ELECTRONIC PREPRESS FILE SPECIFICATIONS & STANDARDS

FILE NAMES

- Use only standard alphabetic characters, numbers, and underscores in file names.
- Periods should appear only before the file extension at the end (.pdf).
- Use underscores instead of spaces.
- Avoid the use of symbols such as /, \, *, !, [ ], and = in your file names.
- Limit file names to 25 characters or fewer.

FILE NAMING CONVENTIONS

- Name files to assist with content identification. In *CH01_001_050.pdf,* for example, "CH01" is the chapter and the "001_050" would mean pages 1 through 50 are included in the file.
- An abbreviated book title including version ID can be added to the file name as well.
- If sending one file containing all pages of the book, indicate the page range. For example, "001_256" would mean pages 1 through 256 are included in the file.

PAGINATION

- Ensure that files for all pages are submitted. If sending single page PDF files, ensure that the total count of files matches the pagination total.
- Include blank pages in PDF files as placeholders to ensure proper page order and page count.

FONTS

- All fonts used in a PDF file must be embedded.
- Fonts used from our library create a risk which is assumed by the customer. Therefore, this will require that the customer review proofs.
- When creating PDF files we recommend embedding all fonts with no subsetting.

TRIM SIZE

- Files should be created to the actual trim size.
- Improperly sized files may require resubmission of files or extra charges.

PDF STANDARD

- Maple Press recommends PDF as the file format for all job submissions.
- We support and recommend PDF/X-1a standard, which is an accredited PDF standard specifically intended for print.

APPLICATION AND POSTSCRIPT FILES

- Application files and PostScript files are accepted but not recommended as file formats.
- If submitting application files make sure to include all supporting images and fonts.
- Supply any utilized plug-in additions such as the add-on Xtensions in Quark.

IMAGE RESOLUTION

- Raster images should be 300 dpi resolution with a minimum of 200 dpi.
- Line work images should be 1200 dpi resolution with a minimum of 600 dpi.
- Scaling images in a desktop publishing application program alters the resolution, so it is best to limit scaling in this manner.

BLEEDS

- Any page elements intended to print off the page, or bleed, must extend past the trim by a minimum of 1/8".
- Jobs with bleed images require a larger paper size than non-bleed jobs for the same trim size. Therefore, bleed pages must be identified in advance so that the proper sheet size can be ordered.

Blank Pages
- Do not put anything on blank pages.
- Make sure that that blank pages are included in the submitted files.

Page Margin – The minimum distance from trim for any elements that do not bleed is 3/8".

Gutter Margins
- To eliminate all white space at the gutter on double-page spreads, place the images flush to the inside edges.
- Up to a 1/16" gutter margin may be used on adhesive and fiberbond books bulking over 1-1/4" to permit more of the spread image to be viewed.

Printer's Marks
- Printer's marks (registration marks, trim marks, page IDs, etc.) must be positioned 18 points or further outside the trim.
- Some application software does not provide the ability to place trim marks outside the trim. In these cases, do not use any printer's marks.

ISBN
- Ensure that the ISBN typesetting is accurate.
- Maple can add or change ISBNs upon request.

Trapping
- Maple Press prefers that all two-color files have the traps already set. If supplied files do not already contain traps, be sure to make note of this aspect with your submitted files.
- If Photoshop images are used and the image requires trapping, it should be trapped in Photoshop.
- Files created through copydot scanning of film cannot be trapped. The trap in the film will be carried to the files.

Country of Origin / Printer Differences
  Be sure to follow trade and import laws if books are not printed in the same country in which they are sold.

Two-color Files
- Set up a two-color job as a composite workflow rather than a separated workflow.
- As a general rule, set 100% black to overprint the second color. If two spot colors are used, set the darker color (which is usually the text color) to overprint.
- Make sure that you have only used two colors. In addition, verify that all elements (art) are set up as only two colors.
- When defining spot color, make sure that only one spot color name has been defined throughout your book, and that it is identified exactly the same way each time.
- If an item is intended to knock out rather than overprint, mark each item clearly with that information.
- Prior to sending the files, be sure that you have approved your overprint and dropout set-up of your files. The best way to do this is by pulling a set of separated laser proofs from your desktop publishing application. Go through each page and each element to verify that all are set up properly.
- To view overprint in Acrobat, go to the Advanced menu and turn on overprint preview.
- If a screen (black or color) is on top of the second color screen, make sure to set the background item to knock out with a default trap of .144 points.
- We recommend setting up all two-color jobs as process cyan or magenta plus black. However, if using Pantone colors, do not use also use process-defined colors.
- Proofs of PMS colors will be made by combining process colors to simulate the desired PMS colors. The result will not match exactly with what will be printed on press.
- Maple Press recommends the submission of test files for two-color jobs.
- Do not use DCS images since they are already color-separated.