

# 10 Tips for File Preparation



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*Passion and performance on every page.*



## **Tip #1**

**Check to make sure that the document size is exactly the same as the final trim size of the printed book.**

*It sounds like common sense, but all too often – usually with good intentions – this isn't the case. Book manufacturing equipment varies slightly from printer to printer. Refer to your estimate for the exact trim size. Your sales or customer service rep can help.*



## Tip #2

**Files should be set up as 4/color process, CMYK.**

*Most full-color books are printed using four ink colors: cyan, magenta, yellow and black (CMYK). If you have built/designed the pages with a specific color in mind, that's fine, just make sure the final file is in CMYK format.*



## Tip #3

**Bleeds should be a minimum of .125” extended from the final trim size.**

*This rule is fairly standard. There’s nothing worse than having white space at the edge of the page when the image is meant to “bleed” all the way to the edge.*

## Tip #4

**Trim marks defining the final page size should be on each file and offset by .2083" to place them outside of the bleed area.**

*After you set up the file size, setting the trim marks is just a few clicks away. Do this properly to ensure that nothing important is trimmed off.*





## **Tip #5**

**Files should contain all necessary high resolution data and have the fonts embedded.**

*Sometimes in the design process, you might choose to work with lower resolution images to speed up page loading. Just make sure that you link those images back to the high resolution versions before finalizing the files.*

A close-up photograph of a person's hands typing on a white laptop keyboard. The person is wearing a light blue button-down shirt. The background is softly blurred, showing what appears to be a computer monitor and a desk. The lighting is bright and even.

## **Tip #6**

**When naming PDF files, list the folio first followed by the customer identification name.**

*Follow this rule and every pre-press operator will be your friend for life. This organizational step saves a tremendous amount of time putting your pages in the right order. If you don't currently do this, you will find it an easy rule to follow.*

*An example might be: pg3\_Grade\_4\_Texas\_Science*

## Tip #7

**We respect overprints in PDF files, so be sure they are built correctly.**

*This is an easy mistake. Sometimes design elements default to Overprint, when the intention was to Knockout. Make sure your design elements are set the way you intend.*

