A successful print job begins with file preparation. Following these guidelines will help ensure efficient production of your project, maintain schedules, and achieve a quality product.

Document Setup

Page Size: The document or page layout should be the same as the final trim size. If the final trim size of your project is 8.375 x 10.875 inches, then the document should be set up at that size.

Bleed Allowance: All items that bleed should physically extend at least 1/8 inch past the trim edge of the document.

Safety Margin: Text and any other critical copy should be at least 1/8 inch from the trim edge of the document to avoid getting cut off during the manufacturing process.

Rules: All rules should be at least 0.25 point or wider. Avoid using "hairline" or thin rules which may not print correctly on press.

Color: All art and images should be built as Spot or Process Color (CMYK) in the original application as intended to print. Any Spot colors not intended to print as Spot as well as RGB or LAB should be converted to CMYK. Converting colors outside of the original application can have unexpected results.

Crop/Registration Marks: All marks should be offset from the trim edge of the document by at least 1/8 inch (9 points) to avoid appearing in the final product.

Spread Alignment: Individual pages are requested instead of reader spreads. Facing Pages should be used in the page layout program to ensure that spreads align correctly. The final PDF should be created as single pages.

Creep/Push-out/Shingling: With Saddle Stitch binding, pages progressively shift outward toward the center of the bound project. In most cases Walsworth uses a shingling adjustment to compensate for this. Spreads with critical alignment can not be adjusted and these pages should be designed with adequate clearance at the thumb edge.

Graphics

Halftone images: An effective resolution of 300 pixels per inch (also known as dpi) is optimal.

Bitmap images: An effective resolution of 600 pixels per inch (also known as dpi) is optimal.

All graphics should be saved using the appropriate colorspace: CMYK, Spot or Grayscale.

PDF File Submission

Text: PDF files in single-page layout are required. A PDF may contain multiple pages and should not be created as spreads. The page or page range should be included in the file name.

Cover: When a background image spans the outside cover, a spread is recommended for correct alignment. Contact Walsworth for exact spine width so the overall cover layout is correct.

A single-page layout is recommended when there is no critical alignment. The spine page can be the same size as the cover pages but the copy should be aligned at left edge and fit within the spine width. Order for cover pages should be outside front, inside front, inside back, outside back, spine (when applicable).

Cover file naming:

cover.pdf = all cover pages
cover1.pdf = outside front cover
cover2.pdf = inside front cover
cover3.pdf = inside back cover
cover4.pdf = outside back cover
cover5.pdf = spine

Correction Pages: 1 PDF file for each correction page is required unless multiple correction pages are in consecutive order (no missing pages in the file). The file name should begin with the page number or page range and include "cx" to indicate a correction.

01-03_cx.pdf
17_cx.pdf

For more information or technical support please contact STJPrepressHelpdesk@walsworth.com.