

# File Submission Guidelines for LithtexNW

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## Files:

- All file names must be no longer than 12 characters long...including images and layout programs. *(The names will be truncated and will not link properly.)*
- Build document to the final trim size. *(Example: regular #10 envelope...9.5 x 4.125)*
- **Minimum bleed is 1/8"**. *Safe zone for text is 1/8" from sheet edge.*
- Note any special instructions on lasers *(Example: varnishes, spot colors, folds, perms, die cuts, etc.)*
- Delete any unused style sheets. *(Fonts used in style sheets but not supplied can prevent files running through our workflow)*
- Do not use "hairline" for a line weight. **Minimum line weight should be .5 pt.**
- Do not set anything to overprint. *Overprints are determined during our ripping process.*
- Remove all trapping set in the native program. *Trapping also is determined during our ripping process.*
- Delete any extra items on the "pasteboard" that can cause confusion with missing links.
- All gradations should be made in Photoshop to lessen banding. If assistance is needed with this, please call.

## Images:

- Include **all** images used, including any images used in Quark or Illustrator eps.
- Do not "embed" placed art.
- Images should be **CMYK**, not RGB.
- All files should be tiff,eps or jpeg. *(Please stay away from WMF files.)*
- Resolution: **300 dpi** at 100%
- Only reduce or enlarge an image 10% either way in the layout program. *(If more is needed, scale image to size in native program and re-link. This will greatly reduce image processing and ripping time for both you and us. Will also make the file a bit more manageable to upload.)*

## Fonts:

- Include **all** fonts used (including both screen and printer fonts.) Also any fonts used in linked eps.
- Do not use "style" menus. Use the **actual** bold or italic font, and supply all versions of fonts.  
*(Shadow and outline style menus never be used.)*

## Colors:

- Delete all unused colors from color palette.
- Make sure colors are defined correctly (spot or process.)
- Color names and definitions must be consistent from application to application. Watch PMS Coated vs. Uncoated names. Placed EPS images must use the same exact color that is used in the layout program or your file will not separate correctly.

Please call your CSR if you have any questions or concerns.

1-360-676-1977

**LITHTEX NW**  
*Printing Solutions*