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Digital Standards

Our company supports QuarkXpress, Adobe Pagemaker, Microsoft Publisher, InDesign and Microsoft Office (Word, PowerPoint and Excel). We also support the PDF and Postscript (.ps) formats.

The following application files must be provided using special utilities within the applications for preparation for a printer:

- **QuarkXpress.....“Collect for Output”**
- **Pagemaker..... “Save for Service Provider”**
- **InDesign.....“Package”**
- **Publisher.....“Pack and Go”**

or as Postscript (.ps) or PDF files created using Adobe Distiller. If special utilities are not used, then an additional charge will be required.

- All graphic files must be provided as TIFF or EPS files. Programs that utilize this method of file saving include; **CorelDRAW, Adobe Illustrator, Adobe Photoshop & Macromedia Freehand**. Other file formats will require conversion at an additional charge.

- Full color images and photos to be printed in 4-color process must be prepared in CMYK (NOT RGB). Spot colors should be identified as Pantone colors. Files that require changes will have an additional charge.

- A hard copy sample of the document is required so we will know what your document will look like. Multi-color documents should be submitted as separations. If a printed sample is unavailable, an additional charge may be required.

- Microsoft Office applications cannot be color separated within the application. If the documents are to be printed on a printing press, we must use special procedures and tools to separate these files that will require an additional charge. We will attempt to match the colors as close as possible.

Some files may require special prepress preparation so they can print properly and may require an additional charge.

Our staff is available to assist you in preparing your files properly so we can meet your time, quality and budget demands.

Many answers to your questions to properly prepare a file for commercial printing output are available in the HELP section of your application usually found at the top of the screen.

Instructions for Collecting Required Information

QuarkXpress

“Collect for Output”

In QuarkXpress, there is a feature called Collect for Output is located under File. It creates a report that includes everything a printer would ever wanted to know about the document. It also makes a copy of the Quark document and copies all images used in the document into a single folder.

The Collect for Output dialog box provides controls that let the user select or create a folder for the document, its imported picture files, and the report file. Enter a name for the report in the Report Name field. The user can generate a Report Only by checking the proper box.

If the Missing/Modified pictures dialog box is displayed after you click Collect, and a user wants to include those picture files, update Modified pictures and locate the Missing pictures.

The report that is generated is a text file formatted with Xpress Tags. It is placed in the same folder as the collected document and picture file. The report file includes Document name, date, total pages, width and height; version of QuarkXpress, file size, required Xtensions, active Xtensions, and the name of fonts used.

It also includes graphics used (size, box/picture angle, skew, pathname, type, fonts in EPS, the location of document, resolution of pictures, H&J specifications, each color created and information to reproduce custom colors, trapping information, and color plates required for each page.

The user can import the report file into the Output Request Template located in the QuarkXpress folder. The template includes space for adding information that service bureaus commonly need—the company name, phone number, etc. A user can customize the template to suit specific needs. When importing the file, the user should make sure the Xpress Tags filters is loaded and check Include Style Sheets in the Get Text dialog (File menu).

The following instructions are modified from the information found on the Quark web site at <http://www.quark.com/support/technotes.cfm>.

Quark Collect For Output Instructions for the Mac

1. Choose File > Collect for Output to display the Collect for Output dialog box.
2. If a picture file is missing or has been modified, the Missing/Modified Pictures alert is displayed. Click List Pictures to display the Missing/Modified Pictures dialog box. Select each modified or missing picture and click Update to automatically update or locate the picture file. Click Collect after all pictures have been located and updated. (In QuarkXPress 3.3.x, click OK.)
NOTE: If you click Collect, and continue with Collect for Output without updating missing or modified pictures, all the image files needed to output your document correctly will not be collected.
3. If the document has not been saved during this session, or if any pictures have been updated, an alert is displayed asking “OK to save document before continuing with Collect for Output?” Click Save to continue. If the document has never been saved, the Save as dialog box displays. Enter a name in the Save current document as field; then, click Save to continue.
4. Enter a name in the Report Name field of the Collect for Output dialog box. (The default name is the name of the document with the word “report” added.)
5. Select the drive and folder to which you want to save your files. Or, click New Folder to create a new folder for the document and picture files to be placed in. Enter a name for the folder in the Create a folder named field and click Create.
6. Click Collect in the Collect for Output dialog box.

