File Submission Guidelines

File Formats
- Adobe Illustrator Creative Cloud or Earlier (highly preferred) or Hi-Res PDF for unlocked files.
- 1-bit Composite PDF (2540 resolution pre-distorted) for locked or Esko Normalized PDFs

File Compression
Zip files, (Compression is not recommended on disks, unless it is required to fit the material on the disk.) For FTP information please use the contact information below.

File Preparation
Please follow these design guidelines:
- All fonts must be included, both postscript and screen fonts. If fonts cannot be sent, then all type should be converted to outlines. Note: Converting type to outlines inhibits the ability to edit copy if necessary.
- All files that are placed into master or sub files must be included.
- Any special inks that are to be used to print on press should not be a spot color in any portion of the job.
- Use layers in images whenever possible to ease the task of separation for print. When in doubt put separate elements like gradations, fades, solids color objects, spot color art, image fragments, etc. on separate layers.
- Continuous tone images need to be a minimum of 300 dpi if they are going to be used in the final print job at 100%. If they are to be scaled, the resolution should be determined by the following formula: Resolution = Percentage* LPI 2. (Standard LPI is)
- It is recommended images and gradations carry a 1% minimum dot.
- For images with more than four colors or for 4 color images that use special colors in place CMYK, the file needs to be a DCS2 files. We would like the special colors to be built as a channel not in a layer. It is recommended that Photoshop files be a TIFF for CMYK.

Art Guidelines
Screens: 120LPI - 150 LPI Depending on the Artwork
- Screen angles (Flexo: c-23, m-53, y-8, k-83)
- Traps: .012"minimum
- Key lines: .024" (One solid color)
- UPC: Should be 85% - 100%, with BWR of .003"
- Bleeds: All art should stop completely 1/16" before the trim both top and bottom to allow a 1/16" white border top and bottom

- Positive Type:
  Singular color positive type, must overprint background, if applicable: 6.5 pt>
  Multi-color positive type, without keyline, lightest color must trap to background: 10 pt. Bold
  Multi-color positive type, with keyline: 8pt
- Reverse type:
  Reversed out of a single color: 7pt
  Reversed out of two colors. Lighter color must be held back from edge .007": 10pt Bold
- Rule Weights:
  Positive rules:
  One color rules, must overprint or trap background, depending on size: minimum .007"
  Multicolor rules, not recommended unless trap or holdout from edges is possible.
- Reverse rules
  Reversed out of a single color: .007"

Reversed out of two colors, lighter color must be held back from edge .007".:

Reversed out of more than three colors: not recommended, edged will not be clean unless only one color is used to hold the edge. A keyline is strongly recommended where a single color cannot hold edge.

- It is recommended images and gradations carry a 1% minimum dot.
- Dies for standard sizes are available on request. Please use contact information below or it can be routed through customer service.
- Artwork must be built for no trims, at least 1/16", and it must be white. (common borders top and bottom)
- The Max number of colors used in the art is can be 7. There will also be a Varnish, Primer and a Spot white needed on all files. The spot white will always be behind the image.

Signed Proofs

A signed contract digital proof must be prepared from the final CTP file. Please specify if it is for color and/or content. If a proof is not supplied, Fort Dearborn Company will create one and the customer will be charged.

Plate Requirements

Dot Configuration: Circular Euclidian
Line Screen: 120 or 150
Plate Material: Kodak EFX
Plate Thickness: .067"
NOTE: We prefer to make our own plates, but if supplying plates, FDC will provide stepping template with bearer bars & marks and item FDC Part # that will need to be on the plates. All artwork should be reviewed and approved for printability by FDC prior to releasing final plates.

This document is intended as a guideline. New specifications or requirements may be added as necessary. Any design which does not follow this guideline will be deemed non-standard, and Fort Dearborn will not be responsible for the print quality of the specific elements of a design that do not follow the guideline.

FORT DEARBORN COMPANY

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