

E-DOCUMENT PREFERENCES AND CHECKLIST

Elkhorn file preferences:

The artwork should be Adobe Illustrator and/or Adobe Photoshop. If placed files are used, they should be .EPS files.

DO NOT include any halftone information.

DO NOT create separation files in Photoshop. The placed file resolution should be 150 PPI (pixel per inch) at the final size.

The preferred media is 3.5" floppy, 100M or 250M ZIPs or CDs. Art files may be e-mailed if they are less than 500K. If other media is submitted there may be an upcharge for media conversion.

We would like Macintosh format, PC format is acceptable if the creator program is Illustrator or Photoshop. DXF or DWG files should be sent to the Autocad workstations to the attention of Dave Golla or Jim Weber.

Client Supplied Films:

If the client feels it necessary to supply films, they must conform to our printing standards. These standards may vary with each job and must be discussed with production. Disregarding these variables can create serious printing problems. This is why we discourage this practice.

Please use the check list below to eliminate a vast majority of problems.

(This form is for your use only and need not be sent to Elkhorn.)

- The page / art dimensions are correct.
- No hairlines or rules thinner than .3 point.
- All images correctly positioned and cropped.
- No TrueType fonts used, use only PostScript fonts.
- All unused colors and style sheets have been removed.
- The pasteboard surrounding the image is empty.
- All 4C Process Color builds are converted to Process Colors.
- All Spot Colors are correct and are not Process Colors.
- Photos for process color separation are CMYK EPS or TIFF files.
- Photos have been scaled, rotated or skewed in Photoshop, not in Illustrator.
- No files have JPEG compression applied.
- No PICT files are used, convert to EPS or TIFF format.
- No imported RGB files, convert to CMYK files.
- All documents have been proofed for grammar and typographical errors.
- All files have been laser proofed for correct color separation of all elements.
- All laser-specific settings, such as Tiling or Scaling, have been disabled.
- All text is converted to outlines, unless the fonts are included.
- Laser prints, if possible, of all pages are included with the files.
- Printing surface specified; First surface, Second surface or a combination of both.
- Completed Electronic Data Information Form is sent with files.