

HOW TO... provide files that **PRINT!**

At **Printhouse** we operate a state-of-the-art Agfa Acento CTP (Computer To Plate) processor, driven by an Apogee RIP (Raster Image Processor) fed with a .pdf (Portable Document Format) workflow. And we are proud of the fact that we were the first Printer in New Zealand to utilise the new environmentally-friendly, chemistry-free Azura thermal printing plate system.

This guide is to help you help us print from your files, first time, which ensures your print job comes in on time and on budget. Simply follow this guide and file problems will become a thing of the past.

InDesign Document

Supply us with:

1. **A Press Quality .pdf**
Your finished document is easily converted to a .pdf in InDesign – simply go to the file menu, select Adobe PDF Presets [Press Quality]... select Acrobat 6 (PDF 1.5), apply 3mm bleeds from the 'Marks and Bleeds' menu option (note that we do not want/need trim marks or page information).
2. **Hard copy printout** supplied
3. **Colour instructions** (e.g. 1 colour – black, 2 colour – black and Pantone 300, full process colour – 4 colour CMYK).

Quark XPress Document

Supply us with:

1. **A Press Quality .pdf**
Export your file as an .eps file (with bleed).
2. Distill the .eps file with Acrobat Distiller. Ensure the default settings are "Press Quality." Then distill the file. It can be previewed in Acrobat reader.
3. If you do not have Distiller, simply provide us the .eps file (with bleed).
4. **Hard copy printout** supplied
5. **Colour instructions** (e.g. 1 colour – black, 2 colour – black and warm red, full process colour – 4 colour CMYK).

Freehand Document

Supply us with:

1. **A Press Quality .pdf**
Export your file as an .eps file (with bleed).
2. Distill the .eps file with Acrobat Distiller. Ensure the default settings are "Press Quality." Then distill the file. It can be previewed in Acrobat reader.
3. If you do not have Distiller, simply provide us the .eps file (with bleed).
4. **Hard copy printout** supplied
5. **Colour instructions** (e.g. 1 colour – black, 2 colour – black and warm red, full process colour – 4 colour CMYK).

Microsoft Word Document

Supply us with:

1. **A Word document**
2. **Any attachments used** (e.g. .jpeg, .tif files)
3. **Hard copy printout** supplied
4. **Colour instructions** (e.g. 1 colour – black, 2 colour – black and warm red, full process colour – 4 colour CMYK).

Microsoft Publisher Document

Supply us with:

1. **A Publisher file. Please ensure:**
 - i) Bleed of 3mm has been added to pages which have bleed – these pages will need to be resized to include bleed (e.g. A4 page would be 216 x 303mm or an A3 page would be 303 x 426mm)
 - ii) Ensure your Pantone colour palette has been loaded and enabled, select colours from this palette only, or use process colours (CMYK) – depending on how many inks you wish to print.
 - iii) Select "Pack and Go", which will provide us with all the files we need to successfully output your print job.
2. **Hard copy printout** supplied
3. **Colour instructions** (e.g. 1 colour – black, 2 colour – black and reflex blue, full process colour – 4 colour CMYK).

Corel Draw Document

Supply us with:

1. **A Corel Draw .eps file. Please ensure:**
 - i) Text has been converted to curves
 - ii) Bleed of 3mm has been added to pages which have bleed
 - iii) Do not use Fountain Fills – use black, Pantone colours or process colours only – depending on how many inks you wish to print.
2. **Hard copy printout** supplied
3. **Colour instructions** (e.g. 1 colour – black, 2 colour – black and warm red, full process colour – 4 colour CMYK).

Contact us

If you have any digital file management questions please contact:
artroom@printhouse.co.nz or phone Mike or Dave on **03-548 2354**