

# Saving and Creating Files for Print

We understand how difficult it can be to not only run a business but also market it as well.

At K2 Graphic Services Inc. we try to make it as simple and smooth as possible.

We've listed some of the **most** important issues that you will face when preparing your files for print.

1. EPS and TIFF images are the preferred file format.

**ALL IMAGES MUST BE SUPPLIED IN CMYK FORMAT.** Failure to do so will incur additional charges.

If images need conversion from RGB a color shift may occur.

2. Most importantly, all images used to print **must** be saved with the **layer(s)** (CMYK) and that **NO** color management is being applied when the file is being saved. All images must be saved with a maximum quality setting and a minimum of 300 Resolution / DPI @ 100%. Anything less will conflict with our default RIP settings and produce an unwanted color and image quality replication.
3. PDF, JPEG (maximum quality). If you intend on sending PDF's, create your document to include the bleed area. **Example:** Set your document up for trim size and extend your bleed 1/8" beyond the final document size. Create your PDF with registration marks turned on and send as a composite file.

**As always please provide a printout or a low resolution PDF of your work so we can eliminate any time delays.**

4. **Programs: See Page 2 for common output settings.**

**Mac Based** - PDF - QuarkXpress 8, Illustrator CS4, Pagemaker 7.0, Freehand MX, Photoshop CS4, In Design CS4

**PC Based** - PDF - QuarkXpress 8, Illustrator CS4, Pagemaker 7.0, Photoshop CS4, In Design CS4, CorelDraw X3  
Microsoft Publisher 2007, Microsoft Word 2007, Microsoft PowerPoint 2007, Microsoft Excel 2007,

*If you are using a program not listed please contact your sales representative.*

**Any files submitted in Microsoft Publisher - Microsoft Word or Power Point will incur an additional charge for conversion.** (please provide a printout)

Please call for more info.

5. Include all fonts used to create your document and only those fonts . **Printer and Screen Fonts.**
6. Include all elements used to create your document.
7. You can **EMAIL** us or upload your files to our **Order Desk** site. Ask your sales representative for details. (Please note: when sending files by email label your files by job number or by company name) or Upload to our order desk site, enter your job no or company name in the Project Name Section of the Send File screen. When possible zip or stuff your files as this will allow for faster transfer and less chance of data corruption.
8. To ensure color accuracy of your printing project, we recommend you purchase the K2 Graphics color monitor calibration page produced for us by Agfa Corporation. Price \$39.95 which includes the Fed-X charge.

If you need any assistance in preparing your project for print **PLEASE** call our customer service representative at **800-480-8650 - Ext. 23** and one of our in house techs will try to assist you in producing your printing project as smoothly and efficiently as possible.

**Any file manipulation required by K2 Graphic Services Inc. will be billed back to you at current rates.**

**K2 Graphic Services, Inc.**

**Corporate Office**

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