

Compressing your files

If you plan on sending your project to us over the Internet (via FTP), it's a good idea to compress your files into a .zip (PC) or .sit (Mac) file before sending. Not only can compressing your files reduce overall file size by as much as 30%, it keeps your entire project (file, images, fonts) in one place and prevents file corruption, which can sometimes occur when sending native files and/or fonts.

To compress your files:

Using WinZip (for Windows):

- Navigate to the folder which contains your project and right click on it.
- Choose **WinZip>Add to Zip file** from the drop-down menu.
- If you get a message indicating that you are using the demo version, hit the **Use Evaluation Version** button.
- On the screen that comes up next, hit the **Add** button. The new ZIP file should be created in the same folder that contains your project folder.

Using DropStuff (for Mac):

- If you have a shortcut to the DropStuff application on your desktop, you can drag the folder containing your project onto the DropStuff icon.
- If you do not have a shortcut on your desktop, locate and open the DropStuff application on your Macintosh. Often it is found in the **Applications** folder.
- Select **File>Stuff** and navigate to the folder you want to compress. Select the folder and hit **Stuff**.
- Choose a location for the file to compress. Hit **Save**.

Sending your files

Can't make it down to the store? Minuteman Press of Providence and Warwick offers a convenient solution: Providence's state of the art website offers you the ability to request quotes, place orders, and upload your files to our FTP server for printing!

To use the Providence FTP site:

- Go to **providence.minutemanpress.com**.
- Click on the **Send a File** link.
- Fill out the information on the file transfer form. Be sure to use the drop-down menu to indicate the **File Type** (PC or Mac) and **Application Type** (ZIP or SIT files should be marked as **Multiple (Compressed)**).
- Hit **Browse** and navigate to the file you wish to send.
- Hit **Send File**. The website will track the file's progress and indicate when the file has been uploaded.

Don't forget - we're here to help. If you have any questions or comments, give us a call anytime during business hours. Feel free to call us at

401.351.0500 (Providence) or **401.732.7848** (Warwick).



MINUTEMAN PRESS

PROVIDENCE • WARWICK

AT MINUTEMAN PRESS OF PROVIDENCE AND WARWICK, we are happy to accept your digital files for print production. We are able to accommodate files created in the following programs:

- Quark XPress
- Adobe Illustrator
- Adobe PageMaker
- Adobe Photoshop
- Adobe Acrobat (PDF)*
- Microsoft Publisher
- Adobe InDesign
- Corel Draw
- Microsoft Office (Word, Excel, Powerpoint)**

In order to help you better prepare your digital files for production, we offer the following helpful advice.

When laying out your project:

- Keep all images, fonts, etc. used in the project in the same folder as your project.
- Make a note of all fonts used in the project.
- Give your project a name that makes sense (i.e. Business Card FINAL layout), and save the entire folder containing your project with all fonts/images used **on its own disk** to prevent file confusion.
- Provide a hard copy of the document (in color if the document is to be printed in 2-3 color or full color) for verification purposes.
- If you have an image that bleeds (i.e. the color runs off the edge of the page), an extra **1/8" is required** around the edge that bleeds off the page for trimming purposes.
- If laying out your project for 2-3 color, **please select color numbers from the PANTONE color swatch library**, and limit the colors in your document to the colors that are actually going to be printed. PANTONE colors are available for selection in most desktop publishing software, with the exception of Microsoft Word, Powerpoint and Excel. You may also ask to see the PANTONE swatch book to choose the colors you want printed.
- ****Please note that Microsoft Office documents (with the exception of Microsoft Publisher) will not automatically separate for 2-3 color printing** and require special processing in order to be printed on a printing press, which will incur an additional charge. We will attempt to match the colors as closely as possible, or you may ask to see the PANTONE swatch book to choose the colors you want printed.
- ***Please note that Acrobat PDF documents often do not support 2-3 color printing or image bleeds.** In order to separate and/or bleed these files, it is important to have the file in the program it was originally created in. Black and white or full-color files with no image bleeds are fine to provide in PDF format, provided that the PDF is created in **Print or Prepress** resolution (job options available in Acrobat Distiller)

Digital Standards

for saving and sending digital files

To save your project:

Quark Express:

- Choose **Collect for Output** from the File menu.
- Designate the folder your project should be saved in (usually it's best to create a new folder for the project).
- Make sure that the **Report Only** button is **unchecked**. If using Quark 5.0, check every option but **Report Only**.
- Click **Save**.

