

Electronic File Preparation

Most common mistakes/problems in supplied electronic files

Survey by Seybold Seminars and
MediaLive International Research – 2003

1,200 printers surveyed in America and Europe stated that over 50% of files transmitted to their prepress department had one or more of the following problems that slowed the prepress process.

1. Fonts missing
2. Resolution issues on images (too low)
3. Wrong colour space
(RGB/PMS instead of CMYK)
4. Problems with transparency
5. Inadequate bleed
6. Wrong size
7. Images missing
8. File does not correspond to printout supplied

A final check of your electronic file for the issues listed above will assure an efficient turnaround.



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Electronic File Transfers

PDI offers many possibilities:

E-MAIL:

Attachments are limited to 12 Mb and must be compressed into a .sit, .sitx or .zip format.

FTP TRANSFER:

Your larger files can be uploaded in our public server at the following address:

Address:	ftp.groupepdi.com
Host Name:	pdi
Password:	host
Repertory:	Public

PERSONALIZED SPACE ON FTP SITE:

For a personalized space on our FTP site, please contact your PDI representative.

CD OR DVD

PDI can also receive your files on CD or DVD.

**All transfers must include
a visual reference
(PDF or laser copies).**

For technical problems or more information, please contact:
production@groupepdi.com, or
514-365-1222, extension 240, 241, 242 or 243

Paper

Thickness Chart

(Thousandth of an inch - .011 = 11 pts)

Basis Size	Basis Weight M	Basis Weight lbs	Thickness (pt)
Text – Non coated Papers (Offset)			
25 x 38	80M	40 lbs	.003
25 x 38	100M	50 lbs	.0035
25 x 38	120M	60 lbs	.004
25 x 38	140M	70 lbs	.0045
25 x 38	160M	80 lbs	.005
25 x 38	200M	100 lbs	.007
25 x 38	240M	120 lbs	.009
Text – Coated Papers (Gloss)*			
25 x 38	120M	60 lbs	.0027
25 x 38	140M	70 lbs	.003
25 x 38	160M	80 lbs	.004
25 x 38	200M	100 lbs	.005
25 x 38	230M	115 lbs	.0055
Text – Book Paper			
25 x 38	140M	70 lbs	.007
25 x 38	160M	80 lbs	.004
Cover – Coated Papers (Gloss)*			
26 x 40	100M	50 lbs	.0095
26 x 40	130M	65 lbs	.011
26 x 40	160M	80 lbs	.0125
26 x 40	250M	125 lbs	.014

*Please note that matte and silk coated papers are thicker than gloss coated papers in the same basis weight.

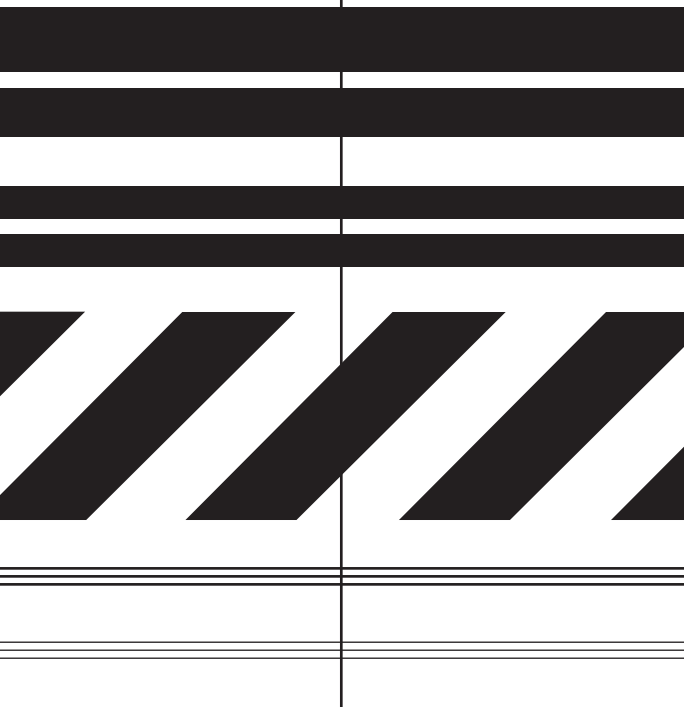


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Opacity

Sheet A

Sheet B



Place a sheet on each half of this guide to compare the opacity of two different papers.



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Specification Worksheet

This specification worksheet will help you to ensure that your quote requests are as detailed and comprehensive as possible.

