

Preparing Prepress Files

Font submission and proper PDF construction are two of the most common problems encountered when submitting final files for production. Here are some quick guidelines you can refer to when preparing your files:

HOW TO GATHER FONTS FROM THE MAC OS

The Mac OSX presents a new challenge when gathering fonts because now there are multiple locations for fonts. In addition, the font suitcases and the printer component may not be readily distinguishable. We recommend that you not use multiple versions of a font in your computer because then it won't matter which location you collected the fonts from. For more information about the various locations for fonts on OSX download Article ID: 106417 from Apple's website.

If you use Font Book 2.0 to manage your fonts in OSX, you can use it to gather the fonts to send along with your application files. With Font Book 2.0, select the fonts needed and select **Export** from the file menu. Type a name for the folder and choose where to save it. If you don't use Font Book 2.0 to manage your fonts, you can start by looking in the fonts folder at the **User level** and move up from there. System 9 and older versions, go to the system folder and **Open the folder** called "Fonts".

There are several different fonts. Use the following descriptions to identify the type(s) you are using and gather them accordingly. Mac fonts are based on suitcases. Suitcases contain the screen fonts for a typeface. To tell which type of font you are working with, double click the suitcase to reveal its contents (System 9 only).

True Type Fonts

A TrueType font consists of one file which contains the information for both on-screen viewing and printing to your printer. If you are using TrueType fonts, you will only need to supply the suitcase for each font, as it will already contain both the screen and printer fonts for the typeface.

Type 1 or PostScript Fonts

A Type 1 font is a two-file system which has separate screen and printer font components. This means you will have one suitcase which contains all of the screen fonts (for display only), and separate printer fonts for the typeface (which drive the output device). Each type style is a separate file.

Multiple Master Fonts

This font architecture is made with Type 1 characteristics, however you have a greater ability to manipulate the body of the character. In any case, screen and printer fonts are required for transmission. Multiple Master fonts usually have an MM in the label.

Open Type Fonts

Open Type fonts consist of one file and have .OTF as an extension. As with other font technologies, there are Windows and Macintosh-specific versions.

HOW TO GATHER FONTS FROM WINDOWS 9X

The following assumes that you're not using a font utility such as Extensis Suitcase® to manage your fonts.

TrueType Fonts

1. Go to the **Start menu**, up to **Settings** and across to **Control Panels**.
2. **Double-click** on the **Fonts folder**. TrueType fonts used in your document will be located here. **Select** the required fonts and **Copy** them to your removable media.

Type 1 or PostScript Fonts

Type 1 fonts are usually located in a different folder on your drive or server. You may need to use Adobe Type Manager to cross-reference the font name as it appears in an application's font menu to the file name listed in Windows Explorer.

1. Using **Windows Explorer** highlight your **C: drive**. You should see a folder named **psfonts**
2. **Single Click** the **psfonts folder** to view its contents
3. **Copy** both the .pfb and .pfm files to your removable media

Note that the .pfm files may be located in a separate folder within the psfonts folder.

*For specific Windows NT instructions, please contact your Webcom Representative.

CREATING PRINT-READY PDFs

If you intend to send print-ready PDFs as part of your submission to Webcom, please make sure that your Distiller settings are adjusted to the following specifications for compatibility with Webcom all-digital workflow.

Acrobat Distiller Version 5

These settings can be used for both Windows and Macintosh

Step 1

1. From the **Settings Menu**, select **Job Options**. This opens a dialog box containing a series of tabbed panels.

Step 2

1. On the **General** tab, **Set Compatibility** to **Acrobat 5.0 (PDF 1.4)**.
2. **Clear** all options below **Compatibility**.
3. **Select All** for **Page Range**.
4. **Select Left** for **Binding**.
5. **Set Resolution** to **2400 DPI**.
6. For **Page Size**, enter values that will accommodate the size of the document. In most cases Distiller will get the page size from PostScript code and override the values entered here.

Step 3

1. **Select the Compressions Tab**.
2. For both Colour and Grayscale Images, **Select Bicubic Downsampling, 300 DPI** for images above 450 DPI, **Set Compression to ZIP** and **Set Quality to 8bit**.
3. For Monochrome Images, **Select Bicubic Downsampling to 1200 DPI** for image above 1800 DPI and **Set Compression to CCITT Group 4**.
4. **Select Compress Text and Line Art**.

Step 4

1. **Select the Fonts Tab**.
2. **Select Embed All Fonts** and **Subset Fonts** and **Set the value** to 35%.
3. **Select When Embedding Fails** and **Select Cancel Job** from the pull-down menu. This will ensure that a PDF won't be generated unless all the fonts used in the document are either embedded in the PostScript file or available to Distiller when generating the PDF file.
4. **Clear all fonts** from the **Never Embed field**. (There may be instances when the Base 14 fonts need to be listed in this field but it is best to start with none).

Step 5

1. **Select the Colour Tab**.
2. For Adobe Colour Settings, select Colour Management Off from the drop-down list.
3. **Select Preserve Overprint Settings**.

