



Globus Printing & Packaging File Preparations for Computer-to-Plate (CTP)

Globus Printing & Packagaing works in the following versions of software

Macintosh Software:

- QuarkXPress 6
- InDesign CS
- Adobe PageMaker 7
- Adobe Illustrator CS
- Adobe PhotoShop CS
- Adobe Acrobat 6 & 7
- Macromedia Freehand 10
- Bar Code Pro 3.55

PC software:

- QuarkXPress 6
- InDesign CS
- Adobe PageMaker 7
- Adobe Illustrator CS
- Adobe PhotoShop CS
- Adobe Acrobat 7

We can receive files from:

- CD/DVD
- 1.4 Meg Diskette
- E-Mail Attachments
- FTP Sites

When Sending your files, please include a current laser proof, all images/graphics and fonts (Screen & Printer or True type)

- **Scan halftones according to standard guidelines.** Use this chart for guidance in setting your highlight, midtone and shadow tonal values when scanning both grayscale and color originals.

	Web Coated	Web Uncoated
<i>Highlight – Tonal Value</i> <i>Lightest area carrying detail</i>	5% of any one process color	5% of any one process color
<i>Shadow – Tonal Value</i> <i>Darkest area carrying detail</i>	95% or under	90% or under
<i>Midtone – Expected Dot Gain</i>	15% to 20%	20% to 25%

- **Ink coverage of photos should not exceed 320%.**
- **Do not apply any trapping to artwork.**
- **Check the overprint settings of artwork.** Enable Overprint Preview in Illustrator (versions 10 and higher) to see whether colors overprint or knockout.
- **Ensure that the color setup of all graphics is correct.**
- **Flatten any transparency in graphics before sending.** Avoid using live transparency whenever possible.
- **Do not create artwork in Illustrator with 0 stroke applied.**
- **Do not use hairline rules.** No rules should be thinner than 0.2 pt.
- Be aware of potential problems with images or files created in older versions of software such as Illustrator, particularly with Pantone colors that could be affected by **the Pantone Library change** in 2000. If artwork contains Pantone specified colors, make sure you're using the most current versions of the Pantone libraries and that the resulting CMYK conversions match.
- Use Pantone color CVU
- **All graphics/images need to be CMYK, Grayscale, Bitmap, Tiff. or EPS File format**
- **WE DO NOT ACCEPT PICT, JPEG, RGB, OR MULITI CHANNEL FILES**
- **WE DO NOT ACCEPT PASSWORD PROTECTED FILES**
- **Do not place .psd files in InDesign or QuarkXPress** (if you have an XTension that allows you to do so.) Acceptable formats: EPS, TIFF (no JPEG, GIF, PNG)
- **Create pages in files to trim size.** Ensure trim-size consistency throughout the book.
- **Ensure that no type in 2 or more colors is below 8 point.**
- **Items on page backup correctly** front to back. (e.g., running headers, footers, folios)

- **Pagination is correct.**
- **Layout files include internal blank pages.** (Printer will add end blanks to fill out the final form.)
- **Pages have nothing entering the image area (within the live page) that shouldn't be there.** For example: slug lines, figure labels.
- **Bleed of 1/4"** for all bleeding elements.
- **Pages include a type safety margin of 3/8" from trim.** No live types or live images within 3/8" of trim.
- **Books with drilling or perforation contain sufficient margins in the binding edge.**
A perforation requires 3/4"
A drill requires 3/4"
A 5 hole automotive drill requires 1"
 If the book has **both a drill and a perforation**, 1" type safety is required.
- **Final PDF files don't have font substitution. All fonts MUST be embedded.**
- **Save files with names that meet files naming standards.**