Job title: _____

Description : _____

Quantity & Format

Total quantity: _____

Qty lot A: _____ Qty lot B: _____

Open size: _____

Closed size: _____

Bleed No Bleed Number of pages: _____

Plus cover Self-cover

Litho

Couverture : Recto : _____

Change for 2nd lot: _____

Verso : _____

Change for 2nd lot: _____

Varnish- Type _____

Overall Spot

Inside: Recto : _____

Change for 2nd lot: _____

Verso : _____

Change for 2nd lot: _____

Varnish- Type _____

Overall Spot

Paper

Cover weight/grade/finish/colour: _____

Text weight/grade/finish/colour: _____



Specification Worksheet

Finishing

Scoring Saddlestitch Perfect bind

Hole punch # of holes: _____

Shrinkwrap by _____ 's

Plastic lamination: 1 side 2 sides

Gloss Matt

Die cut

of pockets _____ Height _____ Capacity _____

Glued: one side two sides

Other, specify: _____

Packing

Carton Pack Skid Pack

Other, specify: _____

Material supplied

PDF Tiff-IT

Native application: _____

Specify: _____

Line screen: 133 150 175

200 300

Type of proof required: _____

Shipping

FOB destination: _____ Postal code: _____

File submission date: _____

Delivery date to destination: _____

Delivery service: Air Ground



Inch/Pouce = Decimal/Décimal

$1/64$	→	0.0156	$33/64$	→	0.5156
$1/32$	→	0.0313	$17/32$	→	0.5313
$3/64$	→	0.0469	$35/64$	→	0.5469
$1/16$	→	0.0625	$9/16$	→	0.5625
$5/64$	→	0.0781	$37/64$	→	0.5781
$3/32$	→	0.0938	$19/32$	→	0.5938
$7/64$	→	0.1094	$39/64$	→	0.6094
$1/8$	→	0.1250	$5/8$	→	0.6250
$9/64$	→	0.1406	$41/64$	→	0.6406
$5/32$	→	0.1563	$21/32$	→	0.6563
$11/64$	→	0.1719	$43/64$	→	0.6719
$3/16$	→	0.1875	$11/16$	→	0.6875
$13/64$	→	0.2031	$45/64$	→	0.7031
$7/32$	→	0.2188	$23/32$	→	0.7188
$15/64$	→	0.2344	$47/64$	→	0.7344
$1/4$	→	0.2500	$3/4$	→	0.7500
$17/64$	→	0.2656	$49/64$	→	0.7656
$9/32$	→	0.2813	$25/32$	→	0.7813
$19/64$	→	0.2969	$51/64$	→	0.7969
$5/16$	→	0.3125	$13/16$	→	0.8125
$21/64$	→	0.3281	$53/64$	→	0.8281
$11/32$	→	0.3438	$27/32$	→	0.8438
$23/64$	→	0.3594	$55/64$	→	0.8594
$3/8$	→	0.3750	$7/8$	→	0.8750
$25/64$	→	0.3906	$57/64$	→	0.8906
$13/32$	→	0.4063	$29/32$	→	0.9063
$27/64$	→	0.4219	$59/64$	→	0.9219
$7/16$	→	0.4375	$15/16$	→	0.9375
$29/64$	→	0.4531	$61/64$	→	0.9531
$5/32$	→	0.1563	$31/32$	→	0.9688
$31/64$	→	0.4844	$63/64$	→	0.9844
$1/2$	→	0.5000	1	→	1.0000

Imposition

RECTO	VERSO	RECTO	VERSO	RECTO	VERSO	RECTO	VERSO
1	2	65	66	129	130	193	194
4	3	68	67	132	131	196	195
5	6	69	70	133	134	197	198
8	7	72	71	136	135	200	199
9	10	73	74	137	138	201	202
12	11	76	75	140	139	204	203
13	14	77	78	141	142	205	206
16	15	80	79	144	143	208	207
17	18	81	82	145	146	209	210
20	19	84	83	148	147	212	211
21	22	85	86	149	150	213	214
24	23	88	87	152	151	216	215
25	26	89	90	153	154	217	218
28	27	92	91	156	155	220	219
29	30	93	94	157	158	221	222
32	31	96	95	160	159	224	223
33	34	97	98	161	162	225	226
36	35	100	99	164	163	228	227
37	38	101	102	165	166	229	230
40	39	104	103	168	167	232	231
41	42	105	106	169	170	233	234
44	43	108	107	172	171	236	235
45	46	109	110	173	174	237	238
48	47	112	111	176	175	240	239
49	50	113	114	177	178	241	242
52	51	116	115	180	179	244	243
53	54	117	118	181	182	245	246
56	55	120	119	184	183	248	247
57	58	121	122	185	186	249	250
60	59	124	123	188	187	252	251
61	62	125	126	190	190	253	254
64	63	128	127	192	191	256	255

Proofreader's Chart

These proofreaders' marks are the generally accepted symbols to indicate changes and corrections in an understandable manner.

