

Printing Plus of South Jersey, Inc.
Printing Plus / Copy Plus

Your One Stop Printing & Digital Copy Center

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856-767-3232 • 856-767-3940 • Fax 856-767-3976

Artwork Submittal Guidelines

Methods for Submitting Artwork

E-mail addresses:

Quotes & General Information: info@printingplussj.com

Blueprints: blueprint@printingplussj.com

Artwork: artwork@printingplussj.com

FTP Site is available for large file sizes. Ask for details if needed.

Please include the following information when sending an email:

1. Your name and contact information.
2. Company name, address, telephone and fax numbers.
3. Note whether request is for a quote or an order.
4. Attach any files needed.
5. Quantity.
6. Finished size.
7. Stock.
8. Color(s) if applicable.

We are capable of reading CD, Zip Discs, Flash or Thumb Drives and Most Digital Media Cards.

Do NOT send us the ONLY copy of your file.

We cannot be responsible for damaged discs or corrupted emails.

Manipulation of Files & Documents

If your files require special attention to change or correct, and we are able to make the necessary changes with a quick fix, we will do so for a \$15.00 charge. Anything more involved than a quick fix will require additional charges based at \$100.00 per hour. You will be notified of the need of the change and the approximate charge.

Scanning of Logos

Scanning Halftones and artwork onto a disk will have a minimum fee of \$10.00.

PDF Proofs

Emailing of PDF Proofs may require a \$10.00 charge per proof.

ACCEPTABLE SOFTWARES

We have a variety of Softwares available on both Mac & PC. Please make sure **ALL typefaces (fonts)** and **artwork are saved onto your disk** along with the document you wish to be outputted. Printing Plus will not be responsible for incorrect output of art due to lack of support files (fonts, artwork placed in documents, etc.) Please save your document to our version as listed below.

Macintosh Software Available

Adobe PageMaker Ver. 6.52

Adobe Photoshop Ver. 5.5

Adobe Illustrator Ver. 9.0.2

PC Software Available

Adobe InDesign CC 2014 (filename.indd)

Adobe Illustrator CC 2014 (filename.eps, filename.ai)

Adobe Photoshop CC 2014 (filename.psd)

Microsoft Word 2013 (filename.docx)

Microsoft Publisher 2013 (filename.pub)
(Save & Send / Pack & Go under file menu)

APPLICATION REQUIREMENTS

PDF files

1. All fonts must be embedded.
2. All elements of the file must be colored per our guidelines.
3. All placed graphics and images need to be high-quality, colored according to our guidelines (on reverse) for the product ordered. Whenever possible, place vector images into the layout before converting to a PDF. Please be aware that when changes need to be made to placed images (coloring, mode, etc.), there is the possibility of the quality being compromised.
4. Please name the PDFs you send without punctuation of any kind (except .pdf), and keep the file names short.

QuarkXPress®

1. Along with your file sent for placement, we need the supporting graphic file(s) given the same name as the graphic(s) in your document. (Changing the name after placement will make the graphic come up as “missing” or “modified” when read by our imagesetters.) Place graphics at 100%. Placed graphics need to be high-quality or good vector art to receive the best quality printed product.

Adobe® InDesign® on PC

1. Change all text into “outlines” in your document.
2. If you are using an imported graphic in your InDesign® document, be sure to include or embed the original graphic file. Place graphics at 100%. Placed graphics need to be high-quality or good vector art to receive the best quality printed product.
3. Save as an INDD file.

Adobe® Photoshop®

1. Files must be saved as a TIFF without compression.
2. Do not color an image in Photoshop® (for spot printing).
3. Please submit black and white bitmap images at a minimum of 600 dpi and grayscale images at a minimum of 400 dpi for standard spot printing. For full color printing, CMYK images need to be submitted at no less than 400 dpi.
4. All files need to be submitted at the size being used for printing.
5. If bleeds are needed, allow 1/8" (.125") on all sides.

Adobe® Illustrator®

1. Change all text into “outlines” in your document.
2. If you are using an imported graphic in your Illustrator® document, be sure to include or embed the original graphic file. Place graphics at 100%. Placed graphics need to be high-quality or good vector art to receive the best quality printed product.
3. Save the file as an Illustrator EPS.

CREATING YOUR FILES

Create one item sized correctly per document. (Placed graphics and text should be sized at 100%.)

