

When supplying digital files...

Following our guidelines and file set-up procedures will limit the likelihood of problems, resulting in fewer delays and/or additional charges. And please make a PDF to go along with your file.

Most common source for delays

RGB Color, 72 dpi (low resolution) need 300 dpi or higher, files with no bleed or wrong size, files with text close to trim line

File Prep, Document Size and Margins

- The document size should match the final trim size of the job.
- Allow 1/8" of bleed beyond the trim size of your page. Failure to allow at least 1/8" of bleed may result in white show-through on trimmed edges.
- All critical copy must be at least 3/16" from the final trim to avoid the possibility of being trimmed off.
- Send only the files needed for output (300 dpi or larger). DO NOT send FPO or low-res placement files (72 dpi).
- Make sure all images are CMYK and NOT RGB.

Software

- Cityscape supports the latest versions of most popular desktop publishing software titles, QuarkXPress and InDesign.
- We strongly encourage the use of desktop publishing software and have LIMITED SUPPORT FOR programs including Freehand®, MS Word®, MS Publisher®, Powerpoint®, Corel Draw®, Framemaker® and PC files.

Preferred File Types for Page Layout

Adobe InDesign®
Adobe Illustrator®
QuarkXpress™

Preferred File Types

- EPS created from Photoshop® or Illustrator®
- Photoshop Tiff - flattened
- Linking files MUST BE IN CMYK, nothing else. Images must be in TIFF or EPS, no other file types.
- Please do not place PDF files in page layout applications. PDF files are meant to stand alone. (see PDF section)

Fonts

We require that all screen and printer fonts utilized in your graphic and document files be included with your files submitted for output. We cannot guarantee exact output without having the same fonts utilized in your files.

OTHERWISE CONVERT TO OUTLINES

- When sending fonts, it is important that you send both the screen and printer fonts.
- Choose the correct type style from the fonts in your font menu. For example, if you want to use a bold typeface, choose the bold version from the font menu. Do not choose "bold" from the type style menu or palette. The type on the screen or on a laser print may look fine, but when imaged on an image setter or prepared for computer to plate, it may not.
- Open Type fonts are supported. We require that these fonts be included with your files submitted for output.
- To make reverse type readable, avoid using type that is too small or delicate. Limit the use of reverse type to block (bold), gothic and sans serif type styles. Use a font size of 8 points or larger to guarantee readability.

Colors

- In your digital files, colors must be created and assigned in the manner in which they will print. Four-color process items should be set to use CMYK colors. If your project is using a “spot” color, be sure to designate it as such. If you are using a “spot” color in your layout program, be sure that any usage of that color in an illustration program references the color with the exact same name. Example: Pantone 186 CV is not the same color as Pantone 186 CVU.

Imported Graphics and Images

All graphics and images used must be included when submitting your files.

Vector Graphics

- All placed vector graphics must be saved as “.eps” to ensure compatibility.
- Be sure to “embed” any images placed in a graphics file.
- When text is used in an illustration program (Illustrator), the fonts are quite often not included with the file. To avoid this common mistake; in **Illustrator-convert fonts to outlines**, The conversion will eliminate any missing font errors for the graphic but the text will be un-editable. Be sure to keep a copy of the original that is using the fonts, for future edits.

Images

- High-resolution images are required. Use the rule of thumb for 4/C and grayscale images that 2 x the line screen (133 lpi or 150 lpi) = the final resolution.
- For line art the rule of thumb is 8 x the line screen = the final resolution.
- All 4-color images must be in CMYK mode – NO RGB or INDEX color. • Black and white images must be saved in GRAYSCALE mode. Line art images must be in BITMAP mode.
- Save images in TIFF or EPS formats only. Do not use LZW compression for TIFF files or apply halftone screen or transfer function for EPS files.
- JPEG and GIF files are heavily compressed and are not meant for high-resolution printing.

Laser or PDF Proofs

Please make sure you supply laser proofs for the file or a PDF. Also note on the laser if they are scaled down to fit on the paper. Be sure to tell us early if your client signed off on color on a color laser since we will need to adjust the color to match on our proofs, otherwise it won't match on press.

PDF Files

We accept Adobe® PDF files that are high resolution only. Corel Draw, Freehand, Microsoft Publisher, Microsoft Word Framemaker® and PC files must be submitted as PRINT READY PDF files.

To Save File as PDF

You must have a full version of Adobe Acrobat and follow the instructions provided with your program software on how to produce high quality, print ready PDF files.

For more information click or visit <https://createpdf.adobe.com/?v=AFP>