



KYUNG IN PRINTING, INC.

File Preparation Tips & Guidelines

Accepted File Types

- Print-ready files in: Acrobat **PDF** documents (.pdf), Adobe **InDesign** (.indd), **Illustrator** (.ai), **Encapsulated PostScript** (.eps), **Photoshop** (.psd), **Quark Xpress 6.5** (.qxd).
- Standard Image File Formats: gif, jpg, tif, eps or png (some limitations may apply).
- We not guarantee high-quality output from MsOffice documents like: Word, Excel or Powerpoint (some limitations may apply).
- Always save or export your file(s) as **PDF** to use as **reference** and include in package.

Creating Files

- Create **art work scaled at a 100% and 1-up**, we will do our own imposition arrangement to meet our production requirement.
- For jobs that are printed front and back or are 2 pages or more like brochures, instruction manuals and booklets, these must be submitted in a multi-page file format accompanied by a **Single Page Spread PDF** file in the proper sequence required (Outside front Cover is page 1, inside front Cover is page 2, etc.).

Color Modes

- Document Color Mode needs to be **CMYK**(Cyan, Magenta, Yellow, Black), not **RGB**(Red, Green, Blue).
- If the job is 1 ink only, then only 1 color should be used in the art work and any percentage of that same color may be used if necessary.
- In a multicolored job any Process or Spot Color according to Pantone Matching System(PMS) formula guides may be used, remember that a printing plate will be generated for every process colors and/or spot colors used in the art work. Consider that this will increase the number of inks as well as the price.
- When a job is 1 color, regardless of Process or Spot color required you may use Black, but make sure to include a description in your specification of the exact ink color the job will be printed with according to PMS.
- **Important:** Please note that KIP can not guarantee that the color of your art work printed on our presses will match output from a conventional non-calibrated printer, system, monitor or any other method other than the one coming from an Advanced Digital Color Proofing System.

Marks and Bleeds

- Include Trim Marks on PDF for Reference only.
- Registration Marks and/or Color Bars are not necessary, we will include our own according to our production needs.
- Include **0.125" bleeds** on the edge of your artwork when necessary to ensure proper cutting. If the metric system is used for the overall dimension of the art work, you may change this to **3mm bleeds** instead.
- When possible allow 0.125" of safe margin inside of cutting area for text.

Fonts

- When possible on single page layouts convert text to outlines (fonts to curves).
- Make sure there are no hidden characters or stray points in your art work.
- In the case of a multi-page layout converting text to outlines may produce a very large file. Instead **include all fonts** used in your layout in a separate folder, another folder for links (images), along with your art work, PDF for reference and specifications; Then generate a compressed package.
- Embedding fonts on a file is no good when having to do imposition arrangement as per our production requirements. Always include fonts.

Outlines

- Make sure to not use lines or outlines of less than 0.25pt thick. Otherwise they may not appear on the printed job.

Links / Images

- The same File Preparation guidelines apply when generating Links, consider Standard Image File Formats, Color Modes and Fonts.
- Always remember to **include Links** (images) used in your layout that are not embedded to the main design file, place them in a folder along with fonts folder, art work, PDF for reference and specifications.

We will always encourage our clients to send print-ready files, with previous requirements well implemented, instead of sending native files, so you would save time while avoid including external files, such as links, fonts, etc.

Where possible we will do our best to work a way of outputting your file.

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