“Camera / Print” Ready Artwork

Print ready artwork is defined as artwork that is provided at 100% size, requires no typesetting and has an 1/8" margin on all sides. All print ready artwork for multi-ink orders should be color separated and include registration marks. Do not prescreen artwork. No photocopies, facsimiles, low-resolution laser prints, pencil or ballpoint sketches are acceptable.

Fonts

Using your illustration program, convert all text “to curves” or “create outlines” in your files. If possible, do not use the stylization palette to bold, italicize, add drop shadow to or put outline on your fonts.

Margin Requirements

Spot Color printing (one or more spot colors):

1. Business cards must be sent 1-up with at least a 1/8" (.125") margin.
2. Envelopes must allow 1/4" (.25") from the top and side.
3. Letterheads must have at least 3/8" (.375") at the top and 1/4" (.25") along all sides and bottom.
4. Presentation Folders must have the artwork position noted in the special instructions, or a sample must be attached.
5. Print ready artwork is defined as artwork that is provided at 100% size, requires no typesetting and has an 1/8" margin on all sides.

Full Color process printing

1. Business cards and Folders should have at least 1/8" (.125") margins.
2. Postcards need at least 1/4" (.25") margins.
3. Sales sheets, flyers and brochures require at least 1/4" (.25") margin for the text or other image that doesn't bleed on all sides. If a bleed is wanted, the text still needs to be 1/4" (.25") away from the edge.

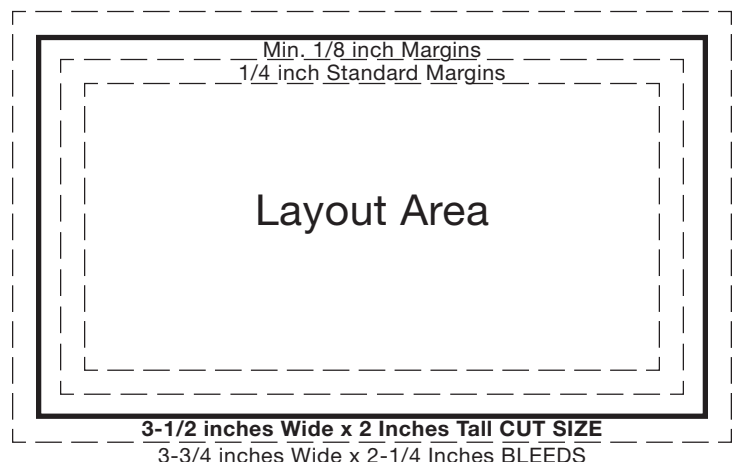
Bleed Requirements

1. 1/8" (.125") should be allowed on all sides. Please make sure the text still maintains the required margin even when graphics bleed.
2. All artwork with a bleed must include an 1/8" extension to avoid additional charges.
3. Bleeds are not available on full color letterhead and envelopes without a quote.

Sample for Bleeds

BUSINESS CARDS

- Cut Size: 2 x 3-1/2 inch.
- Overall Size with Bleeds: 2-1/4 x 3-3/4 inch.
- Standard Margins:
 - 1/4 inch on all four sides.
 - Minimum 1/8 inch margin.
- Bleed Extension: 1/8 inch on all four sides.



Customer Preparation of Documents/Artwork

Microsoft Word and Microsoft Publisher

All Files must be saved on disk (CD, 3.5 or ZIP disk) or e-mailed. Files **MUST** include **ALL typefaces (fonts)** and **artwork** saved onto your disk along with the document. All multiple color files to be offset printed **MUST** be **Spot Colored** for Separation.

Microsoft Publisher (*filename.pub*)

(Use Pack and Go under the FILE MENU to save your file with fonts and supporting artwork - Publisher will give you step by step instructions)

Although sufficient for Digital Copying, some Publisher documents and ClipArt may not be adequate for Offset Printing.

Single Color reproduction can be achieved and is found under the *TOOLS MENU* and Color Printing under Commercial Printing Tools.

Microsoft Word (*filename.doc*)

(Microsoft Word has no utility for saving fonts and artwork with your file - you must manually collect your fonts and art and save them to disk.)

Although sufficient for Digital Copying, Microsoft Word is NOT recommended for more than Single Color Offset Printing as color separations CANNOT be achieved in this program.

Single Color reproduction can be achieved but with limitations on artwork.

Some Downfalls of Microsoft Softwares

Internet Images are unacceptable for reproduction due to low resolution.

Using Microsoft Templates do not always fold or cut to proper specifications.

Preloaded ClipArt may not reproduce like you see it on your screen. (*Colors, Screens, Resolution, etc. are not always as they appear.*)

These items may require manipulation to achieve your desired effect.