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HELPFUL TIPS

1. Set up your page sizes in DISTILLER to be 8.5" x 11". Please keep in mind that the final trim size will actually be 8.25" x 10.75".
2. If you desire a bleed, 1/8" should be added to each side of the page.
3. Your "Safe Area" is 7.5" x 10" centered. "Safe Area" means that anything you don't want trimmed off should be within those boundaries. The trimming process has a 1/8" variance.
4. Adobe Acrobat Professional has a built-in program named PREFLIGHT which flags problems that will make your file unable to go to press. There are two general PREFLIGHTS that should be run before you submit your file. From the task bar:

A. **DOCUMENT > PREFLIGHT > LIST ALL POTENTIAL PROBLEMS > ANALYZE**

B. **DOCUMENT > PREFLIGHT > MORE THAN ONE PLATE > ANALYZE**

The first PREFLIGHT will flag incompatible fonts, color spaces, image resolution, etc.

The second PREFLIGHT will insure that a b+w file is ONLY grayscale (more than 1 plate denotes a color space).

* Be aware that InDesign and some other programs use fonts that are incompatible with DISTILLER, which will be flagged. Most font issues of this type can be solved by converting text to outlines.

5. To avoid additional prepress charges, please make all necessary corrections BEFORE submitting your file to us!
6. Below are basic settings to output PDFs from Adobe Acrobat Professional 5.0. Versions later than 5.0 have similar settings, but may have some differences that require you to research these specific changes on your own.

Distiller Settings to Create Print Production PDF Files (Based On Using Acrobat 5.0)

Modify **Press Optimized job options** as follows:

1. Based on Acrobat 5.0 **Press Optimized** Job Option.
 - a) Launch Distiller 5.0
 - b) Select Job Options: **PressOptimized** with the following changes)
 - c) Select **Job Options...** under **Setting** Menu
2. Acrobat Distiller Job Options (**General** Tab)
 - a) Compatibility: **Acrobat 4.0 (PDF 1.3)**
 - b) Optimize For Fast Web View: **Deselect**
 - c) Embed Thumbnails: **Deselect**
 - d) Auto-Rotate Pages: **Deselect**
 - e) Binding: **Left**
 - f) Resolution: **2400** dpi
 - g) Default Page Size
Width: **8.5**
Height: **11**
Units: **Inches**
3. Acrobat Distiller Job Options (**Compression** Tab)
 - a) Color Bitmap Images: **No Downsampling or Subsampling**
 - b) Compression: **ZIP**
 - c) Quality: **8-bit**
 - d) Grayscale Bitmap Images: **No Downsampling or Subsampling**
 - e) Compression: **ZIP**
 - f) Quality: **8-bit**
 - g) Monochrome Bitmap Images: **No Downsampling or Subsampling**
 - h) Compression: **ZIP**
 - i) Compress Text and Line Art: **Select**
4. Acrobat Distiller Job Options (**Fonts** Tab)
 - a) Embed All Fonts: **Select**

- b) Subset All Embedded Fonts Below: **100%**
- c) When Embedding Fails: **Cancel Job**
- d) Embedding: **Base 14 Fonts**

5. Acrobat Distiller Job Options (**Color** Tab)

- a) Settings File: **Color Management Off**
- b) Color Management Policies: **Leave Color Unchanged**
- c) Intent: **Default**
- d) Working Spaces
 - Gray: **None Selected**
 - RGB: **None Selected**
 - CMYK: **None Selected**
- e) Preserve Overprint Settings: **Select**
- f) Preserve Under Color Removal and Black Generation: **Deselect**
- g) Transfer Functions: **Remove**
- h) Preserve Halftone Information: **Deselect**

6. Acrobat Distiller Job Options (**Advanced** Tab)

- a) Use Prologue.ps and Epilog.ps: **Deselect**
- b) Allow PostScript Files to Override Job Options: **Deselect**
- c) Preserve Level 2 copypage Semantics: **Select**
- d) Save Portable Job Ticket Inside PDF File: **Deselect**
- e) Illustrator Overprint Mode: **Select**
- f) Convert Gradients to Smooth Shades: **Select**
- g) Document Structuring Conventions (DSC)
 - Process DSC: **Select**
 - Resize Page and Center Artwork for EPS Files: **Deselect**
 - Preserve EPS Info from DSC: **Select**
 - Preserve OPI Comments: **Deselect**
 - Preserve Document Info from DSC: **Select**
- h) Click **Save As...**

7. Navigate to the Acrobat Distiller Settings Folder

- a) Save Distiller Job Options as: **FILENAME.joboptions**
- b) Click **Save**