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Client File Check:

- Client provided files:
 - InDesign:** Verify you have packaged the files properly providing all links and fonts. If not, see pages 4-5 on How to Package INDD files.
 - Illustrator:** All images must be embedded. Fonts must be supplied to make any copy edits. See pages 6-7 on How to Package Illustrator files.
 - Photoshop:** Layers should remain as un-flattened, fonts must be supplied.
 - PDF:** Saved as High Quality PDF/X-4:2010 format is preferred. Print ready PDF's should include crops and bleeds at least 1/8" and all fonts should be embedded. See pages 8-9 on How to Export a PDF file.
- All graphics and images will be converted to CMYK for printing 4 color jobs
- Proper image resolution for all images, preferably 300dpi
- Vector logos
- Bleeds, at least 1/8"
- Margins, at least 1/16" from edge of sheet and folds, preferably 1/8"
- Folds, are the proper folds setup for final folding size
- Crossovers, check that there are no concerns of split type and line up
- Page numbers, are sequential
- Black text at 100%
- Solid blacks should be built to a rich build of C:30 M:20 Y:10 K:100
- Coatings, should be set as a spot color and set to overprint
- Dielines, should be set as a spot color and set to overprint
- Mailings, does the art conform to current mailing standards

Color Requirements:

- Are there any known color standards or branding guidelines to adhere to?
- Are we matching to a previously printed sample or match print? Please provide previous sample or PMS equivalent to be called out.

Proofing Requirements:

- PDF or hard proof?

Client File Check:

- Provide all working files, support files and fonts, if not sending a PDF as final artwork. PDF files must be saved in layers.
- Any working files must include all fonts and images.
- Print ready PDFs must have images embedded. Fonts must be supplied to make any copy edits.
- Proper image resolution for all raster graphics

Viewing Distance	Resolution
2 ft	200 dpi
5 ft	150 dpi
10 ft	100 dpi
50 ft	50 dpi

- Bleeds (preferably 1/4")
- Supplied cut path if it is a custom/contour cut graphic, on a separate layer.
- If printing with a white spot, a spot layer has been added, or clear notation as to what will be printing in white.

Output Requirements:

- File size should be less than 2GB whenever possible. Down-res graphics when necessary to create smaller files.

Color Requirements:

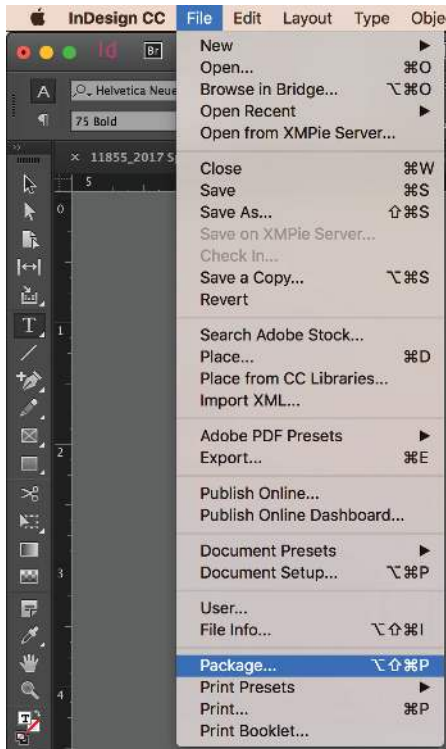
- Are there any known color standards or branding guidelines to adhere to?
- Are we matching to a previously printed sample or match print? Please provide previous sample or PMS equivalent to be called out.

Proofing Requirements:

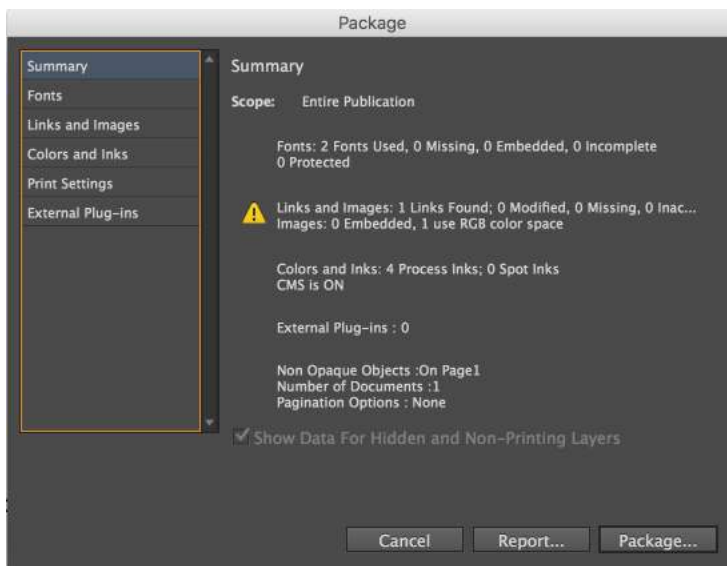
- PDF or hard proof?

How to Package InDesign Files for Thysse

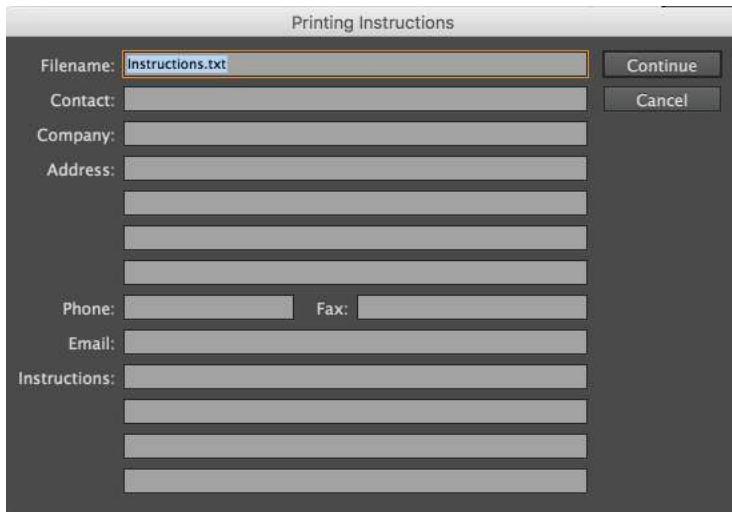
- Open your .indd file in InDesign.
- If possible, resolve any errors concerning missing links or fonts.
- Go to File/Package.



- Click the Package button at the bottom of the Summary window.

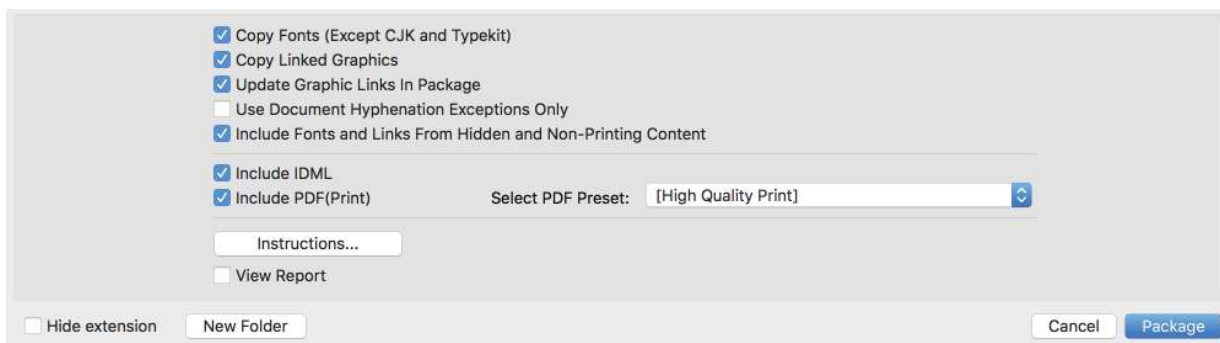


- Click continue on the “Printing Instructions” window.



The image shows a dialog box titled "Printing Instructions". It contains several input fields: "Filename:" with the text "Instructions.txt" and a "Continue" button; "Contact:"; "Company:"; "Address:" with three stacked text boxes; "Phone:" and "Fax:"; "Email:"; and "Instructions:" with three stacked text boxes. A "Cancel" button is located to the right of the "Continue" button.

