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PDF Document Guidelines

1. Application files need to be written to Fat Postscript (PS) files then ran through Acrobat Distiller to create the PDF file. If you are attempting to create the PDF file straight from the application file please notify your CSR to coordinate proper output.
2. Any registration that is used needs to be offset a minimum of 10pts.
3. The file should be linked to all hi-res artwork and all fonts should be loaded. Only the colors that you want to print should be set for output in the application that is creating the PS. Colors should also be consistent from application to application.
4. PS must be saved using the latest Acrobat Distiller PPD. 33011.104 is the version that KPC is currently using. IF you are not sure what PPD you have loaded please check with your systems administrator to make sure you have the most current version loaded.
5. The Acrobat Distiller preference (job option) needs to be set to KPC specs. Upon request KPC will provide the preference job option file that is set to KPC specs.
6. All scans and artwork should be set to your color specifications before they get to KPC. RGB, ICC, Index color etc. should be converted to industry standard CMYK prior to arrival at KPC.

Note: Please refer to the Electronic Guidelines sheet for element integrity.

If there are any questions that you may have, feel free to contact your salesperson or CSR at 217-347-5151.

Note: This document is intended to provide the basic requirements to help obtain the best possible PDF for output. KPC does not have knowledge of your systems or application setups therefore we can not take responsibility of files that are created improperly. Acrobat Distiller and the PDF format are industry standard and there are numerous forums on each layout application manufactures website to help you achieve maximum productivity from your PDF files.

I have read and fully understood the procedures described in this document.

This outside box below represents the saved PS or PDF site of the document. On an 8.5 x 11 page, KPC requires that the saved PS or PDF size is set to an inch bigger than trim size. So in this example the saved PS or PDF size would be 9.5 x 12.

This inside box represents final trim size of your document. This final trim size should match the page size that is created in Quark, InDesign, PageMaker, etc.

If your final trim size is 8.5 x 11 your Quark, InDesign, PageMaker, etc. files need to be set up as 8.5 x 11 single page documents.

On books under 40 pages allow 1/4" space from trim to any copy in the document. On books over 40 pages allow 3/8" space from trim to any copy in the document.

On books under 40 pages extend bleeds at least 1/8" beyond page boundaries. On books over 40 pages extend bleeds at least 1/4" beyond page boundaries to allow for creep.

In Quark, Registration and Page Position must be set to "Centered". In PageMaker under the "Paper" tab, "Center page in print area" must be checked. In InDesign under the "Setup" tab "Page Position" must be set to "Centered".