



Ram Offset Lithographers, LLC

2651 Avenue G • White City, Oregon 97503 • 541-826-3155 • 800-352-6888 • Fax 541-826-5467

TIPS AND TRICKS FROM RAM'S PREPRESS DEPARTMENT.....

On all jobs, please provide the following:

- Lasers
- Fonts (if necessary)
- Links (if necessary)
- If uploading to our ftp site, please compress all of your files into one folder.
- If uploading to our ftp site, please include a low resolution pdf for us to use as reference, indicating in the file name it is for reference only, not for printing.
- After uploading to our ftp site, please email your salesperson/CSR as we do not receive notification upon upload completion.

Please note that for perfect bound books, you must create your original document as individual pages, not facing. This provides us with bleed in the grind off/spine area.

PDF:

- Include bleed
- Include crop marks
- Verify fonts are embedded

QUARKXPRESS:

- We are currently using QuarkXPress 7 on both PC and Mac.
- Make sure document size is the exact size of the finished piece, with bleeds extending 1/8" past page edge.
- Make sure all pictures have the status of "OK". (Utilities/Usage/Pictures)
- Make sure no fonts are missing. (Utilities/Usage/Fonts)
- Do a "Collect for Output" when completed and the program will put everything into one folder. (File/Collect for Output)

INDESIGN:

- We are currently using InDesign CS3 on both PC and Mac.
- Make sure document size is the exact size of the finished piece, with bleeds extending 1/8" past page edge.
- Make sure all links are up to date. (Window/Links)
- Do a "Package for Printer" when completed and the program will put everything into one folder. (File/Package for Printer)
- Verify that all fonts were collected. InDesign is known for not packaging the correct fonts. (For Exmple: Helvetica Bold will be collected when you need Helvetica Condensed Bold.)





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ILLUSTRATOR:

- We are currently using Illustrator CS3 on Mac. (Illustrator is cross platform.)
- Make sure document size is the exact size of the finished piece, with bleeds extending 1/8" past page edge.
- For digital jobs without bleed, please do the following:
 - Convert all fonts to outlines.
 - Create a box of no stroke, no fill the size of the finished piece. (This acts as a bounding box to keep your art in position.)
 - Save file as ".eps".
- For conventional jobs, please do the following:
 - Convert all fonts to outlines, or include fonts.
 - The document size should be the finished size, with bleed extended past the document edges 1/8" on all 4 sides.

PHOTOSHOP:

- We are currently using Photoshop CS3 on Mac. (Photoshop is cross platform.)
- **NOTE:** Photoshop is not a good program to do page layout in. The fonts get rasterized, making the edges look jagged, we are unable to trap your art, and black type will print as 4 color builds. Modify only your images using Photoshop, then place them in a page layout program, such as QuarkXPress or InDesign to set your type.
- Make sure document size is 1/4" bigger than your finished piece to allow 1/8" bleed on all 4 sides.

Contact your sales representative or CSR if you have any questions or need assistance setting up your file. Time will be scheduled to have a prepress tech call and give you assistance.

