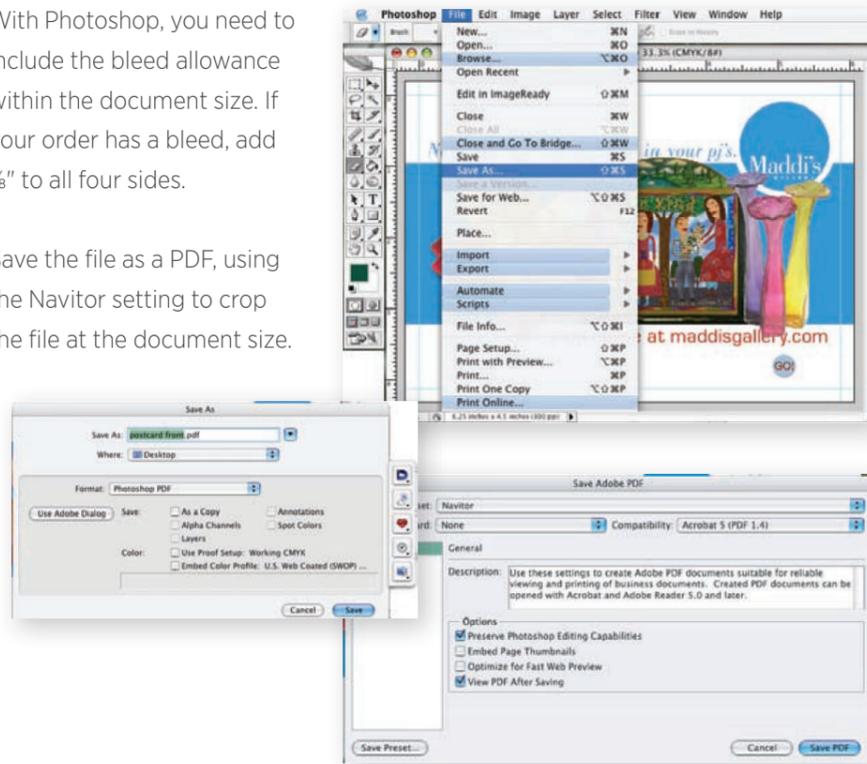


## Adobe® Photoshop®

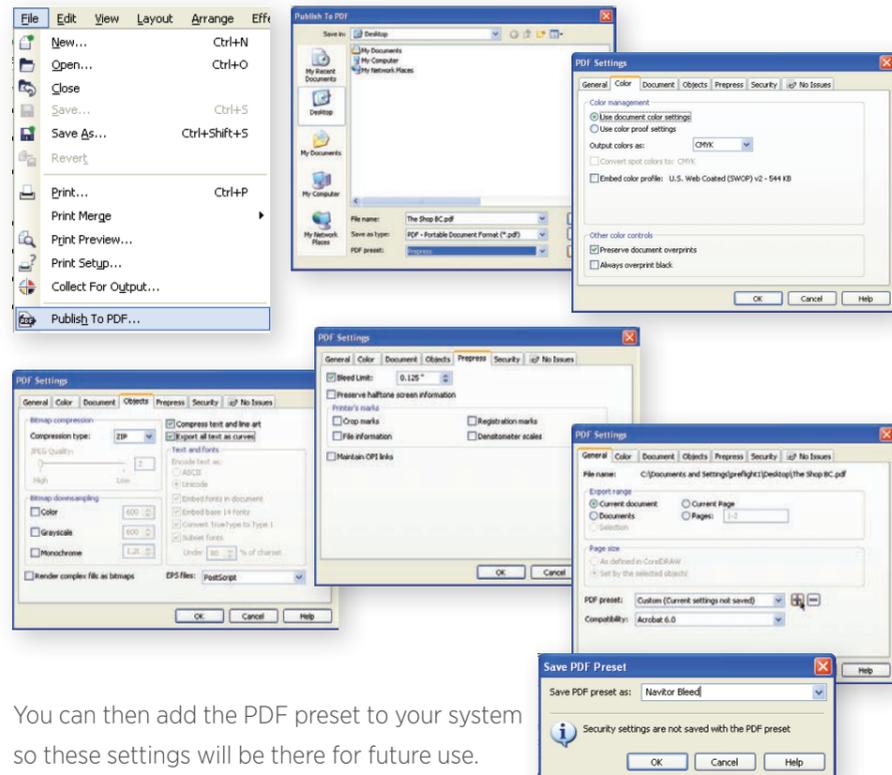
With Photoshop, you need to include the bleed allowance within the document size. If your order has a bleed, add 1/8" to all four sides.