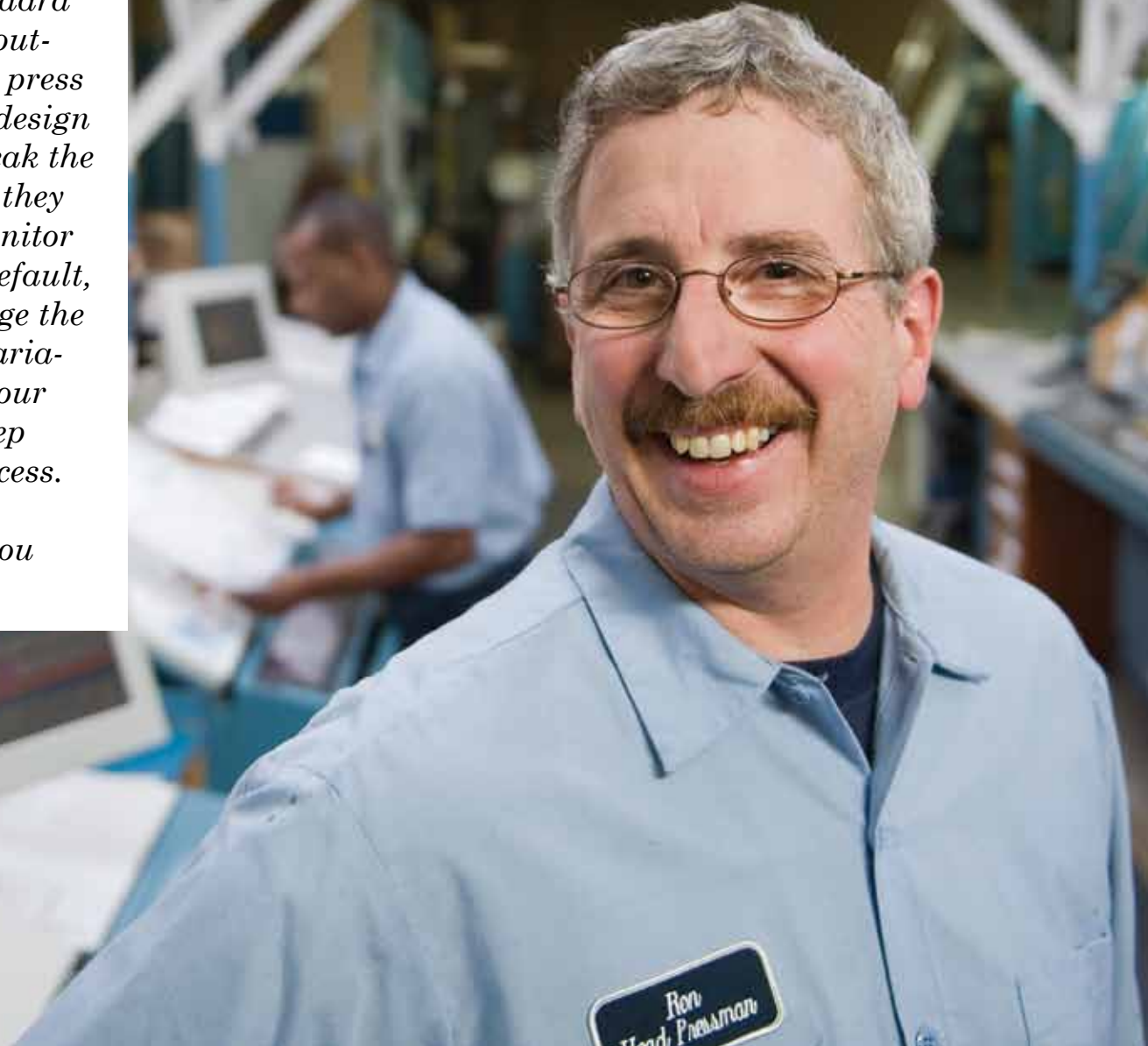




## Tip #8

**ICC profiles are ignored unless otherwise instructed.**

*Printers usually have standard color profiles used during output that integrate with the press configuration. During the design phase, sometimes folks tweak the ICC profile to get the color they are looking for on their monitor or local laser printer. By default, those tweaks will not change the output. If you need color variations, bring that up with your sales or customer service rep at the beginning of the process. They will get our pre-press department to work with you to achieve what you want.*

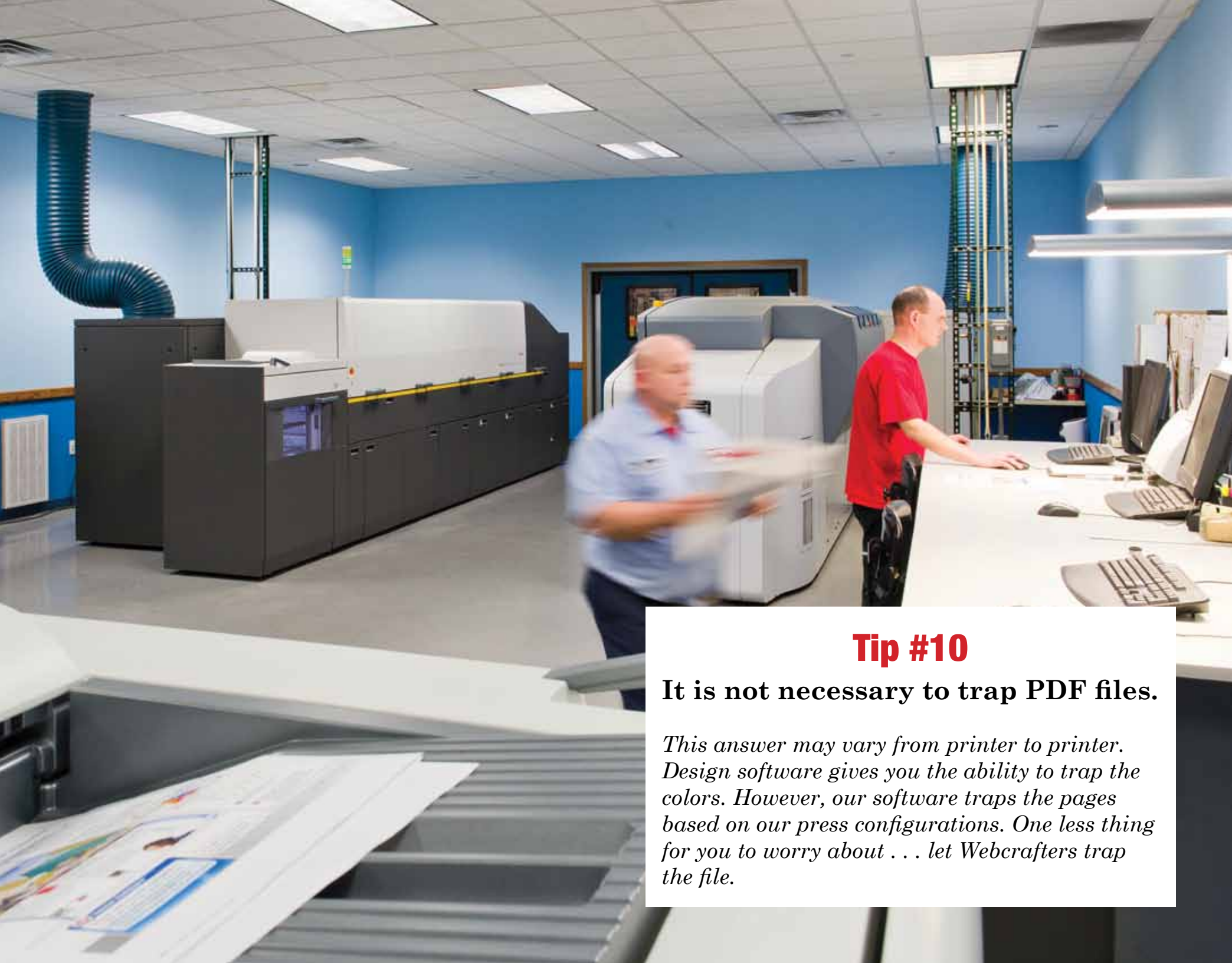


## Tip #9

**Set up PDF files as single pages or ranges, not as spreads.**

*During the design phase, working with spreads is ideal. However, pages are not printed in spreads. Saving the file as single pages or page ranges allows us to place pages in the proper location so that your book is perfect.*





## **Tip #10**

**It is not necessary to trap PDF files.**

*This answer may vary from printer to printer. Design software gives you the ability to trap the colors. However, our software traps the pages based on our press configurations. One less thing for you to worry about . . . let Webcrafters trap the file.*



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We will assist you in forecasting your  
printing needs. From one to millions,  
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