- Browse to where you'd like to create the package folder (usually the desktop) and enter the name of the folder.
- Make sure that the “Copy Fonts,” “Copy Linked Graphics,” “Update Graphic Links in Package,” and “Include Fonts and Links from Hidden....” are all checked.



The image shows a dialog box for package options. It has several checked checkboxes: "Copy Fonts (Except CJK and Typekit)", "Copy Linked Graphics", "Update Graphic Links In Package", "Include Fonts and Links From Hidden and Non-Printing Content", "Include IDML", and "Include PDF(Print)". There is an unchecked checkbox for "Use Document Hyphenation Exceptions Only" and another for "View Report". A "Select PDF Preset:" dropdown menu is set to "[High Quality Print]". At the bottom, there is a "New Folder" button, a "Cancel" button, and a "Package" button.

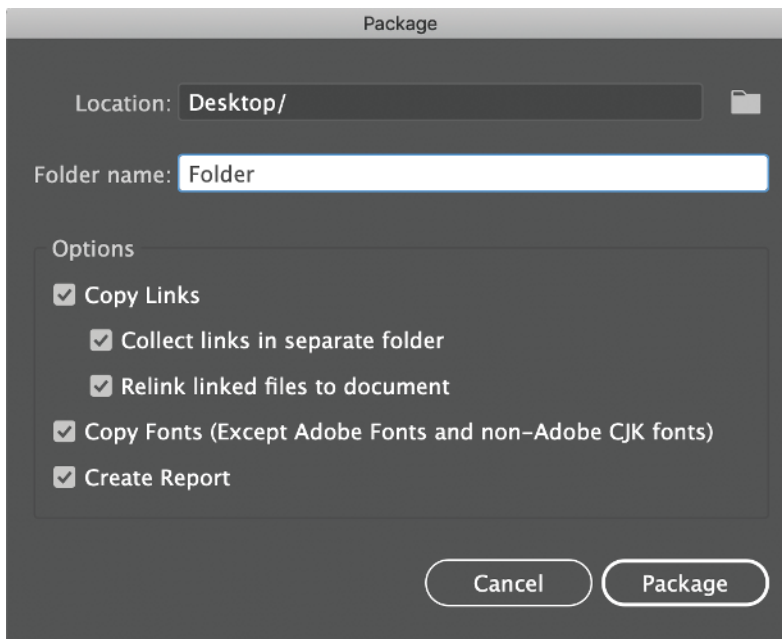
- Click the package button.
- Find the new folder that InDesign created and verify that it contains copies of all required files.
- Right-click the folder and choose “Compress” (Mac) or “Send to ZIP” (Windows, might be something different but similar depending on what software you have installed). This will zip it up.
- If the file size is less than 25MB, you can probably safely e-mail it. If it's more, please use our ftp on thysse.com

How to Package Illustrator Files for Thysse

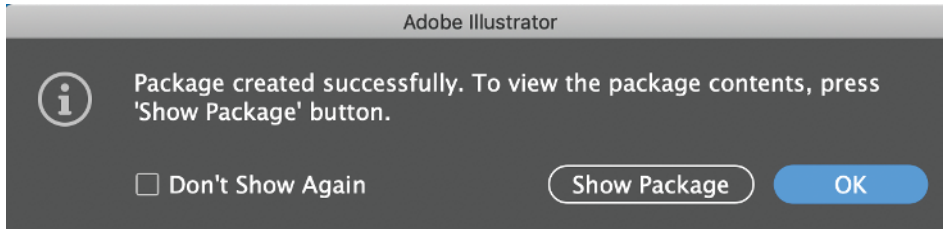
- Open your file Illustrator.
- If possible, resolve any errors concerning missing links or fonts.
- Go to File/Package.



- Choose a location and folder name (if not defaulted to desired).
- Make sure all of the options are checked and choose Package.



- Find the new folder that InDesign created and verify that it contains copies of all required files.



