Artwork Specifications

Specifications for artwork files submitted to Command for printing:

1. Supported DTP applications are: Quark XPress (Mac/PC), Pagemaker (Mac/PC), InDesign (Mac/PC), Illustrator and Photoshop. We do accept PDF's however there are limitations to our ability to modify these files.

2. All scanned artwork/pictures should either be TIFF, JPEG or EPS format. (We do not accept BMP, GIF, etc. Files of these formats supplied will be converted to TIFF or EPS by Command and time taken charged to the customer).

3. All scanned artwork/pictures should be provided in the correct format, i.e. either Grayscale or CMYK (the latter only if final job is 4-color process). Duotones are acceptable for spot color jobs. Grayscale/CMYK images should be scanned at 300 dpi, line art should be scanned at a minimum of 1200dpi.

4. Illustrator 9 and Freehand 9 are supported. If any artwork is created in these applications, all fonts should be "outlined" or converted to paths. Spot or process colors should be correctly set according to final job specifications. These files should then be saved in the EPS format.

5. All colors should be set according to job specifications in the document as well. Spot colors should not be set to process and vice versa. Consistency of colors is important. Pantone 032CV is regarded by Quark/Pagemaker/InDesign as a separate color to Pantone 032CVU (one is coated and the other is uncoated) so if both are used as well as black, a two-color job has now, in effect, become a three-color piece. Photoshop converts spot colors to cmyk or rgb unless done as a duotone. Artwork submitted in Photoshop for spot color printing will be converted to print correctly and time taken charged to the customer.

6. All pictures/artwork (scanned or otherwise) should be linked (placed) in the Quark/PageMaker/InDesign/Illustrator document. It is generally not a good idea to embed images or paste them from one application to another.

7. Word Metafiles, PowerPoint files, Excel worksheets or any foreign files from applications that are not aimed at the commercial print market are not supported, and their use (either placed or pasted) in Quark/PageMaker/InDesign is highly discouraged. Word files are fine as a means of importing text that will be laid out, but they are not suitable as a direct means to print. There are workarounds for most file formats; however, the time taken to prepare these files for the press is chargeable, and results may vary from what was supplied originally. Illustrator and Freehand both have tools to create graphs and charts if required.

8. All fonts and linked files associated with the print job are to be supplied with the document. Command has to maintain the integrity of the document to be printed. Font substitution and/or artwork conversion because of missing fonts or incorrectly formatted images may compromise the final printed piece. In the event of missing fonts or images, we will request that they be supplied to us as soon as possible. This will delay proofing and can have a domino effect on later stages of production, so it is desirable to have all fonts and images from the start.

9. When in doubt, call Command, and we will do our best answer your questions. It is better to find and resolve issues beforehand, and it's in everyone's interest to make sure your document flows though the Prepress Department as quickly and smoothly as possible.