Step 5

1. Select the **Colour Tab**.
2. For Adobe Colour Settings, **Select Colour Management Off** from the drop-down list.
3. **Select Preserve Overprint Settings.**
4. **Select Preserve Under Color Removal and Black Generation Settings.**
5. **Select Preserve Transfer Functions.**
6. Ensure that Preserve Halftone Information is not selected.

Step 6

1. **Select the Advanced Tab.**
2. **Select the following options: Preserve Level 2 copypage Semantics, Illustrator Overprint Mode, Convert Gradients to smooth shades.**
3. Under Document Structuring Conventions, **Select the following: Preserve EPS information from DSC, Preserve Document Information from DSC. De-select Preserve OPI Comments.**

Step 7

1. **Click Save as.**
2. **Type a name and Click Save.**
3. **Click OK.**
4. On the main **Distiller Window**, for **Job Options**, select the name of the set that was just created.

Acrobat Distiller Version 6

These settings can be used for both Windows and Macintosh

Step 1

1. From the **Settings Menu**, **Select Edit Adobe PDF Settings.** This opens a dialog box containing a series of tabbed panels.

Step 2

1. On the **General tab**, set **Compatibility to Acrobat 5.0 (PDF 1.4).**
2. **Set Object Level Compression to Off.**
3. **Set Auto-Rotate Pages to Off.**
4. **Set Binding to Left.**
5. **Set Resolution to 2400 DPI.**
6. **Select All Pages.**
7. For **Page Size Enter values** that will accommodate the size of the document. In most cases Distiller will get the page size from PostScript code and override the values entered here.

Step 3

1. **Select the Images Tab.**
2. For both Colour and Grayscale Images, **Select Bicubic Downsampling, 300 DPI for images above 450 DPI, Set Compression to ZIP and Set Quality to 8bit.**
3. For Monochrome Images, **Select Bicubic Downsampling to 1200 DPI for image above 1800 DPI and Set Compression to CCITT Group 4.**
4. **Set Anti-alias to gray to Off.**

Step 4

1. **Select the Fonts Tab.**
2. **Select Embed All Fonts and Subset Fonts and Set the value to 35%.**
3. **Select When Embedding Fails and Select Cancel Job** from the pull-down menu. This will ensure that a PDF won't be generated unless all the fonts used in the document are either embedded in the PostScript file or available to Distiller when generating the PDF file.
4. **Clear all fonts from the Never Embed field.** (There may be instances when the Base 14 fonts need to be listed in this field but it is best to start with none).

Step 5

1. **Select the Colour Tab.**
2. For Adobe Colour Settings, **Select Colour Management Off** from the drop-down list.
3. **Select Preserve under Color Removal and Black Generation.**

4. **Select Apply for When transfer functions are found.**
5. **Ensure that Preserve Halftone Information is Not selected.**

Step 6

1. **Select the Advanced Tab.**
2. Under Document Structuring Conventions, **Select the following: Preserve PS information from DSC, Preserve Document Information from DSC. De-select Preserve OPI Comments.**

Step 7

1. **Click Save as.**
2. **Type a name and Click Save.**
3. On the main **Distiller Window**, for **Default Settings**, **Select the name of the set that was just created.**

CREATING PDF FILE FROM INDESIGN CS AND CS2

These settings can be used for both Windows and Macintosh. Before generating a PDF file, the **Transparency Flattener Options** need to be set.

Step 1

1. From the **Edit Menu**, **Select Transparency Flattener Presets.**
2. **Click New**, type in a name in the **Name Field.**
3. **Set the Raster/Vector Balance to 75**
4. **Set LineArt and Text Resolution to 2400dpi**
5. **Set Gradient and Mesh Resolution to 3400dpi**
6. **Select Convert All Text to Outlines**
7. **Select Convert All Strokes to Outlines**
8. **Click OK**

Step 2

1. From the **File Menu**, **Select Export.**
2. **Give the file a name**, a location to save the file to and **Select Adobe PDF** as the format. **Click Save.**
3. On the **General Panel** **Select PDF/xta:2001 for Standard.**
4. **Select Acrobat 5.0 for Compatibility.**
5. **Select All pages.**
6. **Clear all other options.**

Step 3

1. On the **Compression Panel**, **Set Colour and Grayscale images to Bicubic Downsampling at 300DPI, Set Compression to ZIP and Quality to 8-bit.**
2. **Set Monochrome Images to Bicubic Downsampling at 1200 DPI and Set Compression to CCITT Group 4.**
3. **Click Compress Text and Line Art.**

Step 4

1. On the **Marks & Bleeds Panel**, **Select Crop Marks.**
2. **Set Weight to .25 pts And Offset to 24 pts.**
3. **Set Bleed amounts to 3/16 inches.**
4. **Do not Select Use Document Bleed Settings.**

Step 5

1. **Select the Output Panel.**
2. For **Colour Conversion** **Select No Colour Conversion.**
3. For **Profile Inclusion Policy** **Select Don't Include Profiles.**

Step 6

1. On the **Advanced Panel**, **Set Subset Fonts to 35%.**
2. **Do not Select Omit for OPI.**
3. Under **Transparency Flattener**, **Select the previously created Preset.**

Step 7

1. **Select the Security Panel.**
2. **Clear all options.**
3. **Click OK.**