Save the file as a PDF, using the Navigator setting to crop the file at the document size.



## CorelDRAW 12 and Up

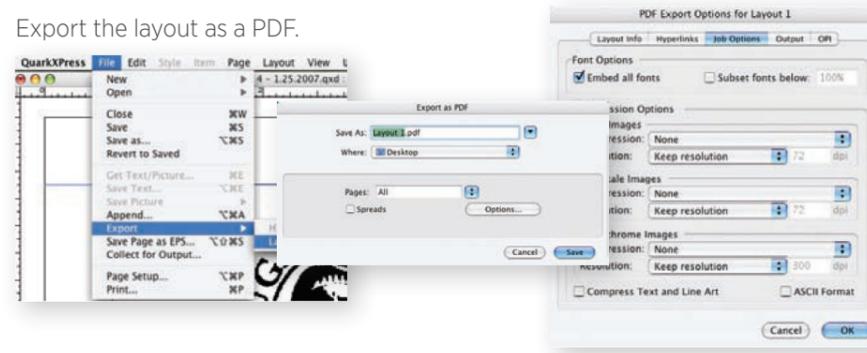
With CorelDraw, you will need to set your PDF Presets manually, following these images for the correct settings.



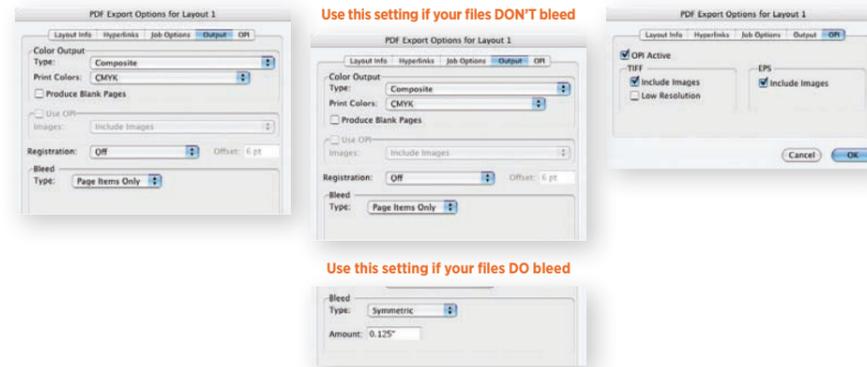
You can then add the PDF preset to your system so these settings will be there for future use.

## QuarkXPress 6 and Up

Export the layout as a PDF.

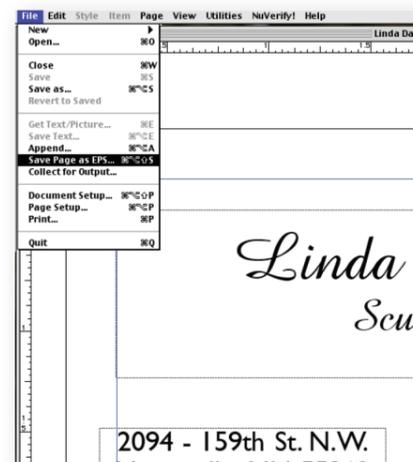


Select the Options button and follow these screen shots for the correct export settings.

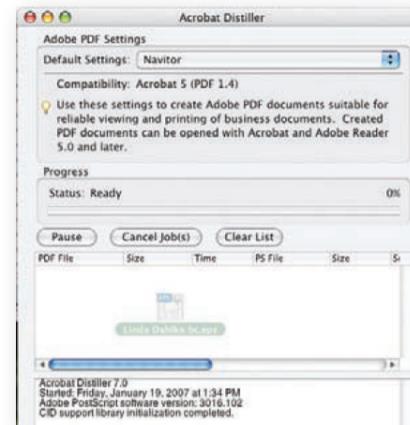


## QuarkXPress 5 and Lower

Save your file as an EPS.



Use Distiller to make a PDF from that EPS file.



We're here to help!

