

Helpful Guidelines

We accept page layout files from Quark and InDesign files in their latest versions.

- Pages should be build to final trim size.
- Avoid sending us work in word processing, spreadsheet and slide show presentation or any other application not intended for high-resolution output.
- We require and 1/8 inch bleed for all documents with images or other elements that extend of the edge of the final trim.
- All elements linked to the file must be included in your job to ensure the highest quality output.
- Avoid embedding your images with InDesign, as a default all images should be links and sent along with the job.
- Avoid using hairline rules, please use .25 point size instead.
- Remove all unused colors from the color palette.
- Avoid building complete pages in vector art applications such as Illustrator.
- EPS files should not be nested within other EPS files.

PDF Images are also a great way to send your files, here are a few things to keep in mind.

- PDF files that are in 4-color CMYK are acceptable, if your document requires spot colors please be sure your PDF properly separates.
- PDF pages should be created as single pages.
- All fonts and high-resolution images should be embedded in the PDF file.
- Crop marks and bleeds must be included.

Raster images

- Images can be saved in the following formats: EPS, TIFF, DCS 2.0.
- 4-color images should always be saved as CMYK and not RGB.
- All images should have sufficient resolution.
- 300 DPI for color or grayscale images.
- 1200 DPI for bitmap images.
- If you are sending JPEG images they must be saved at maximum quality.
- All images should be flattened
- Include a layered file in case of later changes to the file.
- Limit the amount of points in a clipping path to as few as possible.
- Pantone colors should be labeled properly with the correct number and not, for example "letterhead brown" or "suzy's favorite pink," they should read "Pantone ####"

Naming files

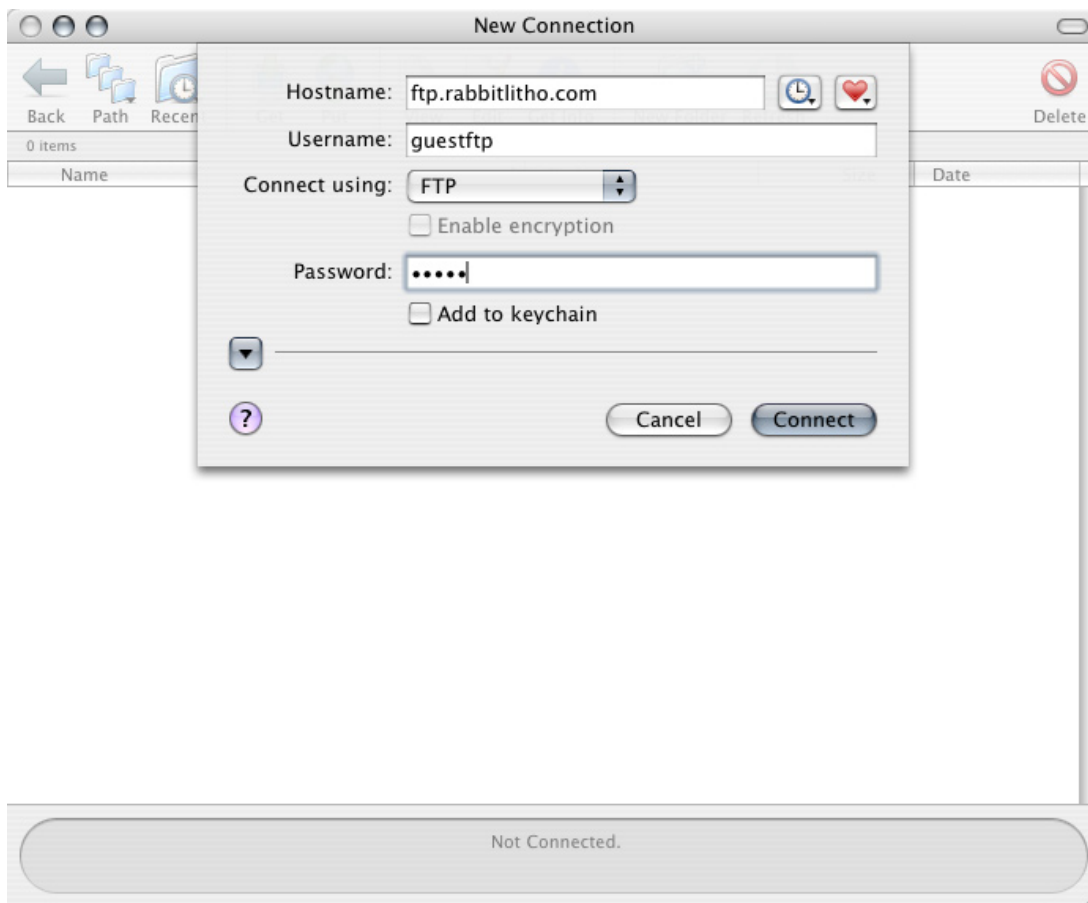
- When naming files please avoid using characters such as: { \ / < > ? • * (- # & % \$!. the use of an underscore is perfectly acceptable.
- A period should only be used once in a name. It should precede the extension of the file type (filename.ind).
- In the course of the job, keep file names consistent to avoid confusion or placement of the wrong file.

Media

- Although most of what we get comes on CD's and DVD's, we do still accept floppy disks, Zip disks.

FTP File Transfer Protocol

- To better the environment and save time you have the option of uploading your file to our FTP server. If you are a regular client then you should already have an account, if you're not sure or have forgotten your login and pass you can email us at prepress@rabbitlitho.com with "FTP Information" in the subject line.
- All files should be compressed/archived using either the archive (right-click) function on the mac or with third-party software such as WinZip or Stuffit.
- For first time users you can still upload your file without an account, please use the following information. We recommend using ftp client software such as: Fetch or Transmit.



Hostname: ftp.rabbitlitho.com

Username: guestftp

Password: guest

Once you are connected you may click and drag you .zip or .sit file into our server. When your upload is complete please notify us via email at prepress@rabbitlitho.com with you the name of your file and any other specifics.

If you have questions that are not answered in this guide or you're not sure of something, please contact us as prepress@rabbitlitho.com and we'll do our best to help you.

Thank you for choosing Rabbit Litho.