Illegal Characters

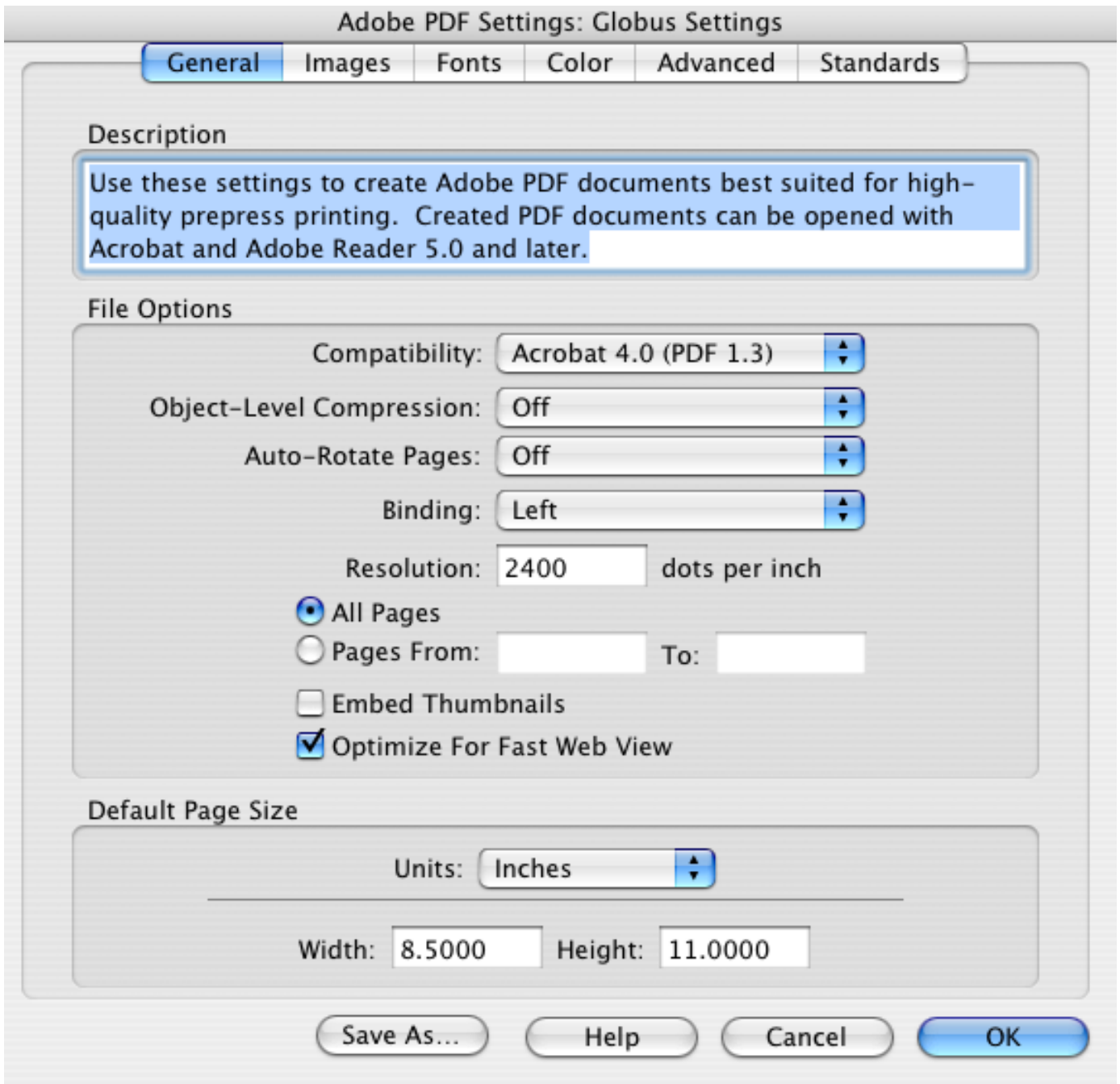
When naming files, do not include punctuation or spaces (see Illegal Characters chart.) A period may only be used once in conjunction with a three-character extension. File names should only include letters, numbers, dashes or underscores. Our archive database will not recognize these illegal characters.