Feel free to call us at 207.775.2444 with questions or for more information

## XPRESS GUIDES

# CREATE Print Ready PDFs

Benefits of Supplying Print Ready Files:

- **Faster turnaround time**  
Your order will bypass our prep area
- **Better quality**  
No changes will be made to your original file(s)
- **No interruptions for questions regarding artwork**



**XPress Copy Services**

100 Fore Street  
Portland, ME 04101  
Tel:(207)775-2444 E-Mail: orders@xcopy.com  
Web: [www.xcopy.com](http://www.xcopy.com)

## All Programs/Products

We recommend following these guidelines to ensure that we have no problems processing your PDF.

### Document Sizes/Margins

- All documents should have a finished size of the dimensions of the product being ordered and margins need to follow the Electronic Ordering Guidelines in our catalogs
  - Ex: PDF finished size on a BC should be 3½" x 2" and all text should be ⅛" from the edges of the card

### Coloring

- Spot orders should be colored using the correct spot color swatch. Please follow the coloring guidelines listed for spot printing in the Electronic Ordering Guidelines portion of our catalogs. You can also download our swatch palette from Navitor.com.
- Full Color and Multicolor orders must be processed out to CMYK unless you are using the Multicolor swatches
- Prinfusion® orders must be processed out to CMYK with a separate layer or file indicating what is to print in foil unless you are using the Prinfusion® swatches which can be downloaded from Navitor.com
- Document color mode should be CMYK for all programs/products

### Bleeds

- All products that may bleed should have a bleed allowance of ⅛" on all 4 sides
  - Ex: PDF finished size on a BC with bleeds should be 3¾" x 2¼"

### Placed Images

- We recommend a minimum resolution of 300 dpi for any Photoshop file or placed image for best quality
- Spot Color Orders: Black & White Bitmap Mode, unless screens are present. Grayscale Mode if screens are present.
- Full Color, Multicolor & Prinfusion® orders: CMYK Mode
- Embed all placed images (Illustrator, InDesign, CorelDRAW)

### Text

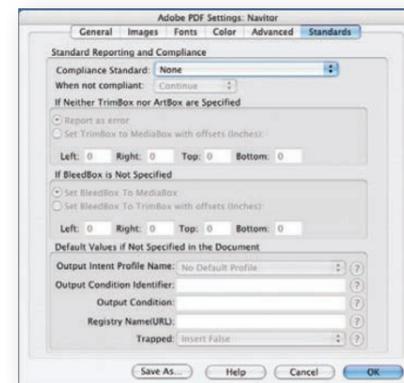
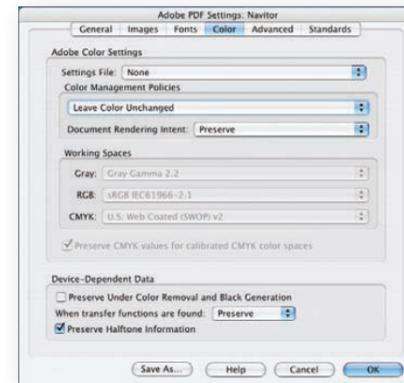
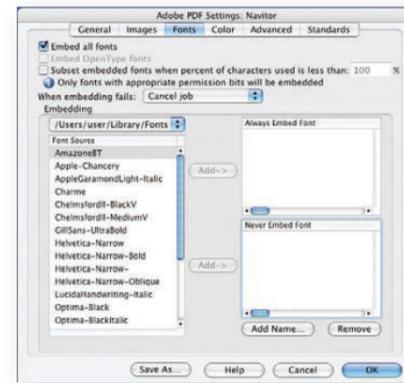
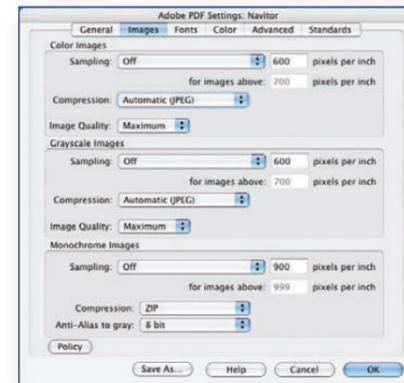
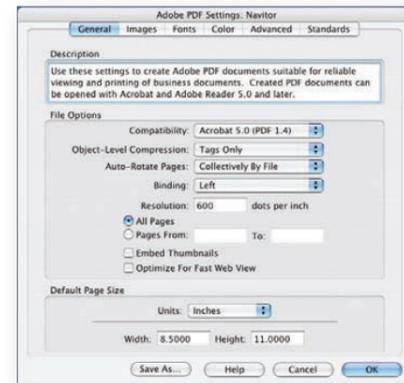
- Create outlines/convert to curves when possible
- Embed all fonts when outlines/curves are not available

Once you have your file exactly the way you want it, you will need to save your file as a PDF. Based on which program you are using, the next few steps will be different.