<i>stet</i>	Let it stand -- (all matter above dots)	
#	Begin a paragraph	
no #	No paragraph.	
<i>run in</i>	Run in or run on	
<i>flush</i> #	[No paragraph indention	
⊙	Period	↗ Comma
∇	Semicolon	⊙ Colon
∨	Apostrophe or 'single quote'	
∩	Quotation marks "quotes"	
?	Question mark or "query"	
=/ or ⊙	Hyphen	
(/)	Parentheses	
[/]	Brackets	} Brace
Ⓢ	Spell out (20 gr.)	
<i>ok</i>	Correct and print, no revised proof wanted	
<i>wf</i>	Wrong font (size ⊙ style of type)	
<i>lc</i>	Set in <u>LOWER CASE</u> or <u>LOWER CASE</u>	
<i>caps</i>	SET IN <u>capitals</u>	
<i>caps & lc</i>	<u>LOWER CASE</u> with Initial Caps	<i>u/lc</i>
<i>sm caps</i>	SET IN <u>small capitals</u>	
<i>rom</i>	Set in <u>roman</u> (or regular) type	
<i>ital</i>	Set in <u>italic</u> (or <u>oblique</u>) type	
<i>lf</i> or L.F	Set in <u>lightface</u> type	
<i>bf</i> or B.F	Set in <u>boldface</u> type	
⊠	Move to right	} Ragged Margin
⊡	← Move to left	
⊣	Lower (letters or words)	
⊤	Elevate (letters or words)	
—	<u>Straighten</u> line (horizontally)	
	Align type (vertically)	
<i>tr</i>	Transpose enclosed in ring (<u>matter</u>)	
# in	Insert space between lines	
#	Take out space or <i>tr</i> space	
<i>close up</i> ⊙	Close up en tirely; take out space	
<i>less</i> #	Less / space / between / words	
<i>eq</i> #	Equalize space / between / words	
#	Insert space (or more space)	
<i>∅</i>	Delete, take out	

Press Approval

How to prepare

- Take an experienced person with you if this is your first press check
- Wear comfortable footwear
- Designer black clothing may not be a wise choice that day as the white spray powder inherent in the print process will seek you out.
- If your client is also present at press, agree in advance on what each person's role will be so that you do not give mixed signals to the pressman.
- If you want the printer to match a piece previously printed at another supplier, this reference must be supplied to prepress before work is started. Do not pull it out as a surprise once the make ready has already been done.
- Let the printer know if there is a form or an image that is crucial to your project. Make sure to start with that form in order to set the standard for the balance of the print job.

Press Approval

How to proceed

- Relax, remember to breathe!
- Rest your eyes occasionally or everything will start to blur together
- Tell the printer what changes you want made and let him decide how best to achieve the desired effect.
- Don't be shy to ask questions
- If you are setting a standard for the balance of the print project, let your printer know. They will make sure your signed sheet is kept for future reference on the forms yet to be printed.
- Do not experiment on press, it gets expensive. You should be making minor adjustments versus major moves.
- Sign, date and indicate time of final sheet you okay. Ask for copies of the sign off sheet to bring back to the office.