Using the Collect For Output Report File

1. Collect for Output generates a report of useful information about the document. The report is a text file, formatted with XPress Tags, that is placed in the same folder as the collected document and picture files. The report file includes:

- The document’s original location and the location to which it is copied
- Document name, date, total pages, width, and height
- Version of QuarkXPress, file size of QuarkXPress document, required XTensions(TM) software, and active XTensions
- If using QuarkXPress 3.3.x and EfiColor is active, a list of any necessary EfiColor Profiles
- Names of the fonts used (Collect for Output does not copy the fonts; copying fonts is potentially a violation of copyright law)
- Pictures used (size, box/picture angle, skew, path name, type, fonts in EPS, and location in the document)
- Resolution of pictures
- The names of style sheets and H&Js used in the document
- Each color created and the information needed to reproduce custom colors
- Trapping information
- Color plates required for each page.

2. You can import the report file into the Output Request Template located in the Document folder in your QuarkXPress folder (or on the QuarkXPress CD). The template includes space for adding information that service bureaus commonly need -- your company name, phone number, etc. You can customize the template to suit your specific needs.

3. To import the file, first open the template (File > Open) and customize it as needed. Then click the text box on the lower half of the template and choose File > Get Text (Command-E).

4. Select the report file and check Include Style Sheets. Then, click Open.

TIP: Include Style Sheets is available if the XPress Tags filter is installed in your XTension folder or XTension Disabled folder and enabled through XTensions Manager (Utilities > XTensions Manager).

5. Choose File > Save and save the report as a QuarkXPress document. If you are sending your document to a service bureau for final output, include this QuarkXPress report document, so they have the information about your document for quick reference. You can delete the XPress Tags version of the report since it is now included in the QuarkXPress report document.

QuarkXpress does not automatically collect the fonts used in the document. It is recommend that you use a free program called Font Collector to help collect the fonts used in the Quark file. The program can be found on the Internet at www.meadowsinfo.com/mishtml/software.htm. The Meadows Font Collector XTension will gather up all of the fonts used in a single QuarkXPress document including those used in EPS graphics. The XTension creates a single suitcase file containing all required screen fonts, and then copies the printer (outline) fonts into the same folder. When the collection is finished, the user is presented with a detailed font usage report. You can also use Font Collector to automatically download and embed font information (both Type 1 and True Type) with EPS files that are created using QuarkXPress. It is a free utility.

Quark Collect For Output Instructions for Windows

1. Choose File > Collect for Output to display the Collect for Output dialog box.
2. If a picture file is missing or has been modified, the Missing/Modified Pictures alert is displayed. Click List Pictures to display the Missing/Modified Pictures dialog box. Select each modified or missing picture and click Update to automatically update or locate the picture file. Click Collect after all pictures have been located and updated. (In QuarkXPress 3.3.x, click OK.)

Note: If you click Collect, and continue with Collect for Output without updating missing or modified pictures, all the image files needed to output your document correctly will not be collected.
3. If the document has not been saved during this session, or if any pictures have been updated, an alert is displayed asking “OK to save document before continuing with Collect for Output?” Click Save to continue. If the document has never been saved, the Save as dialog box displays. Enter a name in the File name field; then, click Save to continue.
4. Enter a name for the collect for output report in the File Name field of the Collect for Output dialog box. (The default name is the name of the document with an .XTG file extension.) Leave the Save as type field at the default setting of XPress Tags (*.xtg).
5. Select the drive and folder to which you want to save your files. Or, navigate to a different location and click the Create New Folder icon to create a new folder for the document and picture files to be placed in. Enter a name for the new folder next to the folder icon and click Open.
6. Click Collect in the Collect for Output dialog box.