Illegal Characters

[]	()	{	}	<	>	\	/
:	~	!	@	#	\$	%	^	&	*
	+	'	,	?	;	"		=	

File Name Length

The file name must be no more than 32 characters in length extension. Note that Mac OS 9 file names are restricted to 31 characters.



These are the current Adobe Acrobat Distiller settings for Globus Printing

If you have any further questions or comments please contact:

Globus Printing & Packaging
One Executive Parkway
Minster, Ohio 45865
PH: 419-628-2381
FX: 419-628-3105

Adobe PDF Settings: Globus Settings

General

Images

Fonts

Color

Advanced

Standards

Color Images

Sampling: Bicubic Downsampling to 300 pixels per inch

for images above: 450 pixels per inch

Compression: ZIP

Grayscale Images

Sampling: Bicubic Downsampling to 300 pixels per inch

for images above: 450 pixels per inch

Compression: ZIP

Monochrome Images

Sampling: Bicubic Downsampling to 1200 pixels per inch

for images above: 1800 pixels per inch

Compression: CCITT Group 4

Anti-Alias to gray: Off

Policy

Save As...

Help

Cancel

OK

Adobe PDF Settings: Globus Settings

General

Images

Fonts

Color


Advanced

Standards

Embed all fonts

Embed OpenType fonts

Subset embedded fonts when percent of characters used is less than: 100 %

 Only fonts with appropriate permission bits will be embedded

When embedding fails: Cancel job

Embedding

/Users/admin/Library/Fon

Font Source

Add->

Always Embed Font

Add->

Never Embed Font

Add Name...

Remove

Save As...

Help

Cancel

OK

Adobe PDF Settings: Globus Settings

General

Images

Fonts

Color

Advanced

Standards

Adobe Color Settings

Settings File: None

Color Management Policies

Leave Color Unchanged

Document Rendering Intent: Preserve

Working Spaces

Gray: Dot Gain 20%

RGB: sRGB IEC61966-2.1

CMYK: U.S. Web Coated (SWOP) v2

Preserve CMYK values for calibrated CMYK color spaces

Device-Dependent Data

Preserve Under Color Removal and Black Generation

When transfer functions are found: Preserve

Preserve Halftone Information

Save As...

Help

Cancel

OK

Adobe PDF Settings: Globus Settings

General

Images

Fonts

Color

Advanced

Standards

Options

- Allow PostScript file to override Adobe PDF Settings
- Allow PostScript XObjects
- Convert gradients to smooth shades
- Convert smooth lines to curves
- Preserve Level 2 coveypage semantics
- Preserve Overprint Settings
 - Overprinting default is nonzero overprinting
- Save Adobe PDF Settings inside PDF file
- Save original JPEG images in PDF if possible
- Save Portable Job Ticket inside PDF file
- Use Prologue.ps and Epilogue.ps
- Create Job Definition Format (JDF) file

Document Structuring Conventions (DSC)

- Process DSC comments
 - Log DSC warnings
 - Preserve EPS information from DSC
 - Preserve OPI comments
 - Preserve document information from DSC
 - Resize page and center artwork for EPS files

Save As...

Help

Cancel

OK

Adobe PDF Settings: Globus Settings

General

Images

Fonts

Color

Advanced

Standards

Standard Reporting and Compliance

Compliance Standard:

When not compliant:

If Neither TrimBox nor ArtBox are Specified

- Report as error
- Set TrimBox to MediaBox with offsets (Inches):

Left: Right: Top: Bottom:

If BleedBox is Not Specified

- Set BleedBox To MediaBox
- Set BleedBox To TrimBox with offsets (Inches):

Left: Right: Top: Bottom:

Default Values if Not Specified in the Document

Output Intent Profile Name: ?

Output Condition Identifier: ?

Output Condition: ?

Registry Name(URL): ?

Trapped: ?

Save As...

Help

Cancel

OK