Please proof your PDF file before submitting your order to ensure the file you send is exactly what you want us to print.

## Adobe® Distiller® Job Options

Set up Adobe Distiller matching these settings or you can download our PDF Job Options from Navitor.com



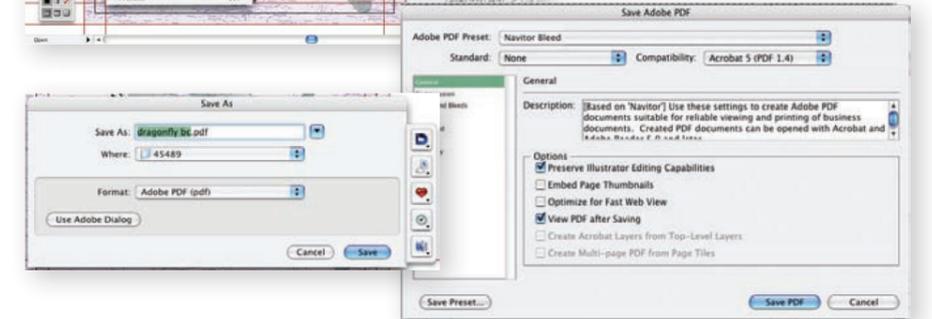
If you choose to download our PDF Job Options from the website, they will need to be moved into a specific location before they can be used with any of the Adobe programs.

We recommend the location below but you can store them anywhere you prefer:

- PC: C:\ProgramFiles\Adobe\Acrobat9.0\Acrobat\Settings
- Mac: Users/User/Library/ApplicationSupport/Adobe/Adobe PDF/Settings

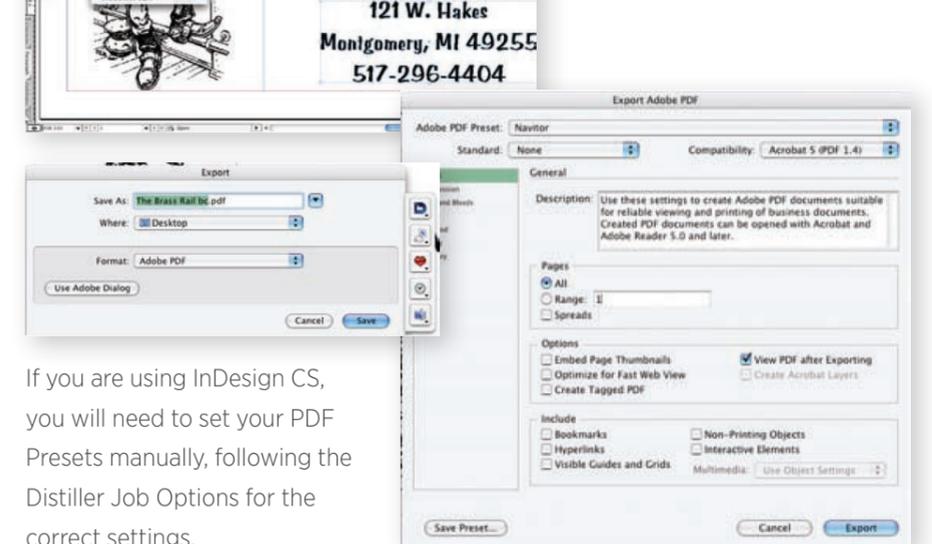
## Adobe® Illustrator®

Save the file as a PDF using the Navitor setting to crop the file at the document size. Or, if necessary, use the Navitor Bleed setting to give a bleed allowance of ⅛" on all four sides of your document.



## Adobe® InDesign® CS2 and Up

Save the file as a PDF using the Navitor setting to crop the file at the document size. Or, if necessary, use the Navitor Bleed setting to give a bleed allowance of ⅛" on all four sides of your document.



If you are using InDesign CS, you will need to set your PDF Presets manually, following the Distiller Job Options for the correct settings.

We're here to help!

Feel free to call us at 207.775.2444 with questions or for more information