

File Format

Allen Press uses a PDF based prepress process which means that work submitted for printing should be supplied as press-ready PDFs. Alterations or corrections made to PDF files by Allen Press Prepress to bring a job up to a printable state are generally billable, depending on the terms and conditions of your agreement with Allen Press.

Native application files (e.g. .indd, .ai) must receive prior approval before uploading. Work submitted as native application files will generally be billed at a different, higher rate and will require more processing time, which may extend your production schedule.

If you should have any questions regarding the following, please contact your Client Services Manager for assistance.

Document Setup

- Document size should be set to the trim size listed on your quote.
- Bleeds should be set at a minimum of 0.125 inches all around. Our guide, [AP-Bleed-Troubleshooting-Guide.pdf](#) can provide more detailed information on how to set up bleed.
- Crop marks or other printer's marks can cause color shifts on press and should not be included in the PDF files.
- Fonts must be embedded.
- Our prepress software applies trapping automatically. Supplied PDF files should not have any trapping applied.
- The text safety area is 0.25 inches (1/4 inch) from trim on all sides. Text or other content which is not intended to bleed off the page and which is not inside of this area may be cut off.
- All color and grayscale images should be placed at 300ppi at final size in CMYK or grayscale color space, respectively. Images below 200ppi will be flagged by our preflight system. Images above 300ppi will be down-sampled automatically.

- All body text less than 7 points should be separating as one color, e.g. 100% black. Our preflight system will flag text smaller than 7 points separating in more than one color, or white text knocking out of a colored background.
- We do not recommend using hairlines. Lines with a stroke of less than 0.3 points should not be built with more than one color separation, or white knocking out of a colored background.
- There should be no instances of registration black in the document. Instead, a rich black of 30C/30M/30Y/100K or 60C/50M/40Y/100K should be used for large areas. Body text and small graphic elements should be 100% black. Our preflight system will automatically convert registration black vector and text content to 100% black.
- Total ink coverage should not exceed 320% for any content. Our AP-Color-Management.pdf guide and color management settings, when used, will automatically limit total area coverage on raster images to 320% when the document is exported. Vector content will need to be manually adjusted. Further, our internal color management software limits total ink coverage to 320%.
- Colors printing as process should be converted to process colors in the color management section of your layout program. Colors printing as spot colors should be defined as the appropriate spot colors. The document should not contain excessive spot color definitions.
- The document should be built in CMYK color space. Content in non-press spaces such as RGB or Lab color space, will be converted to CMYK by our preflight software. Color shifts may occur during this conversion.

PDF Compatibility

PDFs must be exported with a minimum compatibility of PDF 1.4.

Exporting PDFs for compatibility with PDF version 1.3 may cause content to disappear when it is processed. This is due to how this version handles transparency and its interaction with content layering. For further assistance with exporting files, please refer to our AP-Export-Guide-v2.0.pdf for installing our preset export settings.

File Naming

Files must be named to indicate page number or section in a manner that is clear and concise. In our system, files are sorted based on alphabetical order. We ask that only one naming convention be used for all files; some examples are as follows:

Format: *[title].p[number of page].pdf*

Example: *Biking.p1.pdf, Biking.p2.pdf*

Naming in this manner can be handled either in the export dialogue box of your layout program, or via acrobat.

Corrections

If new pages are being supplied to correct errors in the document, please submit only the pages being replaced. For pages being replaced we ask that files do not have the same name as the files originally uploaded. The name of the pdfs should include which revision version they are at the end of the file name. Uploading files with the same name as the previous upload will cause the original pages to be overwritten.

Example: *Biking.p1-rev1.pdf*

Archiving

All customer files are archived 30 days after they are plated.

Questions

If you should have any questions about any of the items on this list, please do not hesitate to contact your Client Services Manager prior to submitting files.