File Submission

Layout files and folders.

All imported embedded and non-embedded graphics.

Screen and printer fonts for both layout and images (including embedded images).

A composite and individual color separation of each color plate at 100%.

If files are submitted via e-mail or ftp you may send PDF files instead of hard copies.

Software Applications Accepted

Adobe Illustration CC (2017)

Adobe Photoshop CC (2017)

Adobe Acrobat Distiller 10

Adobe Acrobat XI Pro

Adobe InDesign CC (2017)

Efocus PitStop Pro 1 Plug-in

QuarkXpress CC (2017) - Forms X8 Plug-in - Yours Truly Plug-in

Supply files in their native format to allow for corrections.

Page Layout

The template eps can either be placed in your desired layout program or opened in a vector program like Adobe Illustrator or Macromedia Freehand.

Pocket folder should be layed out according to the template.

All bleeds should be 1/8".

Print data and bleeds should not exceed maximum image (bleed) area.

Do not place images on the glue tab except for the allowable 1/8" bleed as this will impede the adhesion of the glue.

The "No Text" area only applies to body copy and not graphic images or text that are intended to bleed off the trimmed paper edge.

Unused elements, layers and colors should be deleted.

Images should be scanned at 300 dpi and placed at 100% or less.

Manufacturer will provide trapping.

Type/Fonts

Avoid style options or buttons; choose a font from the font menu.

Avoid specifying a rule weight of "hairline", define it as a .25 rule instead.

Include both printer and screen fonts. If text is outlined, please be aware that the owner of the original files will have to perform any corrections or changes necessary.

Color

Define color names exactly the same between graphic and page layout programs.

Define all colors consistently as spot or CMYK.

Before sending files, output laser copies of all separate color plates to verify accurate color break.

Do's and Don'ts

Avoid placing PICT files. Convert them to EPS or TIFF files.

Convert all RGB files to CMYK.

Ensure that scan resolutions are 300 dpi and at least 100% of the printed size.

If Quark pages are saved as EPS files and placed in another document, send the original
Quark page and all placed files used to create it.

Place all scans at 100% or smaller. Enlargements may compromise quality.

Rotate, scale, and crop images before placing.

In Quark set picture box background color to "None" whenever possible.

Add a Gaussian noise of 2 to gradients (blends) created in Photoshop.

Avoid saving screening information or transfer functions with Photoshop images.

Clipping paths created in Photoshop need to be one full pixel into the image.

Transferring Files to Victor

Upload via website

Go to: www.victorprinting.com

Go to: File Uploads

Fill out form, click submit and follow instructions.

E-mail

postmaster@victorprinting.com

E-mail limited to 3 mb

Accepted Media

Zip Drives – 100 or 250 mb

Jazz Drives – 540 mb or 1 gb

CD/DVD

3.5" Floppy

Items to Include

Always compress files using ZIP, Stuff-It or another self-extracting compression software.

Compressed file must have your P.O. in the file name. This is how we identify which job is yours.

All files for output.

All imported graphics.

Screen and printer fornts for both layout and image files.

Color separations.

A list of included files and fonts.