Press Approval

Press okay checklist

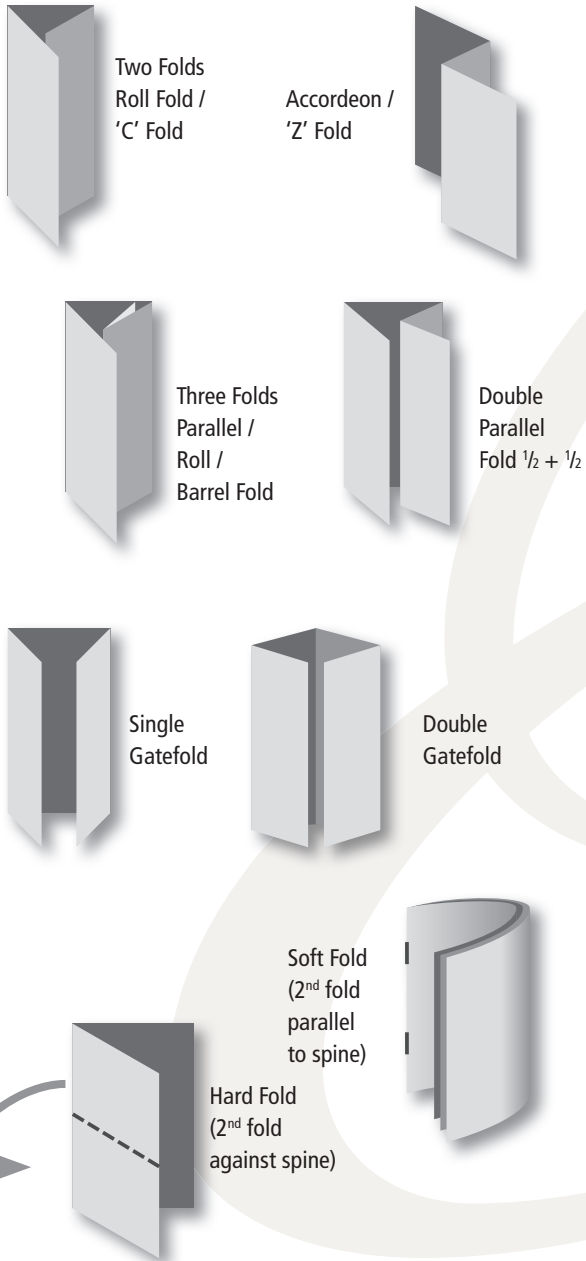
- Are you viewing press sheets in correct lighting (5,000K)?
- Is the printer using the correct paper?
- Are all images and type on press sheet?
- Are all elements in register?
- Do four colour and PMS colors match on crossovers?
- Do PMS colours match target (up-to-date PMS book or approved ink draw down)
- Is the type crisp and unbroken?
- Are images free of hickeys, picking, roller marks, mottling, ghosting, scumming?
- Congratulate yourself on a job well done!

Finishing

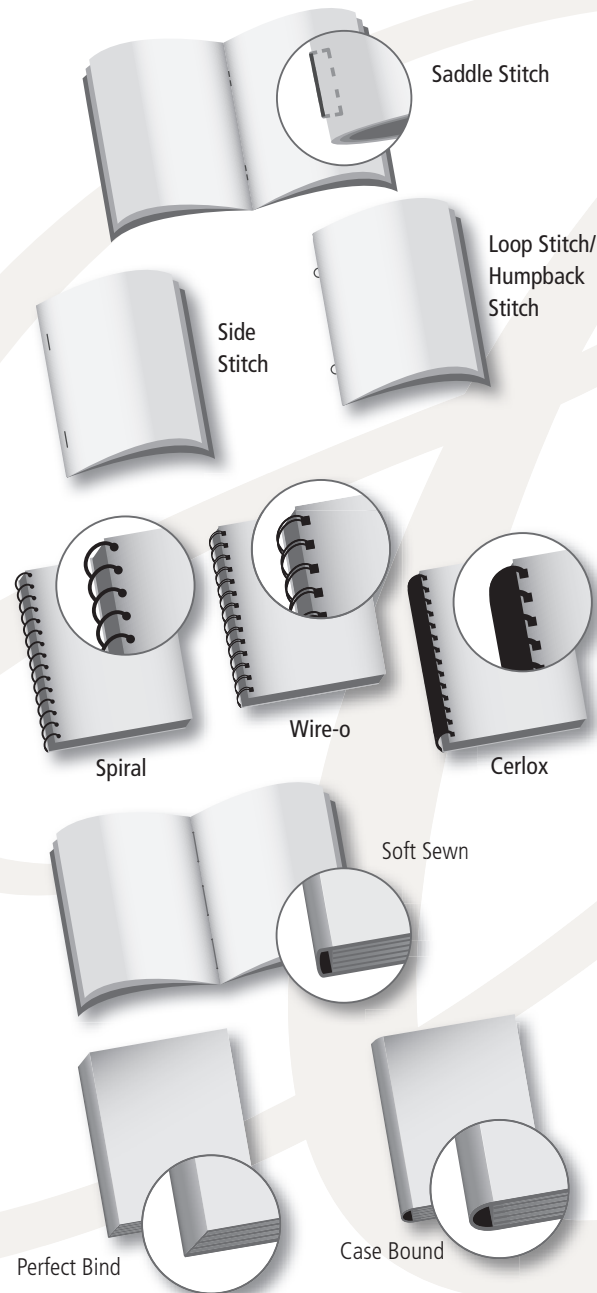
Finishing

Imposition

Folding



Bindery



Printing Forms

