



Digital Prepress Specification Checklist – rev 2/12/03 page: 1 of 2

To help guide you in the design process and to ensure that your files are output correctly, we have developed the following “checklist” of specifications. NPI has the latest technology available in digital workflow and Computer to Plate systems. The checklist is designed to help speed up the production process, and avoid expensive and unnecessary prepress charges.

A more expanded version of the specifications can be downloaded in PDF format to your computer by going to our website at www.northprint.com and click on the customer service tab. If you have any questions regarding this checklist, or any pre-press specifications, please contact NPI pre-press at 800-662-5784 (local at 218-326-9407). Ask for Del Olds, Tricia Wahlstrom, or Jeff Frazier.

For new customers, or for totally re-designed or new projects, we recommend and encourage that you send a test file to the NPI prep staff for them to analyze, and to perform a trial pre-flight. This will assist in the identification problems or issues early in the process, assure that your project gets produced correctly, and help avoid additional charges.

Medium for file transfer:

(please clearly label with job name, date, and your company name)

- Zip Disk
- CD
- 3.5” floppy disk
- DVD
- Jaz Disk
- Electronic Transfer (file must be compressed)

Transfer method:

- e-mail (2MB limit) to twahlstrom@northprint.com or dolds@northprint.com.
- FTP (call 800-662-5784 for password, or see our website for instructions)

Programs we support (Mac or PC):

- QuarkXPress (preferred format)
- Acrobat (call for distiller settings)
- Pagemaker
- InDesign
- Photoshop
- Illustrator
- Freehand
- CorelDraw

File organization:

- Document folder (only documents applicable to the job)
- Fonts folder (all fonts used in document and images)
- Images folder (all linked images)

Documents:

- Documents set up in single page, not in reader spreads
- All bleeds are 1/8” minimum
- All pages are contained in one document (avoid single page documents)
- Keep copy at least 1/8” away from final trim
- Use “Rich Black” for solid images, and text 20pt and above
hint: a good combination is 40% cyan, 10% magenta, 100% black

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- Fonts:**
- The fonts used in the document are the same as those used in the laser proof
 - Both the printer and screen fonts are supplied
 - There are no “double byte” fonts used
- Images:**
- All images are CMYK – ***DO NOT uses RGB***
 - All images are Tiff or EPS (Do not use jpeg images)
 - Images should be sized, cropped and rotated in the application program
 - Resolution for color images must be between 266 and 300 dpi
 - Resolution for gray scale for images must be between 1200 and 1600 dpi
 - Do not use embedded images
 - Delete unused colors
 - Do not use “hairline” rules. Use specific width such as 0.25 points.
 - Do not colorize (2 or more colors) thin lines (.5 or less) or text (10pt or smaller).
- Customer provided Proofs:**
- Color or Black and White laser proof
Important: proofs must be made from the exact file that you submit to NPI
- For new customers, or if this is a new project:**
- Test file sent to NPI prior to final file submission
- NPI Pre-Press contact info:**
- NorthPrint International
1321 SE 8th Street
Grand Rapids, MN 55744
Fax: 218-326-8397
Toll free: 800-662-5784
Local: 218-326-9407
Web site: www.northprint.com
- Del Olds** – pre press operator
e-mail: dolds@northprint.com
- Tricia Wahlstrom** – pre-press operator
e-mail: twahlstrom@northprint.com
- Jeff Frazier** – pre-press supervisor
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