumeric, A to Z and 1 to 0. You may use -, or _. Make a separate folder and include all the fonts used in your document. Be sure fonts are not "stylized" within Quark. Call and ask a Customer Service rep if you have questions regarding fonts. Make sure that all colors being used in Quark are set to CMYK color space. Spot colors need to be set as CMYK also, do not leave as spot, unless printing as CMYK + PMS Color.

Photoshop: Tiff's must be flattened, in CMYK mode with no "LZW" compression. Do not save Photoshop files with "halftone function" or "transfer function."

Illustrator EPS: Fonts must be outlines. Images must be embedded and in CMYK mode. Save the file as Illustrator EPS with "Postscript Level 3." Flatten all transparencies. Select all objects and select "flatten transparency" from the menu.

Multi-Page Catalogs: Catalogs that are 8.5" x 11" must be constructed as 8.5" x 11" pages from beginning to end, not two pages together on an 11x17, or as printer spreads. Be sure to provide a mockup or pagination sample for reference.

Brochures: If you have any questions regarding the folding or panel size, check under the download page of our website for folding templates. Depending on the type of fold you desire, panels are not going to be the same size.

Postcards: Postcards only get Aqueous Coating on one side. Please be sure to fax a sample of the cards, labeling both sides to determine which side gets the Aqueous Coating. If a postcard is going to have a mailing side, be sure that side does not get the Aqueous Coating.

Flyers and Posters: Posters require a much higher resolution than other jobs. Due to their size, they should be at least 200 dpi at 100% size. Be sure to include at least 1/8" bleed on all edges.

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