Using the Collect For Output Report File

1. Collect for Output generates a report of useful information about the document. The report is a text file, formatted with XPress Tags, that is placed in the same folder as the collected document and picture files. The report file includes:

- The document’s original location and the location to which it is copied
- Document name, date, total pages, width, and height
- Version of QuarkXPress, file size of QuarkXPress document, required Xtensions software, and active XTensions
- If using QuarkXPress 3.3x and EfiColor is active, a list of any necessary EfiColor Pro files
- Names of the fonts used (Collect for Output does not copy the fonts; copying fonts is potentially a violation of copyright law)
- Pictures used (size, box/picture angle, skew, path name, type, fonts in EPS, and location in the document)
- Resolution of pictures
- The names of style sheets and H&Js used in the document
- Each color created and information needed to reproduce custom colors

- Trapping information
- Color plates required for each page.

TIP: To generate a report file without copying the picture files and document file, check the Report Only checkbox (or hold down the alt key while selecting File > Collect for Output). (In QuarkXPress 3.3x, hold down the ctrl key while selecting File > Collect for Output.)

2. You can import the report file into the Output Request Template (Output.QXT) located in the Document folder in your QuarkXPress folder (or on the QuarkXPress CD). The template includes space for adding information that service bureaus commonly need -- your company name, phone number, etc. You can customize the template to suit your specific needs.

3. To import the file, first open the template (File > Open) and customize it as needed. Then click the text box on the lower half of the template and choose File > Get Text (ctrl+e).

4. Select the report file with the .XTG extension, check Include Style Sheets. Then, click Open.

TIP: Include Style Sheets is available if the XPress Tags filter is installed in your XTension folder or XTension Disabled folder and enabled through XTensions Manager (Utilities > XTensions Manager).

5. Choose File > Save and save the report as a QuarkXPress document. If you are sending your document to a service bureau for final output, include this QuarkXPress report document, so they have the information about your document for quick reference. You can delete the .XTG version of the report since it is now included in the QuarkXPress report document.

Instructions for Collecting Required Information

Pagemaker 7.0-7.01

“Save For Service Bureau”

In Pagemaker, there is a plug-in under Utilities named Save for Service Provider. Using the Save for Service Provider plug-in, the user can copy the publication, all linked image files, fonts, and other files required to print the document. Save for Service Provider also helps resolve broken links by prompting the user to locate the folders containing linked files. Similarly, this plug-in can also check the status of links and fonts in a PostScript file generated by PageMaker 6.5.

A concise report of the information the printer needs to create output from a PageMaker or PostScript file can also be created. The report includes details about fonts, linked graphics, a summary of the print settings, as well as information about who to contact regarding the publication.

To save files and generate a report using Save for Service Provider:

- 1 Choose Utilities > Plug-ins > Save for Service Provider.
The Summary dialog box opens.
The plug-in works on the active publication if the Check Pub is clicked. If the user want to check a PostScript file, click Check .PS, and then double-click the PostScript file that is to be sent to the printer.
- 2 Click Fonts, Links, Printing, or Colors to see a detailed report on that aspect of the publication or PostScript file. Print the status information by clicking Print at any time.
- 3 If the Links dialog box shows one or more linked files needing attention, click Relink or Relink All, and navigate to the correct image files.
- 4 To save the publication, click Package, and set options as follows:
 - From the Report Type pop-up menu, choose Formatted (for a PageMaker publication) or Text only (for an ascii text-only file).
 - Select Auto Open Package Report if, after saving the publication and associated files, the user wants to display the summary report in a new window on your desktop.
 - Select Update Links to bring out-of-date links up-to-date in the original publication before making a package.
 - For Include, select Copy Fonts to avoid missing fonts at print time, and then select the kind of fonts--All, Type 1 (PostScript), or TrueType.
 - Click Notes to enter contact information, such as the user's name and phone number, any comments on printing the publication, and then click OK.
- 5 Specify a location in which to save all necessary files.
- 6 Click Save to copy the necessary files to the destination folder.

Instructions for Collecting Required Information

InDesign 2.x

“Package”

You can gather the files you’ve used, including fonts and linked graphics, for easy handoff to your printer. You don’t need to perform a final preflight check before packaging. InDesign performs an up-to-date preflight check. If problem areas are detected, a dialog box appears.