Adobe PageMaker:

- Choose **Plugins>Save for Service Provider** from the Utilities menu.
- Click the **Preflight Pub** button to check the file for any potential printing difficulties. If the file is OK (the checkmarks to the left of the options are green), hit the **Package** button to save the file with all necessary links to a **NEW** folder on the disk.
- A warning message may come up regarding the collecting of fonts. Hit OK when you see this message.

Adobe InDesign:

- Choose **Package** from the File menu.
- InDesign will preflight your file to locate any potential printing problems (i.e. missing pictures, fonts, etc.) A warning message may appear indicating that there were problems during preflight. If this happens, hit **"View Info"** and correct any listed errors (you will be able to recognize them by the yellow triangle next to them).
- A printing instructions form will come up next. Fill in all necessary fields, including PMS numbers used for printing, finished print size, etc. Hit **"Continue."**
- Create a new folder to hold the document and printing information. Make sure all of the available options are checked in the Package dialogue. Hit **"Package."**
- A warning message will appear regarding the collecting of fonts. Hit **OK**.

Microsoft Publisher:

- Choose **Pack and Go>Take to a Commercial Printing Service** from the File menu.
- Use the **Pack and Go Wizard** to save your files to a **NEW** folder on disk.
- Make sure that the **Embed TrueType Fonts, Include Linked Graphics, and Create Links for Embedded Graphics** buttons are **checked** before finishing the wizard.
- Click **Finish**.

To save FONTS (Macintosh):

- Use **Sherlock** or **OSX Find** (Press Apple+F while on the Desktop) to find the fonts used in your project.
- **Copy** the fonts into your project folder by clicking and dragging the fonts to the folder while holding down the **Option** key. Make sure to include all files associated with the fonts (such as screen fonts, postscript files, etc.)

To save FONTS (Windows):

- Make a written note of all fonts used in your project. Try to keep the number of fonts used to a minimum (It's usually a good idea to use no more than three or four fonts in any given layout.)
- Find the fonts in the **Fonts** folder on your hard drive (c:\WINNT\Fonts or c:\WINDOWS\Fonts).
- **Right-click** on the font(s) and select **Copy** to copy them onto the Clipboard.
- **Create a new folder** within your project folder. Call it **Fonts Folder** or something similar.
- **Right-click on the Fonts Folder** and select **Paste** to paste them into the folder.

To save IMAGES:

- Make sure all images used in your project are saved at a **minimum resolution of 300 dpi in the size they will be printed**. When placed in your layout, images can be reduced in size, but **they should never be enlarged**. Enlarging images results in pixelation (i.e. the images look as if they're made up of small "boxes," they look "dirty," etc.), which causes poor image quality.
- **Make sure all images are saved in either TIFF or EPS format**. JPG images, while appropriate for the Web, are often too low a resolution for print layout and result in poor image quality.
- **Make sure all images are saved in the correct color scheme**. For example, if you are using grayscale images in a two-color layout, make sure that the images are saved as grayscale and not CMYK or RGB. For four-color process work, images should be saved in CMYK format.
- **Make sure all images are saved in the same folder as your project**, either in the main folder or in a subfolder named "images." Missing images will cause a delay in printing and may incur additional charges.

Sending your file

All right. You've created your masterpiece. You've included all the fonts and images with the original file and you're ready to get it printed. Now what?

We offer several convenient ways to receive your files:

- Burn your files onto a CD and drop it off at the store - or, if you can't make it down here, we can pick up the disc at your place of business.
- Compress your files using WinZip (PC) or DropStuff (Mac) and upload the compressed file to our FTP site at providence.minutemanpress.com.