



Caribbean Print Technologies Limited

Due to the change from **Film** to **C.T.P. (Computer To Plate)** technology, the requirements for the preparation of art work has changed somewhat, this list should help with what is now required for files to be read and output with minimal errors and delays.

### **How to prepare (QuarkXpress & InDesign) for C.T.P. PrePress**

**PDF** or **EPS** formats should be all we need, just make sure:

- Fonts in the InDesign or QuarkXpress file are outlined and/or embedded.
- All pictures are embedded and are at the resolution you are happy with (not pixelated) and CMYK not RGB
- Make sure (1)one colour pages are such, and full colour pages are CMYK, unless a pantone is required.
- If job is comprised of Pantone/Spot colours make sure there are no CMYK images or elements in the file.
- Black text should be 100% Black, not CMYK.
- Make sure the document setup is set to the finished size of the job bleed should go outside this area.

**Then save your InDesign file in PDF presets or EPS; or export your QuarkXpress file as PDF or EPS, making sure:**

- Do Not save as spreads, save as **SINGLE** pages
- Save pages with at least (.125") bleed
- If there are blank pages make sure they are in the PDF where required.
- no registration marks and/or page labels are required, crop marks are fine.
- The cover should be a spread with bleed and make sure there is a spine if necessary.
- Also, choose the Press Quality option when saving as PDF.

*Once all these are covered the resulting PDF should be ready for us to impose and print with the results you require.*

- Corrected pages should be labeled with the job name and the page number.
- Please review generated PDF or EPS before sending to ensure it is a proper reproduction of the original file which is required to be output.

**P.T.O.**

## ***Illustrator files for CTP PrePress***

- All Fonts should be outlined, or files should be accompanied by a valid font folder consisting of both PS and True Type.
- Pictures and PhotoShop files should be embedded NOT placed, and cropped precisely and layered correctly.
- Intricate Illustrator designs and effects, if possible you should Expand appearance or Rasterize @ 300dpi +.
- Document colour mode should be CMYK. • Files that require bleed, the bleed should be (.125" +)
- If spot colours are used make sure the elements that are supposed to be spot, are not process (CMYK).
- Black text should be 100% Black, not CMYK, and should over print not drop out, if set on a coloured background.
- Make sure (1)one colour files are such.
- Make sure the document setup is set to the finished size of the job bleed should go outside this area.
- No registration marks and/OR page and colour labels are required, crop and fold marks are fine.
- Die lines and key lines should be saved as a separate file and should not be in the finished art work.
- Art work should be centered exactly in the document area.
- If there is a die line the document setup should be to the size of the die and the image place where it would be if the die were there.

## ***When saving files as PDF make sure:***

- All elements not used in the finished artwork or other sides built in the same document should be deleted before saving PDF.
- If job is two(2) sided, each side should be saved as a separate file(PDF). • Do not step up jobs.

**Go to: File> Save as> PDF: in the PDF options window choose Marks and Bleed check the crop marks box alone and set bleed to (.125") all around, and save.**

- View PDF and compare with finished file and make sure all elements are correct, present and in order.

Please send an approved hard copy with all jobs. Hard copy should be printed from the PDF of the file.

*If you have any questions on how to achieve any of the above please feel free to call me @ 1-868-624-2841/623-2924 ext. 240 • Cell: 689-7850*

***Pre Press Department, CPT.***

