

# file requirements

When building files in Quark or InDesign, please adhere to the following specifications:

- Build pages to final trim size.
- Bleeds should be pulled 1/8" or .125 of an inch beyond trims within the layout file.
- Margins, or image areas that do not bleed, should be 3/16" or .1875 of an inch or more from trim to avoid items from being trimmed off.
- Try to keep documents to a maximum of 32 pages whenever possible. (Large numbers of pages within a single document can make processing and output very cumbersome.) We understand this is not always practical.
- Picture boxes on 4 color or grayscale tiffs, should have a background of "white" or "0% Black".
- Colors should be set to process unless it prints with a spot color, then it should be defined with the actual spot color that is to print.
- Set default trap to 0,0. Royle uses high-end trapping software.
- Use a "Rich Black" whenever designing an area of solid black that is approximately 1/2" X 1/2" or larger. A screen mix of 40% Cyan, 40% Magenta, 30% Yellow and 100% Black is the Royle standard. This is to insure a quality trap to any 4 color, and a solid black on the press sheet without affecting 4/C image quality during the press run.
- Place images at 100% as often as possible. Scaling of images will change the printing resolution of the image. Royle recommends no more than 25% scale, enlargement or reduction applied within the page layout application. Maximum image quality can be maintained by performing more extreme scaling in Photoshop prior to placement. Photoshop does a much better job at scaling than a layout application will.
- Avoid font styles by using the style function of the measurement bar. Always use the actual font that has the style attributes built in. For example: rather than Bolding Helvetica Plain, use the B Helvetica Bold font.
- Utilize Master Pages for any common items on pages, and for any graphics that need to be in the same position on more than two pages.
- Please avoid the use of special characters in file and folder names such as: < > / \ : \* ? " | %. These type characters can be confused as commands to operating systems, thereby inadvertently corrupting the files.
- Images should always be as close to 300 to 450 dpi as possible.
- Turn off all "OPI" settings.
- Always have "Overprint Preview" turned on to make sure you are viewing what the actual output will look like.
- We can supply PDF export styles you can import into your particular application to ensure proper PDF creation upon output.