Universal Printing "How-To" Series...

File Preparation Guidelines

Please follow these file preparation guidelines for guaranteed on-time delivery of your print project:

PRE-PRESS SOFTWARE APPLICATIONS:
All UMCPrint files are output for production in a Macintosh environment. We can accept the following file types:

- QuarkXPress 8.5 or earlier with all linked graphics, images and fonts necessary for your project.
- Adobe InDesign CS4 or earlier with all linked graphics, images and fonts necessary for your project.
- Adobe Illustrator CS4 or earlier with all embedded graphics and fonts necessary for your project.
- Adobe Photoshop Cs4 with all linked or embedded content and fonts necessary for your project.
- We also accept Press-Ready, high-resolution PDF

NOTE: Please convert all files to CMYK (Process Color), or Pantone color. DO NOT use RGB color mode. DO NOT submit PageMaker files, Microsoft Publisher files, or Corel Draw files.

If you are uncertain as to the file format you are using or need assistance preparing your files, please contact UMCPrint at **816.231.2771** *and we will be happy to assist you.*

FILE PREPARATION:
1. Be sure to include all support files such as fonts, PhotoShop files, linked files, etc. Please burn your files to CD, DVD, USB flash drive or upload them to our FTP site.
2. Please save graphic files as .EPS, .TIFF, or certified PDF (using CMYK color mode).
3. Illustrator files must have type converted to outlines and saved in the .EPS format.
4. All other artwork in these files must be embedded. Always include the original files for embedded artwork.
5. Native Illustrator and Photoshop files are acceptable but may require manipulation at additional cost to you. Please ask when you submit the files to us.
6. Press-ready PDF's must have all fonts embedded and the desired line screen set when the PDF is created.
7. Other file formats could result in extended lead times.

FONTS:
Missing fonts are the source of most file problems. Avoid TrueType fonts. We prefer OpenType or PostScript Type 1 fonts.

In software applications that allow it, converting type to outlines minimizes problems associated with fonts. You may also want to do "Path Cleanup" to remove "click points" in your Illustrator or other vector-based files. *Files cannot be output if they contain missing fonts.*

PC FILES:
Although our Art Department is Macintosh-based, we can, in many cases, work with files created in compatible software on PC.

if you are using a PC, your graphics files must be saved as .TIFF, .PDF or .EPS files in CMYK color mode.

If you are uncertain as to the file format you are using or need assistance preparing your files, please contact UMCPrint at **816.231.2771** *and we will be happy to assist you.*

FILE SUBMISSION:
Please save your work to either a CD, DVD, or 100/250 Zip disk. In addition, we have an FTP site - please call for more information, 816.231.2771.

PROOFS:
It is highly recommended that you provide sample output or proofs of your files upon submission. This ensures more efficient and accurate output for production purposes. Samples and proofs also help avoid mistakes, unexpected results and missed deadlines.