To package files:

1. Do one of the following to open the Package dialog box:
 - *Choose File > Package.
 - *In the Preflight dialog box, click Package.
 - *In the Book palette menu, choose Package Book or Package Selected Documents, depending on whether all, some, or none of the documents are selected in the Book palette.
2. If a dialog box appears alerting you to possible problems, do one of the following:
 - *Click View Info to open the Preflight dialog box where you can correct problems or get further information. When you’re satisfied with the document, begin the packaging process again.
 - *Click Continue to begin packaging.
3. Fill in the printing instructions. The filename you type is the name of the report that accompanies all other packaging files. This report, which is saved in the default text editor format, includes the information in the Printing Instructions dialog box; a list of all used fonts, links, and inks required to print the document; and print settings. The report is stored in the same folder as the other packaging files.
4. Click Continue, and then specify a location in which to save all packaging files.
5. Select the following, as needed:
 - *Copy Fonts (Roman Only) copies all necessary font files, not the entire typeface.
 - *Copy Linked Graphics copies linked graphics files. Linked text files are always copied.
 - *Update Graphic Links in Package changes graphic links (not text links) to the package folder location. If you want to relink text files, you must do so manually and check whether the formatting retains the appropriate view inside the document.
 - *Include Fonts and Links from Hidden Layers packages the objects located on hidden layers.
 - *View Report opens the printing instructions report in a text editor immediately after packaging. To edit the printing instructions before completing the packaging process, click the Instructions button.
6. Do one of the following to specify how to handle hyphenation:
 - *To prevent the document from composing with the external user dictionary, and to pre

vent the document's hyphenation exceptions list from merging with the external user dictionary, select Use Document Hyphenation Exceptions Only. You may want to select this option when packaging a document to be printed by someone outside your workgroup, such as when you take the document to a service provider.

*To allow the external user dictionary (on the computer on which the file is opened) to merge with the document's hyphenation exceptions list, and to allow the document to compose using the exceptions lists stored in both the external user dictionary and inside the current document, leave Use Document Hyphenation Exceptions Only unselected.

7. Click Package to continue packaging.

Instructions for Collecting Required Information

Microsoft Publisher

“Pack & Go”

Pack your publication using the Pack and Go Wizard:

On the File menu, point to Pack and Go, and then click Take to a Commercial Printing Service.

The Pack and Go Wizard will take you through each step of the packing process.

When prompted by the Pack and Go Wizard, save your publication for the printing service.

If you pack multiple publications, save each packed publication to a separate folder, otherwise the Pack and Go Wizard will overwrite any preexisting packed publications.

Save files to removable media

If you're taking your publication on disk to the printing service, when the wizard asks you to choose a location for saving your file, click the appropriate drive (usually A for a floppy disk, and D or E for other types of removable media, such as a Zip disk).

Note If the Pack and Go Wizard splits up a large publication between two or more disks, the .puz extension for the packed publication will change to .pu1 for the second file in the series, .pu2 for the third, and so on.

Save files to a hard drive, an external drive, or a network

If you're putting your files on an external drive, on a network, or on your computer's hard drive, click Browse, choose the drive and folder you want, and then click OK.

Notes

- Unless your commercial printer tells you otherwise, always select Embed TrueType fonts and Include linked graphics in the Pack and Go Wizard.
- If you make changes to your publication after packing your files, be sure to run the Pack and Go Wizard again so the changes are included as part of your packed publication.

Printing a proof of your publication to send to the commercial printer for verification:

After the Pack and Go Wizard has completed packing your publication, you can print a composite proof of your publication or color separation: (The process of separating the colors in a color image so that they are printed on separate press plates for each process ink (cyan, magenta, yellow, and black) and for any spot color inks used by a commercial printer.) Printing a composite is always selected by default; in addition, printing separations is selected if your publication is set up for spot or process colors in the Color Printing dialog box.

If you do not want to print a composite proof, clear Print a composite proof.

If you do not want to print a separations proof, clear Print separations.

Click OK