design • print • logistics

Digital file specifications

Before sending in your digital files, please r eview the following specifications. If you ar e unsure about the specifications please do not hesitate to contact our pr e-press department prior to sending your file, our operators ar e glad to help. At the time of quotation Planet Pr ess assume that the digital files to be supplied ar e correctly prepared and 100% ready to run. Additional charges may be incurred if corrections or amendments to the files ar e necessary.

Media & File Transfer

Planet Press accept files via DVD, CD, ftp or email. Lar ge email and ftp files should be compr essed to minimise file size to reduce transfer times and avoid problems of data corruption. Please use Stuf fit or Winzip compression software - (.zip) or self extracing (.sea). Maximum size for email attachments is 10Mb. Ftp files can be accepted of a much larger size. If you have an ftp server , provide us with a user name and passwor d, and we will r etrieve the files from your site. Alter natively, you may chose to send files to our ftp server in our guest location. T o access the Planet ftp site, please type in the following addr ess into your web browser:

Address: ftp://ftp.planetpress.com.au/
Username: PlanetPress
Password: orbit

All users given these passwords are able to have access to r ead and write files, but they cannot delete them. W e will delete files when necessary. Users can drag and dr op files into the ftp window scr een if using Inter net Explorer 6 and above. Mac users and older PC system users will need to use a ftp client softwar e program to move files around. Customers requiring higher levels of security of information may r equest a dedicated ftp account.

Software

We accept most professional file formats inclusive of Indesign, QuarkXpr ess, Photoshop, and Illustrator. We prefer final output files to be constructed in Indesign or QuarkXpr ess. Planet's pre-press department operate Macintosh computers running OSX. PC files of the above pr ograms can also be accepted, however files cr eated using the Mac OS normally create the best results.

Illustrator and Photoshop files should be saved as EPS in CMYK colour mode; or EPS or TIFF in grayscale mode. Images saved in other formats such as .ai, .bmp, .jpeg, and RGB colour mode will r equire file editing by Planet Pr ess to achieve expected results, which may incur additional charges.

Other PC software such as Word, Excel, PowerPoint, and Publisher ar e designed for print to desktop of fice printers, and do not have the necessary colour and image handling capabilities to pr ovide the file in the correct way for professional print quality results. Digital files provided using these formats produce RGB documents, and often use JPEG low-resolution images. Many printing companies and all magazine publishers do not accept these files at all. T o achieve expected results Planet's pre-press department is required to extensively edit the document, and ther efore additional charges apply. Please advise us at the time of quotation if it is necessary for you to pr ovide files in these formats.

To summarise, when supplying **original digital files** to Planet Press please provide the following:
- Preferably QuarkXpress 7 (or lower) of Indesign CS 4 (or lower)
- All scans in CMYK colour mode (minimum 300dpi at actual size) saved as EPS or TIFF
- All fonts used in the document(s)
- All logos and linework illustrations used in the job (saved as outlines in Adobe Illustrator)
- Minimum 5mm bleed where applicable
- Provide a hard copy printed mock-up of the document for quality contr ol purposes

Planet Press also accept **high-resolution PDF** which has been saved to the corr ect settings:
- CMYK images only in the original document, (not RGB) scanned at minimum 300dpi at final size.
- Colour usage in the original document should be checked so that only those colours which ar e required as spot colours are preserved that way.
- Crop marks
- 5mm Bleed
- Image centred on the document page, in single pages
- Saved for Acrobat 4 or higher, with all editing capabilities pr eserved
- All fonts must be embedded
- We do not support TrueType fonts, so if these ar e used, please convert them to outlines in the original
- Colour and grayscale bitmap images to an average downloading sample of 400dpi
- Monochrome images to an average downloading sample of 1200dpi
- 8 bit zip compression
- No security settings
- Provide a hard copy printed mock-up of the document for quality contr ol purposes

{ 1 }

Planet Press Pty Limited   4-10 Ilma Street Bankstown NSW 2200 Australia
Phone: **02 9771 4711**   Fax: 02 9772 3384   www .planetpress.com.au
Email: enquiries@planetpress.com.au   Pre-press: **studio@planetpress.com.au**

Digital file specifications continued

Hard Copy Proof

It is beneficial to include a colour printout "hard copy mock-up" of your layout with your files. If you are emailing files, you may post the printout separately, or alternatively supply a pdf of the document that you have checked to be correct. Without a hard copy we cannot guarantee accurate reproduction of the image. Our operators and proof readers compare our results directly with the hard copy proof for quality control purposes. On occasion the digital file may contain Pantone colours which need to be preserved or converted to CMYK, where necessary please indicate all Pantone colours on the proof.

Colours

All desired colours need to be specified. Do not use generic colours, such as "blue" from QuarkXpress. Convert all to CMYK colours, or use the Pantone selections from the software. Please check the colour usage in the original document, so that only those colours which are required as spot colours are preserved that way.

During offset printing, Planet Press can utilise spot Colour Pantone Inks to achieve accurate colour matches. However during 4 colour process (CMYK) and digital printing EXACT COLOUR MATCHES ARE NOT ALWAYS POSSIBLE. Designers and production managers should refer to the Pantone Process Colour Imaging Guide, Solid to Process, to be sure of the closest equivalent to the specified colours desired.

Logos, lineart and scans

Do not supply logos or other linework illustrations as bitmapped art, or jpegs. Typographic logos and related images should be saved as outlines in EPS file format. Logos scanned as colour or grayscale images at 300dpi at actual size will achieve the minimum acceptable result, however the printed result will be "screened" giving a dotted final appearance rather than smooth lines. Higher resolution scanning, at 600dpi will improve the outcome. All scans of photographic images should be of a professional standard, with a minimum resolution of 300dpi at actual size. Alternatively, we can prepare the scans for use within your documents if you prefer. Art charges for adjustment and placement into your layout will apply. Please ask for this service at the time of quotation.

Fonts

ALL FONTS MUST BE SUPPLIED. Both printer and screen fonts must be included. Postscript fonts yield industry standard results. Avoid the use of TrueType fonts, convert these to outlines if used in the document. If providing a high-resolution PDF, ensure that all fonts are EMBEDDED.

File Layout

Please provide digital files prepared to the actual final size. Otherwise, please ensure that the proportions of the supplied digital documents are to scale of the final required size and that the output size is clearly advised.

Planet's pre-press department will impose the pages into appropriate book folds for our printing presses, therefore please supply documents as single pages (do not provide imposed page layouts).

Artwork must allow for any special finishing such as pockets, glue flaps, hole punching etc. and text should not extend across page spreads (unless it is the centre of the book). Where the image must extend to the extremity of the document a minimum of 5mm bleed is required.

All utilised image files (scans, logos, graphs etc.) that have been imported into a page layout program, must be included along with the page layout file. Save each layout as its own file, do not place two different layouts within the one document.

To ensure that editing is enabled, do not parse or embed image files into a layout file.

Internet reference material and digital photography

It is important to note that the quality of images sourced from the internet is very often inadequate for professional quality print and will result in pixelated, low-resolution images that lack detail. Likewise, many digital cameras do not have sufficient resolution and the results reproduce in a similar manner. Always use the highest quality setting on the camera to achieve best results for print reproduction. Most digital photos will require editing to adjust colour balance, contrast and colour conversion (from RGB to CMYK).