- Right-click the folder and choose “Compress” (Mac) or “Send to ZIP” (Windows, might be something different but similar depending on what software you have installed). This will zip it up.
- If the file size is less than 25MB, you can probably safely e-mail it. If it’s more, please use our ftp on thysse.com

Exporting PDF Files for Thysse:

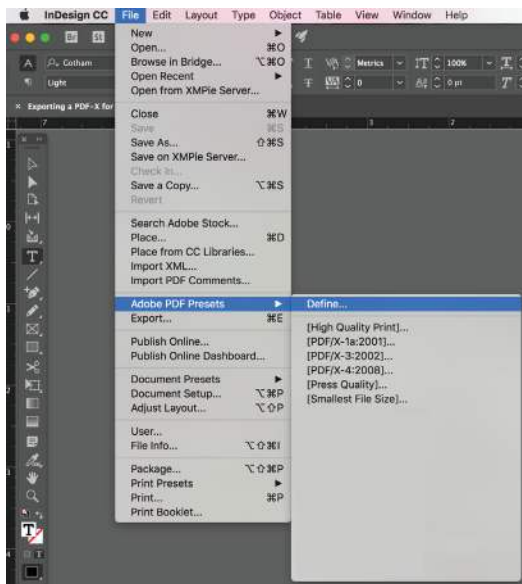
- Contact your Customer Service Representative or Sales Representative to request our custom Adobe Preset file.

Before Exporting Your PDF:

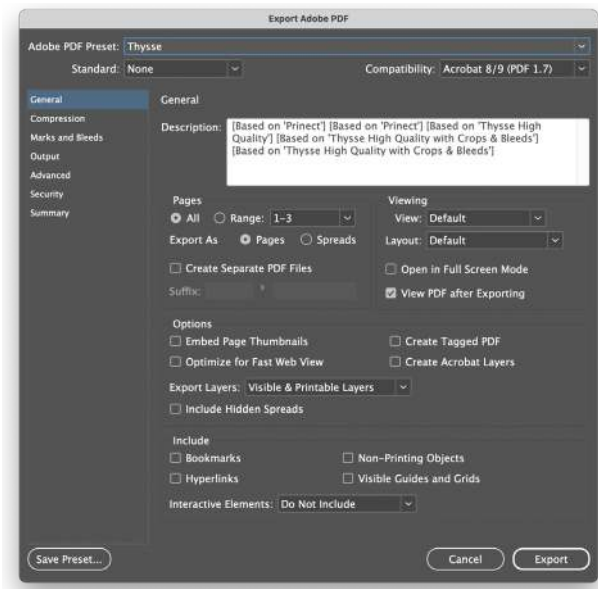
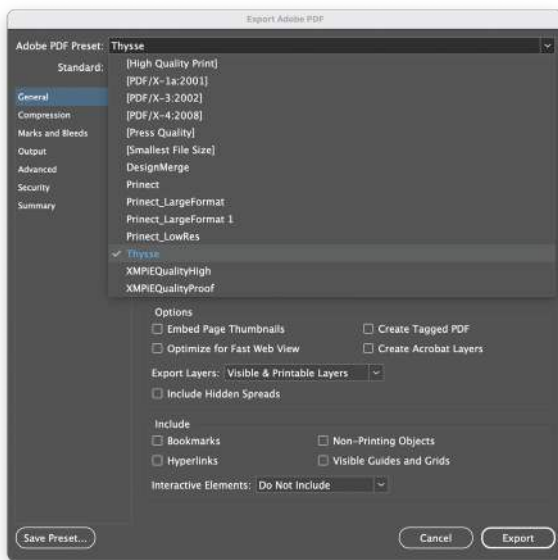
- The document is built to size. Floating your document with trim marks on an oversize page won't work with imposition software.
- Do not convert brand spot colors to process, leave them as spot.
- The file is built 1-up: 12 business cards is a 12-page InDesign file.
- There is at least 1/8" bleed on all sides; for large format jobs, at least 1/4". Specify bleed in Document Setup.

How to load the Thysse Adobe Preset:

- Load the *Thysse.joboptions* preset
- In InDesign choose File/Adobe PDF Presets/Define...
- Choose Load and select the saved preset file



- When ready to Export a PDF for print choose the *Thysse* preset from the drop down list. All of our preferred settings are saved in this preset.
- Then Export.



- The preset will now be available in all other Adobe applications.