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## Quick Checklist

1. Turn off all compression and downsampling when creating your PDFs.
2. Add bleed and trim marks, to your PDFs. Include a bleed of at least .125 inches.
3. All photos should be 300dpi and in CMYK color space. *In most cases, photos taken from a website will not work for high resolution printing.*
4. All spot colors should be converted to CMYK unless they are needed.

## PDF presets

Click below to download our PDF presets file for InDesign CC 2015.



## PREPARING YOUR FILES:

1. Send a single multi page PDF. We handle the imposition of pages, so you do not have to send spreads.
2. Make all corrections and adjustments before sending in your PDFs. While we will gladly make changes and corrections for you, it does not speed up workflow if you go ahead and send files that are not ready. In fact, it can cause unnecessary delays.
3. We can use native files created in QuarkXPress, InDesign, Illustrator, and Photoshop. But again, we strongly encourage you to send PDFs. With PDFs, you do not have to worry about sending in all photos, artwork, and fonts, as these will already be included in your documents. Our workflow uses PDF files exclusively, so if you send native files, we will have to convert them to PDFs first. By creating PDFs yourself, you are speeding up workflow and trimming your costs.
4. Be sure to include marks and bleeds when you make your PDF files. Include at least a .125" or 1/8" bleed. Don't calculate bleeds into your page size. Just simply extend any graphics or photos .125" beyond the page edge, and then add in .125" bleed when you make your PDFs.
5. Make sure all photos and artwork are at 300 dpi resolution, and have been converted to CMYK. We can convert RGB images on the fly to CMYK, but color shifts could occur during the process. To avoid any unpleasant surprises, convert all images to CMYK first before making your PDFs. In most cases, images taken directly from a web site are low resolution and are not properly suited for printing, even though they may look great on your monitor.
6. Make high-resolution press ready PDFs by turning off all downsampling and compression. This will make much larger file sizes and will take longer to create, but the best quality files are what you desire to send. We encourage you to use the presets for InDesign that we have provided, even if you are familiar with how to create PDFs.
7. Make use of our Kodak InSite prepress portal for uploading files and checking proofs online. This greatly speeds up workflow as you do not have to trust your files and disks to the post office for delivery, nor to you have to wait on proofs to be mailed to you. Contact Kyle Metts(kyle@itek.rocks) to obtain a login ID and password.

If you have any further questions, please contact your customer service representative.

## **iTek Graphics FTP Site Information**

We make every effort to make the file transfer system as simple as possible. Please make sure you ZIP or STUFFIT your files.

Enter the following credentials into your FTP client software:

**Server Host:** ftp.itekgraphics.com

**Username:** ftpguest

**Password:** hotjob

**Port:** (leave blank or enter 21)

After login, you may upload files by simply dragging your file to the empty window. An email confirmation will be sent to iTek Graphics notifying us that your file is on the FTP site. Any questions, please call 704.357.6002.

**Note:** *An FTP client software is recommended. Please see the Link below for information about the free software we recommend.*

We appreciate your business!

Link = filezilla\_crib.pdf